



All Saints Church, Clifton, Beds.

All Saints Church Clifton

Annual Meeting of Parishioners

Annual Parochial Church Meeting

12th March 2018

Rector: Reverend Caren Topley

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All Saints Church Clifton

Annual Meeting of the Parishioners 12th March 2018 at 7.45 pm

Election of Churchwardens

Annual Parochial Church Meeting 12th March 2018 at 7:50 pm

Agenda

1. Prayers
2. Apologies
3. Minutes of 2017 APCM
4. Matters Arising
5. Election of 3 representatives to PCC
6. Consideration of the Electoral Roll
7. Election of Sides persons
8. Secretary's Report on the Proceedings of the PCC for 2017
9. Annual Report on the Financial Affairs of the Parish
 - a. Accounts for 2017
 - b. Budget for 2018
10. Appointment of an Independent Examiner
11. Churchwarden's Report on the Fabric, Goods and Ornaments of the Church
12. Deanery Synod Report
13. Adoption of MAP
14. Rector's Report
15. Any Other Business

If you have any questions arising from the Parish Reports, please raise them with the Secretary before the meeting.

There will be a short meeting of the new PCC, in the Sanctuary, after the main meeting.

Minutes of the Annual Meeting of Parishioners held on 13th March 2017

Two nominations for the office of Church Wardens had been received –Peter Blackmore and Linda Dawes. These persons were elected unanimously by the meeting.

Minutes of the Annual Parochial Church Meeting held on 13th March 2017

Rev'd Caren was in the Chair with 26 members present.

Prayers: Led by Rev'd Caren

Apologies: Eileen and Tony Tobitt, Keith and Mary Pledger, Pat Kemp, Jim Peacock, Dorothy and Colin Brown

Minutes: The minutes of the 2016 APCM had been circulated in the Parish booklet produced prior to the meeting. These were agreed unanimously and duly signed by the Chairman.

Matters Arising: None

Election of 3 Members to PCC: There were three vacancies, each for a period of three years. Nominations were received for Pat Wisby, Barry Livesey and Philippa Whittington. They were elected unanimously by the meeting.

Consideration of the Electoral Roll: There have been 5 additions to the roll since the last APCM. 5 people have come off the list, 3 have left the area and 2 no longer worship regularly with us. Therefore, the total remains at 99. Of these, 29 reside outside the village but qualify as regular church members. The chairman thanked Linda Dawes for her work with the Electoral Roll.

Election of Sides persons: A list of those acting as sides persons at the church services had been displayed on the notice board prior to the meeting. The names were read by the Secretary and all those listed elected unanimously by the meeting. A copy of the list is on file.

Secretary's Report: Philippa Whittington outlined the composition of the PCC and reported how pleased we were to welcome Caren as our Rector in October.

The vacancy for the first part of the year was managed by our wardens, Anne Sullivan and Marjorie Cakebread who were supported by Rev Paul Lanham, Robin our reader, Kathy as LLW and other members of the clergy and readers from the area. We are grateful to all of them for their commitment to Clifton.

The church continues its close links with Clifton All Saints Academy and this link continues to develop with children from the Academy singing at the Carol Service and Mothering Sunday. In September Ray Watson resigned his position as PCC nominated governor due to his impending move to Dorset. We are pleased to welcome Mary Pledger to the Governors. There is still one PCC nominated vacancy on the governors and we would be pleased to talk to anyone who might be interested.

In the last year PCC have held discussions on many topics and received periodic reports from some of our committees. Approved PCC minutes are available for viewing in the Resources area at the back of the church.

Our Fabric Committee, led by Anne Sullivan, do an excellent job in ensuring the fabric and ornaments of the Church are kept in good order. Some work and improvements require the Rector and Wardens to apply to the Diocese for a Faculty to allow the works to proceed and this has to

be supported by a resolution from PCC. It was brought to the attention of the PCC that the East Window urgently requires major work. We have also changed architect in the past 12 months and look forward to working with the new architect to expedite matters for this, the roof, drainage and internal decoration.

Our committees and groups are working with quiet dedication to maintain and enhance the work of the church, both spiritually and socially. The committees are an extension of PCC and it is good to know that we can rely on their support. You do not need to be a member of PCC to join the committees so if you feel you could contribute to any of the committees please contact the persons listed in the booklet.

Messy Church continues to thrive and we are getting to know our regular families and we are also pleased to welcome new families. We are very grateful for the work that Ruth and Kevin Gray, Suzanne Stapleton and the other helpers contribute and we are also pleased that it is currently covering its costs. We were sorry to lose the support of Jeanette Glenister at Messy Church when she left to join another church.

I would like to express my personal thanks to all the members of PCC for their support during the year and to Don Gray for printing the booklets for the meeting.

The Chairman thanked the Secretary for her work during the past year.

A full copy of the report is on file.

Treasurer's Report: The Treasurer, Frank Rivett, stated that the financial statements for 2016 had been displayed on the notice board prior to the meeting and a summary of these was included in the Parish booklet. There had been no questions arising from these.

I hope you have had the opportunity to look at the accounts in one form or another; either the abridged version in the APCM booklet or the full set of figures that have been on display in church for the last three weeks - the full set was also circulated to the PCC members. The accounts have been examined by Nico Rodenburg and agreed by him

The figures in the booklet are the most accessible and starting at page 20, firstly show details of the Unrestricted and Undesignated funds, or in other words "our general cash pot" or reserves not earmarked for anything specific.

The numbers show that we can never rely on the same form of income from one year to the next, and while the fundraising was down almost £2,000 over the previous year, you will see that the Fees Income from weddings etc., was up by over £3,000. Together with other ups and downs the surplus at the year-end was approximately £1,000 lower than in 2015. But still a surplus, which is it is good.

At a PCC meeting towards the end of last year it was agreed that we should attempt to maintain the reserves at the recommended level that represents three times the average monthly spend. We also agreed to use any balance above this level to seed a new Designated fund for the repair of the East Window.

The net result of this is a sum of £4,382 being transferred out of the Unrestricted funds and placed in the East Window Fund which is listed on page 22. The balance remaining in the Unrestricted funds represents approximately 3 times the average monthly spend, and is simply good housekeeping to cope with cash flow variations arising from: different seasonal requirements, unexpected costs or loss of income, etc.

I am sure that the window will be discussed in the Churchwardens report on the fabric, so at this stage in the proceedings I will simply say that the likely cost of repair will be in the region of £25,000 to £30,000 (the Architects initial estimate was £20,000, plus VAT, plus professional fees).

Moving on, page 21 firstly shows the trading activities of the Church Hall, the Chronicles Magazine, and our Fair Trade activities. They continue to be managed well, and run in surplus. The Church Hall has a continuing program of maintenance requirements that the surplus each year helps to fund. I am confident they are able to continue with this.

The Clifton Chronicles has now been classified as a Restricted Fund, meaning that its reserves should be used only for the purposes of the Magazine as directed by the management

committee. A refurbished print machine was purchased during the year, but as the cost indicates, this will not have the life of the machine it replaces which was purchased new. Liquid reserves of £8,000 might appear high, but as explained in the report on page 13, circulation continues to increase, prices of consumables are likely to increase, advertising space is threatened by electronic media, and I can vouch for the fact that repairs to the print machine can be very expensive.

It was my recommendation that the committee keep the reserves at this level until the autumn and then review whether that level is correct.

Fair trade does not operate on a speculative basis, and only order goods when they are requested. It has never been the intention to build any high level of balance in this fund and it has been past practice to donate any surplus to charity. I will therefore be proposing at a forthcoming PCC meeting that we make a donation of £200 from this fund to a charity to be decided.

The remaining tables on page 21 show our charitable giving, and the various activities for generating funds, both for the church and for other charities. Our fund raising last year was down on 2015, but I get the definite impression that a big push is being made this year.

Page 22 brings all the fund balances together, together with associated trusts and charities. This now includes the East Window designated fund, and there are a number of fund raising activities already planned to support this fund. We will also be looking for grants to assist with this repair.

The repair of the roof seems to have taken second place to East Window in our priorities, but I am sure this will be spoken about in the churchwarden's report.

Friends of Clifton Parish Church continues to slowly increase in value, and still retains the pledge of £40,000 towards the repair of the roof. It might be easy to look at the balance and suggest they pay for the East Window, but we need to remember that once the window and roof HAVE been repaired and new drainage installed, there is much expensive internal redecoration required, to say nothing of other improvements that could be made. I consider it prudent to look to fundraising and grants before considering Friends at this stage.

The remaining trusts provide a modest investment income that is directed either to repairs, or the churchyard, depending on the terms of the trust.

The final page contains what you might consider to be a budget, but I prefer to use the term "Estimate". Based on factors outlined in the notes, it is my projection of how the general fund (unrestricted undesignated) finances will pan out over the year using my knowledge of likely income & expenditure – it is an estimate, but hopefully we will end the year in the black. I put these accounts to you as a true and accurate representation of the PCC Finances

A full copy of the report is on file.

Appointment of an Independent Examiner: Frank Rivett proposed that Nico Rodenberg be appointed. This was seconded by Valerie Brace and agreed by the meeting with 1 vote against.

Church Wardens Report on the Fabric, Goods and Ornaments of the Church:

For many years we have been served well by architects from the Levitt Partnership in Biggleswade however, in the last two or three years we have had increasing difficulty in contacting them/receiving responses and getting them on site to advise. In early Autumn 2016 we made contact with the Michael Dale partnership in Luton following a recommendation from Holy Saviour in Hitchin; Matthew Stevens came to visit the church and met with Rev. Caren, Marjorie, Frank and Peter Blackmore; he agreed to take on the church and his terms and conditions were accepted by PCC in October and ratified by the Diocesan Advisory Committee (DAC) in January this year.

Shortly after the APCM last year our neighbour, Stephen Langton, contacted Marjorie to advise that, as a result of 'storm Kate' large pieces of masonry had been dislodged from around the exterior of the East window. After inspection we have been advised that much of the stone requires replacing, although some may be able to be repaired. Our architect has prepared specifications and we are awaiting quotations and schedules from three companies. The work will cost an estimated £20,000 and will involve removing some of the glass panels and covering the window to protect it during the work.

Alerted by Rev. Caren it has been noted that masonry is also crumbling around the exterior of the window at the end of the north aisle and this will be inspected when the architect comes on site with the companies providing estimates for the East window.

Fortunately, there is nothing else to report in terms of new issues arising during the last year. The gargoyle at the top of the tower is being cleared regularly to try and prevent overflow into the church until a more permanent solution can be found.

The situation with the roof appears not to have changed much over the last year. Although we have had the odd incursion of water during heavy rain it has not been a regular occurrence, so we are hopeful that the repairs will wait a while longer until more grants have been obtained to cover the expected cost. Unfortunately, our second application to the Government funded 'Listed Places of Worship Scheme' was again turned down. We would like to be in a position to fund this, and the replacement of the drainage system as soon as possible but do not want to start the work without knowing that we can fund the work.

The Spring and Autumn Churchyard working parties were again well supported with lots of hard work leaving the area in good shape. Rev. Caren is looking at ways to enforce the Diocesan Churchyard rules and regulations sensitively; as part of this we are to erect notice boards to display the regulations.

We are also seeking more helpers for the regular cleaning in the church (please see Jane Pavey) and the grass-cutting rota for the front churchyard (please see Peter Blackmore).

With help from Kevin Gray, Don Gray and Peter Blackmore the sound system was replaced and has resulted in much needed improvements for those who are hard of hearing.

During the year we welcomed Philip Dawes to the Fabric Committee but Don Killick has decided to step down after many, many years; thank you Don for your dedication over the years. We would be happy to welcome others to the committee, please don't be shy! Finally, I would like to thank all members of the Fabric Committee and the warden team for their support and everyone who assists in any way with the upkeep of the grounds, fabric and contents of the church.

Anne Sullivan
Church Warden

Deanery Synod Report:

Keith Pledger and Jane Pavey were your PCC representatives on the Deanery of Ampthill and Shefford Synod for the past year. The Deanery was formed in 2011 when the two Deaneries of Ampthill and Shefford were combined to make one.

There were three meetings this year: April, July, and November at which representatives of the Parishes meet and discuss the issues that are raised, the agenda being formed from issues raised by the clergy and the lay members of the group.

Several matters have been discussed, and are reported on below by meeting.

At the April 2016 meeting we had a talk by The Revd Barbara Johnson Chaplain to the Bedfordshire Fire and Rescue Services. A Fire Service Chaplain offers a ministry of presence and love – being there to build relationships with families, deal with domestic distress and family breakdown, bereavement and illness. There are currently 151 Fire chaplains in the UK and all are volunteers – there is no money set aside for this ministry. Clothes and phones are provided and donations in kind. Their work is totally confidential and is becoming increasingly popular at a time when most people do not engage with a local church.

Chaplaincy is also an established and growing resource in retail, agriculture, waterways, hospitals, prisons, etc. and is open to both clergy and laity. It needs the support of the church through prayer.

Barbara praised the dedication of the Fire Service in the face of all adversity. It is the most used of the three emergency services and often the first on the scene whether it be a fire, a road

traffic accident or some other disaster. Fire fighters never know what they may have to face in a day's work yet their first concern is always the safety and needs of the public. They work and train together as teams and support one another at all times.

A new lay chair John Rennles was elected as Lay Chair of the Synod.

At the July 2016 meeting the Deanery Map was the focus of the meeting. There was an introduction to the draft document, copies of which will be circulated prior to the meeting, discussion, questions and comments about the document. The Map was then unanimously accepted to be adopted by the Synod.

At the November 2016 meeting the guest speaker was Dr Colin Pilbeam who gave a talk on "In the Community for Mission and Ministry". Dr Pilbeam is from Cranfield University School of Management and is a member of Christ Church, Bedford. Some key points included: If you took the branding away from supermarkets, would you really know whether it was ASDA, Sainsburys, Tesco, etc.? Have you noticed how most museums are now highly interactive? Despite the diversity of God's creation, so much of what we experience everyday conforms to certain patterns and expectations and there is a tendency to copy what works elsewhere. Living God's Love: Are we responding because this has been presented from a position of "authority"? Do we notice what other parishes are doing and think we should do the same? One size does not fit all. We need to go against any desire to conform. Context is critically important and also very different for each parish across the deanery. Beware of copying blindly. Think Context and then Intervention - Mechanism – Outcome. Be confident - your church can transform your communities. Discussion on these points then took place and feedback was given.

It is interesting to attend the meetings and to become aware of what happens in the other Parishes and the issues they also have to face.

The Chairman thanked Jane and Keith for their work on the Deanery Synod.

A copy of the full report is on file.

Adoption of the MAP

The Chairman thanked Robin Welsford for his update on the MAP in the Annual report and for the team supporting him in this project. As there is a MAP workshop planned for 1st April it was decided to defer the adoption of the MAP until after that meeting.

Chairman's Report:

To begin my report, I should like to thank everyone who has made Peter and I so welcome. This has made for a very happy transition for us, and you really are a congregation with the gift of encouragement - among many other gifts!

In particular, of course, my thanks go to the churchwardens, Anne and Marjorie, PCC secretary along with the deputy wardens, their information without which I should have floundered. Thank you Rev Paul Lanham our retired clergy who has made it possible to go on offering a regular round of worship not just on Sundays, but also on weekdays, both here and in Southill. For Robin, our Senior Reader who has been very supportive towards myself and Ryan as he trains for Lay Leader of Worship (LLW). For Kathy who has completed her LLW training, taking Evensong and other services when needed. Also, I am looking forward to Ruth's ministry when she completes her reader training. I am also grateful for the ministry of visiting Reader Robert Johns at Evensong. I look forward to anyone else who feels called to these areas of Lay ministry to come and speak to me about their calling to these vocations.

It's probably not practical for me to continue with a list of names for my thanks – but you all know who you are. Each committee, together with the choir and organist, those who serve, clean, provide refreshments, arrange the flowers and help the services run smoothly work very hard to support the ways to glorify God in this place, I would like to assure you that I am aware of the way you are bringing God's Kingdom to this place and I am very grateful.

Each new Rector brings something different through their own faith journey. I am humbled to see what my predecessors have achieved in this place. I hope that you will support my vision and my calling to serve you here. For the moment the pastoral care is being developed along with the Bereavement Committee. Subject to DBS guidelines and my meeting at the Clergy Refresher Course on the 30th March, I hope the advice to be given will enable me to build on previous pastoral care for the bereaved, home communion and Wren Park.

The annual report makes a very impressive read, and speaks of a church which is both a real community in itself. Thank you for supporting me in opening the church to the community. I want us to continue being outward looking, continuing engaging in Messy Church, Afternoon Teas with Clifton Care Scheme, Craft and Chat, and the Community Café, Clifton Academy and Governor meetings.

I would like to say to you all a big thank you for improving the parish's budget, especially Frank who keeps us up to date with finance regarding the mission and worship of the church.

Looking to the future in a visionary way, I am encouraged that some of you are taking part in the Pilgrim Course and Bible studies which will help us develop our mission in line with the Diocesan Strategy.

The previous Mission Action Plan was excellently maintained by the previous team see Robin's report which will enable us to move forward and develop our Mission Action Plan, to inspire us for 2017. I am very keen that the meeting on the 1st April will be one which grows out of the insight and prayer of the whole congregation and the community, so that everyone can own and play a part in our MAP.

More immediately on the level of inspiration for the future, I would like us to respond actively to an appeal by the Archbishops of Canterbury and York to make the week before Pentecost this year one in which we engage with other Christians and parishes all over the country in prayer for mission –and specifically, for the effective sharing of our faith.

The church is now open every day from 9am and you are always welcome to share a short morning worship with me on Tuesdays and Wednesdays at 9am in the church.

Any Other Business:

- There were no items under AOB

The chairman thanked Chris and Don Killick and Kevin Gray for providing refreshments after the meeting.

The meeting closed at 8:40 pm with the Grace.

Reports for the Work of the Parish in 2017

Baptism Group

There were two changes this year. The first, and most important, was that the Reverend Caren had been installed as rector and took all of the baptism services. This reduced our workload a great deal. The second was that it was decreed that the normal time for the baptism service would be 10.30 a.m. in a service called 'Holy Communion with Baptism'. This has meant that at that part of the service where the response is 'We welcome you' this is said by the whole church and not just the baptism visitor and baptism family guests. This is not, however a completely inflexible rule as some people travel so far that they cannot get to church for 10.30. In this case the 'standard' baptism service takes place at 12.15 p.m.

There were 12 baptisms this year 10 children and 2 adults. It is quite usual for a mother to want to be a Godmother to her child and if she, herself, is not baptised her own baptism frequently takes place before, and in the same service, as her child's. During this year one of the mothers went on to be confirmed.

We had a lovely 'Get together' during the year. It was called 'The Teddy Bear's Picnic' and recently baptised children (and their parents!) were invited. There was a good response and it took place on the rectory lawn. The weather was perfect, the tea and cakes excellent and there was a real feeling of happiness and friendship.

Colin Brown.

Bellringers

We have continued to ring for most Sunday services and festivals throughout the year. Our After School club continues during the term time and in addition to Izzy, Cara and Adam, we regularly welcome Revd Caren to this practice. Izzy and Cara attend the Bedfordshire Young ringers monthly practice where they are getting to know other young ringers in the area. Striking competitions are held throughout the ringing community at all levels. Our change ringing team won the district striking competition which was held at Haynes. This year, the district introduced a striking league with home and away fixtures for all participating towers. This gives less experienced ringers a chance to ring at different churches, meet other ringers and help other local practices. We were delighted to win the league this year and the new shield is proudly displayed in the tower.

In the spring term, we invited the Woodpeckers class (Year 4 at Clifton All Saints Academy) to come to learn something about bellringing. They came in groups of 6 and spent an hour in the tower, which included looking at a model bell, visiting the bells, a questionnaire and ringing a bell with assistance. They all seemed to enjoy it and we hope that we will gain some recruits when they are a bit older.

On August Bank Holiday Monday we had our annual outing arranged by Russell and Terry Brown. This year we travelled to the Cambridge area visiting Bourne, Toft, Little Eversden, Haslingfield (with lunch at the Little Rose pub), Great and Little Shelford. We were very lucky with the weather which was fine, warm and sunny. At the end of the day, we met up for an excellent BBQ in Peter and Kathy's garden with Jim and Peter cooking as usual. Adam was the only young ringer to join us, but he rang very well and wrote an excellent article for the Chronicles.

Towards the end of November, we had a maintenance morning which included cleaning and dusting the ringing room and clock room and some tidying up around the bells. We are planning another session in the warmer weather.

There were seven quarter peals rung during the year and 4 peals. On April 3rd, a peal was rung to celebrate Terry Brown's retirement. In September, we rang a peal to celebrate the 50th anniversary of Revd Paul Lanham's ordination. In November a peal was rung by an all female band of ringers, to celebrate the Diamond wedding anniversary of the Queen and Prince Philip. We finished the year by ringing a peal in recognition of Stan and Sheila's long service to ringing in Clifton. In March we rang a quarter of Julie MacDonnell New Bob Triples as part of a fundraising initiative for "Bellringers Strike Back Against Blood Cancer".

Visiting ringers came from Royal Naval Guild, the Golden Oldies, Somerset, Cookham, Towcester branch, Chiltern Midweek group and a band from Hertfordshire.

In October, we held our "annual" tower meeting. At this meeting, Stan resigned as Tower Captain after 27 years and Sheila resigned as Secretary after 32 years. In recognition of this the local ringers rang a peal, 2 quarter peals and arranged other special ringing, all of which will be recorded on a new peal board. Ringing in Clifton owes a great deal to them and we hope they will continue to ring with us for many years to come.

Philippa Whittington
Tower Captain

Bereavement Group

The nature of the group has changed mainly due to the implementation of the Safeguarding Rules. We have therefore, as a group not continued visiting in an official capacity, however we do send cards.

We held an All Souls Service in early November to which we invited all relatives of those who had been bereaved in the past year and other families who had lost someone dear. They were invited to light a candle in memory of those who had died and also to write a memory on a 'leaf' to place on the memory tree, which is still in Church. The Service was well attended by many families, not all affiliated to Church.

Jane Pavey
Member of Bereavement Group.

Choir and Church Music

Under the direction of John Witchell, the choir led a special devotional service for Holy Week "The Way of the Cross" on April 9th.

On July 16th, we travelled as a choir to Manchester Cathedral to be present at the ordination of an ex chorister, Nicholas Johnson. It was a very happy occasion: we were blessed with a glorious sunny day!

On September 17th, the choir sang Choral Evensong at All Saints, including the magnificent setting in C of the canticles by Stanford.

On October 1st, John Witchell stood down as Choir Master, in order to devote more time to his family and to be able to attend his village church at Willington. We are very grateful to John for his excellent leadership over a two and a half year period. We have all learned a lot from him and he has inspired some splendid singing.

The post of Choir Master had been advertised since the Spring, but no suitable candidate was found, so Deputy Organist, Peter Maundrell, agreed to become Acting Choir Master.

In A Festival of Nine Lessons and Carols, the choir sang arrangements of traditional carols by Vaughan Williams and John Rutter, and the moving 'O Men from the Fields' by Arnold Cooke.

In the Autumn, we were very sorry to lose the services of two sopranos, Anne Sullivan and Sheila Ward, both of whom have moved away. We are indebted to them for their loyalty and long standing support over many years. We shall miss them greatly.

There are vacancies in the choir, especially for sopranos. We rehearse on Thursdays during school term time from 8:00 to 9:15. If you would be interested in joining the choir, please phone Peter on 01767 314621.

Peter Maundrell
Acting Choir Master

Chronicles

It has been another successful year for the Clifton Chronicles produced and delivered each month by a team of 40+ people. Quick sums suggest that we have delivered about 16,000 copies of the Clifton Chronicles to door mats throughout the village in the last year.

This year we increased circulation to 1475 copies per month as anticipated last year. With the building of new houses unlikely to be halted in the near future I wonder just how many Chronicles we will be delivering at this time next year and beyond.

We changed our supplier of white paper, which is one of our major consumable expenses, during the year to reduce costs. We have also been fortunate this year to have incurred no expenditure on maintenance of our print machines. This is entirely due to Don Gray who has built up expertise with the machines and, with the support of the service engineer from Unigraph, has carried out routine servicing and maintenance work himself. We are very lucky to have this expertise on the team.

The savings achieved as above have enabled us to maintain our advertising rates again for the forthcoming year. This very much helps the small and micro businesses which find the Chronicles is the main driver in demand for their services. Of course, many small businesses now have their own websites and Facebook pages and, with the continued march of these and other electronic media, we are aware that we may have to work hard to keep hold of our advertisers in this more traditional communication medium; luckily there is no sign of this happening just yet.

There is again no change to the Chronicles team: Kathy Blackmore is our editor, link with all contributors and general coordinator for the team; Don Gray is our main link with advertisers and our printer in chief; John Good organises our happy band of collators and liaises with our distributors; Sue Welsford continues to be our Treasurer; Peter Blackmore manages advertising revenue and Don Killick continues to order and maintain supplies of consumables. Thanks to all of them for their continued support and to the PCC Treasurer for producing our accounts and giving us financial advice. We have been pleased to welcome new members on the collation and delivery teams and these teams work especially hard to keep pace with the increasing circulation.

We hope that you will all continue to support us so that we can continue to benefit advertisers, organisations and readers throughout our community.

Kathy Blackmore
chronicles@clifton-beds.co.uk

Church Cleaning

There have been a faithful band of people who have cleaned the church this year but we are a diminishing band, mainly due to ill-health. At PCC we discussed other means of cleaning the church and it was agreed that a plea should go into the Pew Notice for sponsors to finance a professional cleaner to supplement the regular group. We have had an excellent response and

are now in a position to have the Church cleaned once per month with a professional cleaner. This will lighten the load and we are very grateful for the generous response to our request. I hope for the future that we may be able to expand this to twice per month. Our thanks go to those who can no longer join the rota and wish them well.

Jane Pavey
01462 813179

Church Hall

The Church Hall continues to provide an excellent facility for the community with it being hired on virtually every weekday evening as well as parts of the day. Our users cover a wide age range from Baptism parties and Messy Church through dancing, yoga and martial arts classes for old and young. In addition, the Hall is used by Clifton Chronicles, W.I., Mothers Union, Church events, private parties and Woodlands. In total the Hall has been used for over 1200 hours during 2017.

This level of use and careful control of running costs has enabled us to avoid any increase in hire charges since the last increase in 2014. However, our 3 year contracts for gas and electricity are due for renewal this summer and we anticipate significant additional charges when they are reviewed. We will obviously do all we can to avoid any change in hire prices and, at most, keep any amendment to an absolute minimum.

We have had a major damp problem in the old part of the building that has now been fixed, albeit at a cost of over £1,000. We are looking to replace the main front door in 2018 as well as install halogen heaters in the large back room which is now regularly used by Messy Church.

Our closing funds have improved by £2266 to £9,573 which gives us scope for further enhancements to the Hall facilities in 2018.

We must pay tribute to Bob Anderson who continues to keep the whole premises immaculately clean and tidy and to all the members of the Church Hall Committee for their commitment

Arthur Clarke

Fabric Committee 2017-2018:

Keeping the church and churchyards in good condition is an important aspect of our church's life and contributes to the sense of spirituality and welcome to regular and occasional worshippers and visitors.

2017-18 has been a particularly busy period for the Committee. Alongside routine maintenance and improvement works the restoration and repair of the East Window was a major successful project. This will be covered in other APCM reports this year but special thanks should go to Linda for her excellent project management skills and to the generosity of people in the village who made the repair possible without straining financial resources.

Two 'clear up' working parties were carried out in April and October where excellent progress was made. The refreshment team excelled themselves as usual and they were lovely fellowship and community events. Many thanks to the parishioners and friends who made this all possible - and a reminder that the next clear-up day is Saturday 12th May 2018! The regular grass cutting went very smoothly through the season both with the contractors at the rear and a large team of volunteers in the front. We continue to work with the Diocesan Adviser on churchyards to monitor and improve the biodiversity of our small piece of God's acre in the front churchyard.

It is not our policy to reserve plots in the graveyard but PCC has agreed to honour historical arrangements and we have installed a number of plot reservation plaques in the rear graveyard. Other work outside the church includes erection of a signboard in the rear graveyard displaying the churchyard regulations, repair of several lights around the premises and repair of the old boiler room cover (at the west end of the church) to prevent unauthorised access.

Providing disabled access to the Church is always on our minds and this year, with the invaluable help of Jack Stevens we have updated and replaced the ramps in the main entrance. Shortly, it is hoped we will replace the path from the lychgate to the main entrance with a wheelchair friendly surface. We realise that we still have a problem with access to the toilet but one step at a time.... Audio visual display monitors have been added this year which is hopefully enhancing the worship and other activities in the Church. A number of pews have been removed from the north aisle in order to facilitate community events and meetings in the Church i.e. Craft & Chat, Care Scheme Teas and the Community Café. We continue to explore ways we can improve the access to our building for groups in the community.

The Church is generally open during daylight hours and the committee continue to look into additional security measures (CCTV etc). There are in excess of 35 keys distributed around the community (and they are only the ones we know about!). This is a concern to our insurers and we are keen to reduce the number in circulation. If you do not need or use a key on a regular basis (weekly) and you can manage by borrowing one when necessary please consider returning your key to Jane Pavey who is trying to maintain a register. If we can't get it down to a sensible level it may become necessary to change the locks.

Keeping the certificates and testing up-to-date each year is an important task. In the last year we have tested and received certificates for the lightning conductor, the fire extinguishers and the electrical system (PAT test). A risk assessment for working at heights has been prepared and approved by our insurers. A copy all these legal documents are available to view on request. Thanks to Linda for keeping the terrier up-to-date with all the alterations and additions made during the year.

I thank the committee for their support and we look forward to serving the Church in the coming year when we have many projects to consider.

Committee 2017-2018:

Peter Blackmore (Chairperson), Anne Sullivan, Jane Pavey, Philip Dawes, Bill Lawrence, Felicity Kendall, Keith Pledger, Rev Caren

Flowers

Our loyal team of arrangers on a fortnightly basis have once again made our church look welcoming with beautiful floral displays in the Niche and at the Altar. We have produced larger displays for Easter, Harvest Remembrance and Christmas.

There were fewer weddings and the trend for couples to cut back on wedding expense by providing their own decorations or having fewer arrangements has put less strain on the few arrangers we have. This however has a detrimental effect on the flower account but the large number of weddings the previous year along with generous donations from the congregation has meant the fund remains in a good position.

The highlight of the year was our involvement with the wedding dress Exhibition. Although there was a lot of work involved it was a big success. It gave the arrangers a chance to work closely with members of the village and other groups within the church, also Felicity and I had the opportunity to use our Floristry skills to enhance the dresses. A big thank you to all involved.

Towards the end of the year we introduced the use of storm light vases and battery candles around the church, as well as adding a new dimension to our worship this has meant increased safety and less height work for our elderly arrangers.

We will sadly be losing 4 arrangers from the rota at the end of the year meaning increased difficulty in filling the rota for the whole year. We will introduce the use of vases and ready-made silk arrangements to make life easier for those busy times and allow those without arranging skills to contribute.

Thank you to all the arrangers for your Fellowship, generosity, and time. If anyone would like to help with the flowers in church, please contact me.

Suzanne Stapleton

Messy Church

We continue to thank God for our Messy Church and all that He does to work through our team in reaching out to our families every month. We have 36 helpers on our Messy Church team and this year we have welcomed new members Brenda Howe and Lucy Eagles. This year we are saying a gradual goodbye to Anne and Terry Sullivan who have helped so much with behind the scenes food production for Messy Church. We thank them for their contribution and wish them good luck in their new life in Norfolk. We are looking for more behind the scenes help on the Messy Church catering team so if you have time for a spot of cooking and baking now and again please let us know.

We are full of gratitude for our team who month after month come into Messy Church, making and sharing activities, serving refreshments and lunches, organising the worship, welcoming families as they come to Messy Church and being a caring listening ear for all that is happening in their lives. We continue to pray for our team that their faith may grow through Messy Church and that they may reach out and disciple others.

Our congregation continues to grow. We regularly have attendance of between 50-60 people and at Christmas we had over 100 visitors. In our busy months we seem to have enough help, enough lunch and enough activities! Even at Christmas we didn't run out of food! Our team plan so well and always remains calm! We have welcomed 17 new families this year mostly families with children under 5.

We have grown to know our families more over the last year. We walk with them on their life journey, celebrating with them when new babies are born or when they have birthdays and anniversaries, supporting them when they have lost loved ones, and caring for them when their life's direction isn't as they expected. Sadly, that happened this year as one of our families suddenly lost their Father. It has obviously been devastating for them and we pray that we are making a difference to them in their lives and that we are offering them the chance to know our love and the love of God.

Two of our objectives this year have been fulfilled. We wanted to organise a Messy Church session for our older children; we have become aware that as our Messy Church becomes older so they have become older! Some of them are helping us on rotas but we wanted to see whether there would be the possibility of a small group of young people who we might also work with in a youth group format in the future. We held our first Messy Woodwork for children aged 9-16 and their parents during the BRICS visit in November. We had 17 youngsters and their parents join in making cribs and stables in readiness for Advent. It was great to see so many Dads come with their children! Robin, Caren and Bishop Richard all led worship in this session. We had lots of experienced Woodwork help too from a number of chaps in the village – it was great to get them involved and lots of trips to the pub for planning were involved! We also made life size crib figures at Messy Woodwork and with a donation of a summerhouse from the Saunders family we made our first life size nativity to go outside Church at Christmas. If you follow this link you will see we made Diocesan headlines in See Round where there is a time lapse video of the chaps putting up the scene:

<https://www.stalbans.anglican.org/news/sro-1712-p3/>

It was really fun and we are thinking about another event in June!

Our second objective was to organise a social event for our Messy Church families to give another opportunity to meet with them and get to know them and to see if they could help take part. So we held Messy Fireworks at Clifton Bury Farm with the kind permission of Donald and Valerie Brace. Our thanks go to John Wall who prepared a risk assessment, made the bonfire and helped everything to run smoothly! It was attended by over 100 people and our Messy Church Dads helped with the BBQ too.

Without the help of everyone in our team Messy Church would not happen. We are blessed to have so much talent and commitment. Thank you to each and every one of you in our team. You know who you are and just how much time and effort you commit each month. Thank you so very much.

We would like to thank Revd Caren and Robin for all their ministerial support in Messy Church and we look forward to celebrating our fourth birthday at Messy Easter.

Ruth Gray

Missions Committee

The PCC allocated £1,500 for mission giving and we made the following donations on behalf of the congregation;

- Children's Society £500
- Oxfam East Africa famine appeal £500
- Medicins sans frontieres Rohingya refugees appeal £250
- Jackie's Drop in Centre Letchworth £250 plus £125 raised from the cake stall in church, Jackie having spoken about the work of the Centre during the service.
- We also continued to support Prebend Street Day Centre with clothing and our Harvest gifts. We considered supporting Bedford Day Care Centre but didn't receive a response to our enquiries and also contributing to the purchase of a scanner for the surgery but this was covered by another charity.

My thanks to all the committee members, Peter, Chris, Jean, Shirley, Julie, Rachel and Linden and especially to Anne, a long serving stalwart who has stood down as she is leaving the area. If anyone would like to join us, please raise your hand.

Marjorie Cakebread

Monday Craft and Chat

Members attending fluctuate between 6 and 12 each week – not all being members of the Church. Everybody has made items for themselves but the main output has been for Charity. We have made knitted hats for Seafarers, muffs for those suffering Dementia or Strokes – these muffs have various items attached to them which give patients something to grasp and identify helping their dexterity. Another of our ongoing projects is knitting coats and hats for premature babies. We will never run out of projects to keep the group busy.

Chris Killick

Prayer Group

We meet monthly and pray

Sheila Collins.

Refreshments Team

This Social Time continues to be popular and forms a good outreach into the Community. It is very gratifying that everyone on the Rota finds their own 'stand in' if they are unable to attend at any time. Our thanks to them all.

Chris Killick.

Safeguarding 2017-2018

Issues around safeguarding of children and vulnerable adults have continued to develop in the Church of England and important changes and new requirements are being implemented in by Clifton PCC in response to directives from St Albans Diocese.

Parish Safeguarding Officer: Jane Cooper was re-elected as Clifton's Parish Safeguarding Officer following the APCM in 2017 and is working with PCC to implement the new requirements.

Clifton Safeguarding Policies: Our parish policy on Safeguarding of Children and Vulnerable Adults has been updated to come in line with changes in the Church of England source policies

and a new policy on Responding Well to Domestic Abuse has been issued in line with St Albans diocesan requirements. Copies of both policies are displayed on the noticeboard in church. Training: A focus for the Church of England is raising awareness of its policies and practice guidance in the church community with an emphasis on those holding positions of responsibility and those working directly with children and adults who may be vulnerable. Twenty members of the congregation including PCC members have completed the on-line "Safeguarding Awareness Course" (C0). Ten members of the congregation, including the church wardens and those with roles working directly with children or adults who may be vulnerable, have attended the St Albans diocesan face to face "Safeguarding Training" (C2) and the Rector has attended specific clergy training in "Safeguarding", training in "Safer Recruitment" and training in "Responding Well to Domestic Abuse". A few gaps remain in our training requirements which are being actively chased up.

Criminal Record Checks (DBS or Disclosure and Barring Service Checks): Twenty nine members of the congregation now have active DBS checks in keeping with the St Albans requirements for the roles they fulfil in the church. There are no outstanding checks that are required.

Risk Assessments: Risk Assessments for all groups using the Church have been put in place (Craft and Chat, Community Café, CCS Afternoon Teas and Toddler Church). A Risk Assessment for Messy Church held monthly in the Church Hall is also in place and the Church Hall Committee is following up with other regular users of the hall to ensure they all have an active Risk Assessment covering their activities.

The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishops' guidance on safeguarding children and adults who may be vulnerable).

Jane Cooper

Social Committee

During the year we ran a total of 10 events and we raised:

- £200 for Christian Aid
- £250 for the Bishop's Harvest Appeal
- £5600+ which was shared between the East Window fund and the church.

Of course, our events are not just about raising money they also provide a range of opportunities for fellowship for the congregation, partnership working with other organisations in the village and the opportunity to promote our church in the community at large.

1. The year started with a successful **Pre-lent Supper** which had a Chinese theme. The entertainment was provided by students from Samuel Whitbread Academy.
2. This was followed by a concert by the **St Neots Concert Band** at the end of March.
3. At the end of April we held a weekend long exhibition of **Wedding Dresses through the Ages**. This was the brainchild of Julie-Anne who was supported by Suzanne with flower arrangements, the committee for refreshments, members of the congregation who loaned their wedding dresses for the occasion, local businesses which sponsored the event and lots of other people. We were also lucky enough to borrow 3 wedding dresses from Hitchin Museum. This was attended by large numbers of people on both days.

4. Our regular Christian Aid Quiz was cancelled due to lack of interest. Instead we arranged a **cheese and wine evening** with entertainment by students from Samuel Whitbread Academy in July. Half the proceeds from this were given to **Christian Aid**.
5. In August we helped with a **bioblitz** in the churchyard where there were lots of creepy crawlies and some very large snails on show. Members of The Bedfordshire Natural History Society were delighted with the welcome and hospitality shown.
6. On Education Sunday (September), we held the **Craft and Produce Show** and also arranged a quiz around the village and afternoon teas. This was again a very popular and well attended event.
7. This was followed by a '**bring and share' harvest lunch** in the church hall on 1st October. This was a very enjoyable event; we hope to encourage more families to attend next year.
8. On 15th October, we organised a **Clifton Fun Run** around the Clifton Bury Farm set-aside. While we had a good number of applications in advance, we were rather surprised by the number of last minute entries but everyone seemed to enjoy it and we are planning another in 2018. Special thanks to Valerie and Donald Brace and John Wall for allowing us to use the farm and their help in organising the event.
9. At the end of November, we joined with All Saints Academy for the traditional **Christmas Fayre**.
10. We ended the year with a **Christmas Concert** by Samuel Whitbread students.

In addition to our programme of events Terry Sullivan organised an evening with Peter Haworth in June which was also very successful.

The Social Committee would not be able to hold these events without the help of a large number of "people behind the scenes". We would like to thank all those who support the committee in running these events including Jim Peacock who always runs a good bar and the family members and friends of the committee who quietly work alongside us.

Philippa Whittington and Kathy Blackmore

On behalf of the social committee members: Julie-Anne Clark, Suzanne Stapleton, Rachel Stevenson, Sue Welsford and Jean Wyer

All Saints' Church Clifton Accounts 2017

The following pages contain an abridged version of the PCC accounts for the year ended 31st December 2017, together with a projection of income and expenditure for 2018. A full copy of the accounts as approved by the independent examiner has been on display at the church for three weeks prior to the annual meeting, and individual copies are available on application to the PCC Treasurer.

UNRESTRICTED UNDESIGNATED FUNDS AT 31st DECEMBER 2017

INCOMING RESOURCES	2017 £	Previous Year £
Planned giving	29,049	29,624
Collections at all services	2,998	4,671
Donations	2,212	622
Income Tax recoverable	7,752	8,227
Fund Raising (net of costs)	4,165	2,913
Income from investments	6	14
Fees Income	6,294	7,701
Grants from other bodies	100	244
TOTAL INCOMING RESOURCES	52,576	54,016

RESOURCES EXPENDED	2017 £	Previous Year £
Mission Giving	1,500	1,694
Church School	593	605
Parish Share - to Diocese	39,227	34,857
Clergy Costs & Rector's Expenses	2,132	1,343
Church running expenses & maintenance	5,432	6,365
Cost of generating voluntary income	18	38
Bank Charges	60	10
Church Music	3,901	3,316
TOTAL RESOURCES EXPENDED	52,863	48,228

BALANCES	2017 £
NET MOVEMENT IN FUNDS	(287)
BALANCE B/FWD 1st JANUARY 2017	12,055
TRANSFERS BETWEEN FUNDS	
TO Chronicles Magazine	(250)
TO Chronicles Magazine for Church use of printer	(284)
To Flower Fund	(100)
TO Churchyard fund (Subsidise overspend)	(1,206)
FROM Bellringers for Wedding Dress Exhibition	25
FROM East Window Fund (Seed funding Returned)	2,745
BALANCE 31st DECEMBER	£12,698

TRADING ACTIVITIES, CHARITABLE GIVING, AND FUND RAISING

TRADING ACTIVITIES	HALL Designated	CHRONICLES Restricted	FAIR TRADE Designated
ORDINARY INCOME	12,267	4,849	18
INTEREST			
ORDINARY COSTS	(9,813)	(4,580)	(16)
SURPLUS IN YEAR	2,454	269	2
BALANCE FROM PREVIOUS YEAR	7,307	10,448	247
FUND RAISING			
COAT STAND	(116)		
TOTAL FUND BALANCE	9,645	10,717	249
INCLUDED VALUE OF DUPLICATOR AS ASSET		(1,100)	
NET FUNDS IN HAND AT YEAR END	9,645	9,617	249

MISSION & CHARITABLE GIVING	Undesignated	Designated	Total
Oxfam - East Africa Appeal	500		500
Jackies Drip in Centre	250		250
The Children's Society	500		500
Medecins sans Frontiers	250		250
All Saints Academy Governors	400		400
Bibles for Academy Children	232		232
British Legion		389	389
Christian Aid		200	200
Bishop's Hurricane Appeal		110	110
Bishop's Harvest Appeal		258	258
TOTAL CHARITABLE GIVING	2,132	957	3,089
Acting as agents for:			
Children's Society			468
TOTAL GIVING DURING THE YEAR	2,132	957	3,557

ACTIVITIES FOR GENERATING FUNDS	Gross	Costs	Net
UNRESTRICTED UNDESIGNATED			
Lent Supper	1,129	(417)	712
St Neots Concert Band	781	(391)	390
Craft & Produce Show	263	(72)	191
Bio Blitz Teas	109		109
Samuel Whitbread Summer Concert	616	(373)	243
Fun Run	836	(86)	750
Christmas Fayre	1,385	(64)	1,321
Samuel Whitbread Christmas Concert	729	(280)	449
UNRESTRICTED UNDESIGNATED TOTAL	5,848	(1,683)	£4,165
DESIGNATED			
Wedding Dress Exhibition (East Window)	2535	(429)	2106
Peter Howarth Concert	3051	(1,297)	1754
Samuel Whitbread Summer Concert (Christian Aid)	200		200
Harvest Lunch	319	(61)	258
Sponsorship fo East Window (via fun Run)	270		270
From the Admiral Public House	400		400
Special Collections (Remembrance & Hurricane)	422		422
DESIGNATED TOTAL	7,197	(1,787)	£5,410
TOTAL ACTIVITIES FOR GENERATING FUNDS	13,045	(3,470)	£9,575

FUND BALANCES AT 31st DECEMBER 2017

RESTRICTED FUNDS	Balances at 31st December	
	2017 £	Prev Year £
Church Repairs & Improvements	3,191	4,316
Flower Fund	314	490
Fabric & Kneeler Fund	224	300
Messy Church	1,015	1,045
Bells & Belfry Fund	1,269	1,444
Churchyard	nil	22
Chronicles Magazine	10,717	10,448
TOTAL RESTRICTED FUNDS	16,730	18,065

DESIGNATED FUNDS	Balances at 31st December	
	2017 £	Prev Year £
Church Hall	9,645	7,307
Fair Trade	249	247
Mission Giving	81	81
East Window	1,471	4,382
TOTAL DESIGNATED FUNDS	11,446	12,017

SUMMARY OF ALL FUNDS AT 31st DECEMBER 2017

	Undesignated £	Designated £	Restricted £
INCOMING	54,259	70,100	10,696
OUTGOING	(54,546)	(70,421)	(11,351)
NET CHANGE	(287)	(321)	(655)
B/FWD	12,055	12,017	18,065
RE-ALLOCATE	930	(250)	(680)
IN HAND	12,698	11,446	16,730

ASSOCIATED FUND BALANCES	£
Friends of Clifton Parish Church Repair & Restoration Fund	62,076
Van Dieman's Land	1,701
Miss Dockerell Grave Trust	311
David Street Grave Trust	3,271
J A Jackson Trust	9,142

Friends have pledged a grant of £40,000 to the PCC, restricted to the roof and rainwater drainage repairs. This may be revised in the light of the forthcoming quinquennial inspection.

PROJECTED INCOME & EXPENDITURE FOR 2018 - UNRESTRICTED UNDESIGNATED FUNDS

	Projection for 2018	Last Year Actual 2017	NOTES
INCOMING			
Giving	34,259	34,259	[1]
Tax refunds	7,752	7,752	[1]
Grants	100	100	[1]
Fees	3,450	6,294	[2]
Fundraising (net)	6,500	4,165	[3]
Bank interest	6	6	[1]
TOTAL INCOMING RESOURCES	52,067	52,576	
OUTGOING			
Cost Generating Voluntary Income	20	18	[4]
Bank Charges	60	60	[10]
Parish share	40,833	39,227	[5]
Clergy / office expenses	2,200	2,132	[6]
Grants & Mission	2,550	2,093	[7]
Church Music	4,056	3,901	[8]
Church Maintenance	1,000	615	[9]
Church Running	5,000	4,817	[4]
TOTAL OUTGOING RESOURCES	55,719	52,863	
SURPLUS / (DEFICIT) AT YEAR END	(3,652)	(287)	

The projections indicate a probable deficit over the year amounting to £3,652.

Our unrestricted undesignated reserves stood at £12,698 as at 31st December 2017, which represents approximately 2.7 times the average monthly expenditure. The ideal reserve would be £13,930, representing 3 times the average monthly spend.

NOTES:

- [1] Unchanged from last year as no assumptions can be made.
- [2] Fees income calculated using the number of known weddings and an estimated number of funerals.
- [3] Calculated using the scheduled fundraising events to be held during the year, and approximating proceeds based on previous results without being over optimistic.
- [4] Based on previous year with provision for cost increase.
- [5] Parish share based on Rector in post for full year.
- [6] Estimate based on history of previous costs
- [7] Grants as agreed by PCC.
- [8] Based on predicted pattern of services, known fees, and previous expenses.
- [9] Minor items of church maintenance - impossible to predict what will be needed.
- [10] Bank charges introduced on current account from November 2016.