

The Parish Church of St. Albright, Stanway 20:14



Annual Report 2023-2024

**Annual Report
and
Financial Statements
of the
Parish Church Council**

Priest in Charge:

The Reverend Tony Bushell
Pump Hall
Middle Green
Wakes Colne Colchester CO6 2BJ.

Bankers:

Barclays
Leicester LE87 2BB.

Independent Examiner:

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St Albright's Church, Stanway

Parochial Church Council, 2023-2024.

At the Annual Parochial Church Meeting (APCM) on 23rd April 2023 the following were elected as members of the Parochial Church Council (PCC).

Elected Members:

Mark Claydon
David Kent
Ravi Natarajan (Deputy Church Warden.)
David Tibbetts-Chaplin – Organist & Deputy Church Warden (Office)

4 elected Members.

The following are ex officio Members:

The Reverend Tony Bushell	Priest in Charge
Pamela Higham	Churchwarden, Authorised Funeral Minister, Deanery Synod
Stephen Whitfield	Church Warden
The Reverend Wendy Pagden	Pioneer Minister
The Reverend Anna Davis	Pioneer Curate
Penny Bonham	LLM
Morag Bushell	LLM
Clement Arde -Acquah	LLM

8 non-elected Members.

Those present at both Annual Parish Meeting (APM) and APCM were:

D.T. Ireland (D.I.), Kay Ireland (K.I.), J. Windsor (J.W.), T. Windsor (T.W.), Ravi Natarajan (R.N.), Clement Arde-Acquah C.A.A.), Dorothy Williams (D.W.), Stephen Whitfield (S.W.), David Kent (D.K.), Jenny Wren (J.W.), Colin Wren (C.W.), Marion Valentine (M.V.), Wendy Pagden (W.P.), Loess Overbury- Tapper (L.O.T.), Joan Alexander (J.A.), Morag Bushell (M.B.), Mark Claydon (M.C.), Anna Davis (A.D.), Claire Arculus (C.A.), Jo Jeffrey(J.J.), David Tibbetts- Chaplin (D.T.C.), Pam Higham (P.H.). Rev T. Bushell (T.B). 23.

Apologies for Absence were received from Kevin & Sandra Francis and Jenny Hiatt- Smith.

Minutes of the Annual Parish Meeting

The Minutes of the previous Annual Parish Meeting & Annual Parochial Church Meeting held on 22nd May 2022 were unanimously agreed and accepted. Proposed by C.A.A. and seconded by T.W.

There were no Matters Arising.

Election of Church Wardens for 2023/2024.

DTC our current Church Warden is Standing down after four years. T.B. thanked him for his valuable contribution.

There were two nominations for the coming year: Pam Higham (P.H.) and Stephen Whitfield (S.W.).

T.B. gave thanks to P.H. for her hard work during the previous year. She had carried out her duties with great aplomb!

P.H. and S.W. were unanimously elected to be Church Wardens for the coming year. T.B. thanked them for being prepared to take on this role.

R.N. and D.T.C. will act as Deputy Church Wardens---though this is an unofficial role.

D.T.C. gave special thanks to P.H. who had done sterling work over the last year, especially since he had now moved away from Colchester.

The Meeting ended at 12.30 pm.

Minutes of the Annual Parochial Church Meeting

The Chairman (T.B.) convened the APCM 2023.

Those present were the same as for the APM.

Apologies for Absence were the same as for the APM.

The Minutes of the previous APM & APCM have been circulated and accepted. The Electoral Roll has been updated and displayed prior to this meeting. Accepted by this Meeting. Proposed by M.B. and seconded by D.T.C.

M.C. Was reappointed as Electoral Roll Officer. Proposed by D.T.C. and seconded by R.N. The meeting unanimously agreed. T.B. thanked M.C.

Financial Statement

Prepared by D.K. and verified by Rev J. Chandler. T.B. said that D.K. is known to be very precise in his accounting. M.B. gave her appreciation for the monthly update. W.P. thanked D.K. for his patience and his work with the SDF Pioneer Funding.

Acceptance was proposed by M.C. & Seconded by T.I. All unanimously agreed. T.B. gave thanks to D.K.

We will need a new Auditor next year, but that can be done via PCC Meetings.

The Annual Report

Compiled and produced by P.H. Copies have been online and printed copies have been available in Church.

T.B. felt it is a very comprehensive Report & thanked P.H. There are so many articles, and we are connecting with others. The church is present. We are the Parish Church: there is Ministry enablement, and we are welcoming.

Acceptance of the Report; proposed by T.I. & Seconded by J.A. All unanimously accepted the Report.

Matters Arising

Several members complained about our heating System and the fact that a child had sustained a burn recently.

M.B. Pointed out that the question of heating will soon be reviewed by the Diocese. P.H., as Safeguarding Officer stated that we, as a Parish are committed to Safeguarding young people and adults from harm. We follow the House of Bishops Guidance & Policies. She pointed out that she had spent a long time with those who have dealings with young children. All levels of training and DBS, plus Risk Assessments are in place. No child should ever be left on his or her own, and if staff are not present then the parent must be vigilant. M.B. reinforced this: that Safeguarding is the responsibility of the whole church and that there will soon be further regulations.

Deanery Synod

P.H. has served on Deanery Synod for the last four years and now needs to be elected for the next Triennium. Proposed by D.W. & seconded by L.O.T. Unanimously agreed. T.B. thanked P.H.

Sidesmen will now be elected at PCC Meetings.

AOB. There was no further business.

T.B. paid tribute to John Bonham who had died recently. He had been Church Warden, on PCC, a Server & Sacristan.

Prayers were said.

There was a short PCC Meeting after the APCM.

APCM reports

Introduction

"There are varieties of gifts, but the same Spirit; and there are varieties of service but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone." (1 Corinthians 12. 4-6).

Welcome to this annual report for the church of St. Albright, Stanway, for the year 2023/4. This covers the period since our last APCM in April 2023 and you will see that a lot has been happening. There are reports for a whole host of events, activities and services and I do hope that you will take time to read them and find out about the rich variety of things that have been going on. They show what an active and vibrant church community this is and demonstrate the immense variety of gifts people have. All of course are gifts of the Spirit, given by God for use in his church. Every one of us has a spiritual gift or gifts and it is wonderful to see them exercised here and in the wider community.

I would not wish to highlight any one matter, but I feel that I must here record the wonderful building works that have recently been completed to the church roof and tower. They were long in coming, after much hard work, preparation and financial planning, but the result is, I am sure you will agree, magnificent. We have preserved and enhanced a beautiful ancient building and maintained a lasting legacy for worshippers for generations to come. It was especially good to celebrate these works a few weeks ago when the Bishop of Colchester came to bless them and the newly repaired lychgate roof as well.

Over the last year, we have said farewell to several members of the ministry team. Our curate, the Rev. Chris Willis, who was on a long-term placement at St. John's, Ipswich Road, has become the Priest in Charge of the Constable Benefice in Suffolk. Our pioneer curate, the Rev. Anna Davis, is now at St. Luke's Highwoods and has duties at All Saints, Shrub End and our Children and Families workers, Jo Jeffery and Claire Arculus are now working in education and administration respectively.

I must record my thanks to our excellent churchwardens, Pam Higham and Steve Whitfield. Their dedication, hard work and good humour are amazing, and they have done so much to make what is recorded here possible. Thanks also to Pam for putting together these reports in this format.

Please come to the APCM on 5th May if you can for the formal presentation of this report, ask questions and elect officers for the forthcoming year. I hope to see you there.

Church Worship and Services

The worship at St. Albright's is centred on the Eucharist. The focus of our understanding of God being expressed in the Holy Communion. Therefore, our regular services are eucharistic in one form or another - on Sundays a 9.00 am said service of Holy Communion according to the Book of Common Prayer and the sung Parish Eucharist at 10.30 using Common Worship. On Wednesdays there is a said service of Holy Communion (CW) and every Friday at Loganberry Lodge residential home. On holy days and festivals, such as Ascension, Ash Wednesday and All Souls' Day the principle is the same. We make full use of the varieties in the liturgical year, recognising the differences which the seasons bring.

That is not to say that there are no other forms of worship - far from it. Every Monday morning at 9.15am, we say Morning Prayer and every Friday at 9.30 am there is prayer walking around the parish. Once a month there is the more informal inter-generational service Place for Grace (first Sunday of the month at 5.30 pm).

There have been several special services in course of the past year.

The Nine Lessons and Carols for Christmas was, as always, a wonderful service, led by the Campanile Choir and with readers representing the local community. This year it was great to have the Bishop of Chelmsford with us.

We also had Carol services for Advent and Epiphany - both "home grown" with our own choir plus some visiting musicians. The latter was during the Week of Prayer for Christian Unity, and we welcomed members of other denominations in the area. For Advent our younger members participated by making Advent wreaths.

Remembrance Sunday was marked in the usual way with a service of Remembrance commencing at the newly restored lychgate memorial. We also had our Light a Candle for a Loved One Service at All Souls when we remembered those who had died in the previous year.

There have been special services at particular times of the year - Advent Meditations, Lent Reflections with visiting speakers, and Stations of the Cross shared with our friends from St. Teresa's Roman Catholic Church.

Occasional Offices have been maintained - baptisms, usually on the third Sunday of the month as part of the Parish Family Communion, weddings and funerals. The church also hosted services for St. Mary's Junior School for Harvest, Christmas and Easter. Music plays an important part of our worship and our organist and director of music, David Tibbets-Chaplin, leads us in this very well.

Not all the worship is in church of course. There have been several events out in the community such as the Walk of Witness on Good Friday and Sunrise Communion on Easter Day (see the Pioneering Report) and for some months more use has been made of the hall. This is an excellent venue for many church-related activities such as the coffee morning, Lunch Club and refreshments after church on Sundays and other events, but, while the building works were going on, it was used for all our midweek services as well. Morning Prayer is continuing there as are some of the Wednesday Communions.

Teaching and Discipleship

It is always important for any church community to learn, grow and explore our faith - thinking about how it can be put into practice and what it means in our daily lives. This is often best done in small groups for discussion and Bible study and we have had several of these over the past year. Reflecting on what God is saying to us, and how God can guide us, both as a church and as individuals, is something we all need to do, which is why the SHAPE course which we ran in 2023 was valuable. There are more details about this in the Pioneering report. It is especially important for young Christians to deepen their faith and currently there are four young people who are preparing for Confirmation at Easter. Personal study and reading are important too and we recommend particular books and study aids at certain times of year such as Advent and Lent, usually accompanied by an opportunity to discuss them in a small group. Alongside these is of course the regular preaching and exposition at services on Sundays and at other times.

Schools in Stanway

We continue to maintain strong links with several schools in Stanway. St. Mary's Junior School have regular services in church, and I helped lead the joint school carol service in December. I remain an Associate Governor at Fiveways Primary where we take assemblies twice a term and occasional RE lessons. Wendy is a governor at Lakelands Primary, and we have recently been invited to start Open the Book sessions at Stanway Primary (more details about this in the Pioneering report). Sadly, the Stanway School could not accommodate us to take our regular annual series of assemblies there, but we hope to revive that in the future.

Reverend Tony Bushell

APCM Report: Church Without Walls, Stanway Pioneering, March 2024

**Church
Without
Walls**
Stanway Pioneering



Therefore, since it is by God's mercy that we are engaged in this ministry, we do not lose heart ... For we do not proclaim ourselves; we proclaim Jesus Christ as Lord and ourselves as your slaves for Jesus' sake. For it is the God who said, 'Let light shine out of darkness', who has shone in our hearts to give the light of the knowledge of the glory of God in the face of Jesus Christ. 2 Corinthians 4:1, 5-7

Our vision: *Sharing the love of Jesus and bringing the community together, especially those living in the new housing developments. We seek to 'see what God is doing and join in'.*

Our values: we focus on loving God and our neighbour, fostering relationships within church and community: *love and relationship, prayer and worship, hospitality and service* inform all we do.

Our actions: we recognise, pray for and practice the breadth of Jesus' mandate to all of his disciple: *To go into all the world to tell, to teach, to tend, to transform and to treasure* (the Five marks of Mission).

***Focussing Outwards* is one of Bishop Guli's seven Diocesan Values¹:**

We are called always to look to the needs of those beyond the Church. When we fail to do this, we risk becoming embroiled in our own internal divisions. Instead, we are invited to join in God's mission, embodied in the person of Jesus Christ, to share the good news, to serve our neighbours, and to work for greater justice, especially for those who are most oppressed and marginalised. This is what we pray for and work towards.

Snapshots of 2023

Exploring Faith and Discipleship Courses:

January: START! Exploring Faith at Starbucks, 4 weeks

January/February: Living in Faith and Love, 6 weeks.

January/February: Deepening Faith Bible Study, Acts Chapters 1-7

March/April: Archbishop's Lent Book/Study Group: Dust and Glory, 6 weeks

May/June: Journeying Together Course with Confirmation preparation

July/August: Philippians Bible Study

September/October: SHAPE course – exploring vocation.

November/December: Advent Book/Study Group: Stick with Love

Chaplaincy and Governance

Ambrose Avenue Group Practice, fortnightly.

Pleshey Diocesan Retreat Centre, 5th Tuesdays of the month

Lakelands Primary School: Safeguarding and Wellbeing Governor

School Assemblies: Stanway Fiveways and St Mary's Primary School

Regular Community Engagement and Wellbeing Meetings

Community Coffee Mornings: 2nd and 4th Wednesday mornings

Stanwell Hub: 'Time to Talk Tuesdays', 1st and 3rd Tuesday lunchtimes.

Philosophy and Faith discussions 6 times a year, The Colchester Officers' Club

Regular Prayer and Planning meetings with Ecumenical partners:

Prayer Walking around different parts of Stanway every Friday morning.

Pioneer Prayer and Planning, weekly

¹ [travelling-well-together-web.pdf \(anglican.org\)](#) p8

Sunday services and ministry

Brights: Sunday school on 2nd and 4th Sundays
Baptism Families' Party – 8th January
A Place for Grace: intergenerational, ecumenical, multicultural worship, monthly
Good Friday Walk of Witness: through Stane Park Leisure and Retail to Sainsbury's
Easter Sunday Sunrise Service with Communion – Lakelands Lake
Seder Supper with Foot washing (working with David TC and Tony)
Novena – Pentecost to Ascension Day, nine days of prayer: Christian's Together in Stanway
Season of Creation: Diocesan course. Prayer Stations and worship at St Teresa's
Occasional offices (from families we have engaged with): funerals – five; Baptisms – five; wedding blessing - one.
Schools' Christmas assemblies and Carol services: St Mary's, Lakelands, Stanway Fiveways
Tots Nativity, for the third year

Children and Youth

St Albright's Baby and Tots group, Tuesday mornings, led by Sarah Camp
Stanway Messy Church (with SEC) on Lakelands Green: March (hospitality) April (Easter Egg Hunt Pop-up), May (Sports Day pop-up)
Stanway Youth Club at the Youth Centre
Bruce's Crew Youth group, fortnightly

Occasional and Seasonal Community Events, Witness and Hospitality

Unveiling of the Covid Memorial with Stanway Parish Council
Community Champion's Award, Stanway Parish Council
SPC Community Picnic for the King's Coronation: Hospitality Gazebo with wildflower seeds
Stanway Lakelands Centre/Stanwell Hub: Stanway Totem, SPC, CBC: Story, Toast and Prayer
Stanway Community Fun Day: Hospitality Gazebo with Messy Church craft activity
Walking Buddies: Oakwood Meadows Group formed during 'Step-Up September'
All Hallows' Eve: Hospitality Gazebos and giving away 'Light Bulbs', Oakwood Meadows and Lakelands, together with people from the community, St Albright's and other churches.
Carols on the Green with hospitality: ecumenical team - Oakwood Meadows and Lakelands

Stanway Pioneering Stories remind us that God is at work by His Spirit, growing His Kingdom. Here are two stories which span more than three years of pioneering:

A Halloween Hospitality & Harvest Story: Austin (10) Sienna (8) and their dad.

On Sunday we had our Harvest Celebration at A Place for Grace, which is an ecumenical, multi-cultural, inter-generational New Worshipping Community. We had 9 adults and 9 children attend; two families were unable to come because of Covid. As well as singing, confessing, giving our harvest gifts, praying, reading the Bible and hearing Tony preach

on generosity, we made a small loaf of bread each, which Carole baked for our shared supper of homemade soup, rolls, bread, jam and fruit of the harvest. A very lively meal! I had invited two children from Oakwood Meadows Community to come along with their dad to tell their inspiring harvest story. Our friendship began over three years ago, with the Christmas Story Trail, and Halloween Hospitality in October 2021 and 2022. As well as hot chocolates, we gave out 'Light Bulb' packs with daffodil and tulip bulbs, a light, and a card. Spring of this year I hear two little people on scooters calling out after me, 'Wendy!' Austin and Sienna told me that their daffodils had flowered. Later that week, I had a knock at the door. It was the two of them with broad smiles on their faces: they have been selling lemon juice to passers-by to raise money for charity which their dad had said to give to me. I asked them to discuss with their parents which of three charities they would like to give their money to: Foodbank, CWW with St Albright's or a child whom we sponsor through a Compassion project in Ghana. They chose to give to Elijah from Ghana. About two weeks ago, they had set up shop outside their house again, and were selling pears from their tree. Again, they knocked on the door with their takings. Altogether, £40.01 was given to Elijah and his family and community in Ghana. On Sunday Adam, Austin and Sienna came to A Place for Grace. I interviewed them so they could tell the story of how their harvest of pears had not only been enjoyed by people in our community but had also benefited a child and family and community on the other side of the world in Ghana.

Love and relationship, prayer and worship, hospitality and service – all our values visible in this one service and Harvest meal. But these things – like a fruit bearing tree – take time. Pioneering takes time.

A Community Coffee Morning Story

After Covid, when eight of us from our Pioneering ecumenical team went door to door inviting people to respond to our 'Four questions' Survey (leaflet designed by Jenny W), we met two ladies, Karen and Carolyn. What they wanted to see happening was something for the more mature people of the community – not just children and families – especially those living on their own. We talked, and 3Cs was eventually begun – on zoom at first, then in the Garden Centre Coffee shop, and finally, after about six months and according to government laws, we met indoors in St Andrew's Hall. Karen and Carolyn were part of a team of six who made homemade cakes and offered teas and coffees to people from the church and community on 2nd and 4th Wednesdays. Some of these people began coming to church at St Albrights on Sunday and/or our Wednesday Holy Communion, but of the people who come, half are community people and half church family with more than half living alone. One of them suggested holding a MacMillan Coffee Morning which we did in September. What a buzz of conversation and laughter! Three people made delicious cakes and we had new volunteers from our 'Step-up September' walking group started a month ago. Two mums and babes came, two ladies from the Alms Houses and many regulars from our 3Cs coffee mornings – including Kay, in charge of hospitality and Trevor bringing live music - folk and Christian songs. Many of the 3Cs community also form the core group of our Stan Well Hub, which reaches out to people on the margins of our society who are looking for community and friendship: Thriving Together, socially, emotionally, physically, spiritually and

economically. This is the third Mark of Mission in practice: To respond to human need by loving service. It's what Jesus did. This is what he is calling us to do.

Emerging Opportunities and Partnerships

In November 2023 we were approached with an invitation to take 'Open the Book' Assemblies at Stanway Primary School for the first time. We have formed an ecumenical group of eight people from four churches who are currently being trained. We take our first assembly on 18th March – bringing the Bible stories alive to KS 2 children.

Another exciting development has been a range of people in the community getting in touch with us through Stan Well Hub, asking to work in partnership with us or come along to our 'Time to Talk Tuesday' lunchtime meetings. One of these people is Josh, from Reflex-18, a local Physiotherapy and multidisciplinary practice. They, together with Stan Well Hub, are now offering 'WALK WITH A PHYSIO' every week on Fridays, beginning at the Stanway Lakelands Centre. This demonstrates well that the more we are present and visible in the community – in the 'public square' – the more conversations happen, relationships are built and people in the community identify with what we are doing: *'Sharing the love of Jesus and drawing the community together'*.

Challenges

2023 was a difficult year for all involved with Stanway Pioneering, with three of our pioneers moving on for various reasons – Anna, our pioneer curate and Jo and Claire, our job-share Children and Families' pioneers. Because of this, some of what we have been doing has been put on 'pause' (Bruce's Crew, Messy Church and, to a certain extent, Brights). Nevertheless, together with strong ecumenical partners, much of what we have been engaged in has continued: A Place for Grace, Tots, the Community Coffee mornings, Stan Well Hub, Pioneer Prayer & Planning, prayer walking, discipleship through Bible Study and mid-week courses e.g. SHAPE course, work with and in schools (including governance and assemblies).

While we continue to focus on what God has called us to be and do, (expressed in our vision, values and actions above), it is important to acknowledge that we are in a period of transition and discernment: what is God saying to us, and how should St Albright's and Church Without Walls move forward in this new season? This discernment and reflection process is being carried out by Tony and me, together with the SDF project board chair, Rob, Bishop Roger, Archdeacon Ruth and, as things become clearer, the PCC and wider church. As I write (March 2024) we have not yet discerned a clear way forward which 'seems good to us and the Holy Spirit' for St Albright's and Church Without Walls in Stanway. If you have something you want to say to feed into this process of discernment, please let Tony or me know.

Going Forward

Research² shows that what is needed for pioneering and New Worshipping Communities to thrive and be established are: **time**; **team** and **tenacity**, especially in the face of setbacks. Support and 'buy-in' from the inherited church is essential, as well as

² Living Ministry, CofE research [focussed-study-2-the-mixed-ecologists.pdf \(churchofengland.org\)](https://www.churchofengland.org/focussed-study-2-the-mixed-ecologists.pdf) p51-54

supportive oversight from the senior leadership team, including the Project Board, Bishop and Archdeacon. Engagement from ecumenical partners and a faithful, patient, prayerful witness to the people and community are important. Nobody said it would be quick and easy! *'Therefore, since it is by God's mercy that we are engaged in this ministry, we do not lose heart.'* 2 Cor 4:1

Please pray for:

-Our church and the wider pioneering team, together with church leaders, in discerning the future direction of Stanway Pioneering.

-The ongoing work amongst children and young people, including Tots, our four young confirmation candidates, a team of eight taking 'Open the Book' into Stanway Primary School assemblies, and broader schools' work.

-Stan Well Hub and our Community Coffee Mornings: the joy and opportunity of build friendships and wellbeing amongst the older members of our community, as well as signposting people to more specialist services, should they need and request it.

-A Place for Grace: welcome, growth, and spiritual maturity in our multigenerational, ecumenical, multicultural contemporary worship service.

- Yourselves: is the Lord calling you to be involved in a fresh way in the church or community?

'May God be gracious to us and bless us, and make his face to shine upon us, that your way may be known upon earth, your saving power among all nations.' Psalm 67:1-2

Reverend Wendy Pagden

Choir Report

The choir and music at St Albrights are an important part of the worship. The last year has been challenging due to the small number in the choir. We have lost some and gained some, but the average number is now about 5. It has been another interesting year of music making at St Albrights. The choir, now small, continues to sing every Sunday at the parish Eucharist, and help lead a good variety of hymns, but no longer need for practice.

We have been able to put on special services over Christmas period, which included both Advent and Epiphany carol services, by inviting extra singers. However, I am aware that the choir will not continue if we do not get some new members.

We have been fortunate to welcome one new member over the last year, but others are urgently needed if we are to maintain any kind of music tradition. Without a lead from the choir, the singing would be almost non-existent, as we are now very small congregations, there is not much volume from the nave. I hope we can keep going a bit longer, and start to build the choir up, otherwise, we may have to have more said services.

David Tibbetts-Chaplin

Churchwardens' Report

This has been another busy year for Pam and me in our roles as wardens, supporting with the smooth running of the church. With this being my first year, Pam's guidance and patience, as I have tried to find my way and learn, has been invaluable.

Pam has, overseen to completion, a major piece of work, namely the reroofing of the church. We are sure you all agree how magnificent the church now looks.

Thank you also to those of you, within our small but regular congregation, who help when we need it, keeps things ticking over. The 'many hands make light work' adage rings true. The collective effort is greatly appreciated and without such help and support it would feel very different and lonely.

Thank you also to Rev. Tony, our Priest in Charge and Rev. Wendy, the Pioneering Minister for their support and the rest of the PCC for their ongoing commitment.

One thing that we will all definitely miss will be the dedication and total commitment to the church grounds that we have had over the years from 'Snowy' Barron who sadly died very recently. We will need to be mindful of finding ways of how we can 'plug' this important gap in the coming year in order that we maintain the high standards that we have come to expect.

Stephen Whitfield and Pam Higham

PCC

The APCM was held on 23rd April 2023.

Subsequent meetings of the PCC were held on 6th June 2023. Email 7th July 2023 (Fund Withdrawal), 26th July, (Email) Signatory Approval for Enovert Bid.

4th October 2023. 29th November 2023, in St Andrew's Hall.

Minutes of the PCC Meetings are posted on the Church Website.

Items discussed have been:

- The Roof & Tower Repairs, Insurance Settlement, Enovert Bid & Approval from PCC.
- Resignation of Children & Family Workers.
- Revd A. Davis away on long term placement.
- Online Approval of funds in stages for the Building Project.
- Online Approval of Funding Agreement with Enovert.
- Updating of GDPR Policy & Names to go on Website.
- Continued updating on Building Project.
- Discussions on Future Ministry in Stanway.
- Repair to the Chimney.
- Formation of a small Committee to discuss future heating in the Church, (M.B.to Chair.)

Pam Higham

Loganberry Lodge

We have kept up our strong connection with the only residential home in the parish - Loganberry Lodge. There is a weekly service of Holy Communion taken either by Wendy or me which is well attended by residents. They receive the weekly news bulletin, and we are always encouraging further links if possible - in particular residents getting to St. Albright's.

Unfortunately, it was not possible to organise their coming to the Carol service, but we hope that some might be able to come to the coffee morning this year.

If anyone would like to assist with taking the service at Loganberry Lodge, then do let us know. It is a very important and very rewarding ministry.

Reverend Tony Bushell

Safeguarding Report

As a Parish, we are committed to Safeguarding young people and Adults from harm. We follow the House of Bishops' Guidance & Policies. All levels of Training, DBS and Risk Assessment are in place.

As Safeguarding Officer, I work closely with the Team at Chelmsford and all my Training is Up to Date, as is our Parish Checklist. I work closely with all our Church Groups and ensure that all Training is complete.

I have undertaken a J9 Training which is a Network that gives support to those who have experienced Domestic Abuse.

A Synopsis of our Safeguarding Policy appears on our Church Desk.

Pam Higham

Colchester Deanery Synod Report

Elected Lay Representatives plus Clergy from all Anglican churches in the Deanery meet three times a year at different churches to hear what is happening in the Diocese and Nationally. We discuss how we can work together more effectively across Colchester.

15th March 2023. We met at St Botolph's Church, Colchester. Our speaker was Karen Loring from Night Stop Essex, a charity run by Korban which aims to prevent homelessness in 16–24-year-old age group.

Canon Roger Ennals stepped down as Lay Chair after 15 years of service. Revd Erwin Lammens, Area Dean, thanked Roger for his commitment to the Deanery.

A welcome was extended to Adrain Jones, our new Deanery Treasurer.

5th July 2023. We met at St Matthew's Church, Colchester. Prior to the main meeting, our new Lay Chair, Lynne Gettings was elected. Our speaker for this Synod was Beccy Hills, Diocesan Parish Giving Advisor for the Diocese of Chelmsford.

12th October 2023. We met at St Leonard's Church, Lexden. Our speaker was Revd Canon Pauline Scott who spoke about the Tendring Border Colchester Garden Community—a major new development to the East of Colchester, comprising between 7,500 & 9,000 homes.

There was a short introductory talk by Kate Clifton, newly appointed Environmental Advocate for the Deanery of Colchester.

Pam Higham

St. Andrews Hall Sub Committee APCM Report

General use:

During 2023 regular hall bookings were disappointing as no new regular groups have materialised. Despite Pam and Ivor's hard work and valiant attempts with new enquirers our regulars remain as last year. Becky Dickson is our best hirer coming on Thursday and Friday mornings during term-time. Brownies still come weekly during term-time and Rainbows have reduced to alternate Mondays during term-time. Christine Walmsley continues to come fortnightly for the whole year with few breaks. In addition to these groups, thanks to Pam and Ivor we have kept hirers on a semi regular basis. Emma Kerry of Cook Stars runs a cooking class for young children at times to suit them all; Susan Eavery holds regular meetings in the hall for the Colchester Dog Agility club; the Rosemary Almshouse Charity committee has had regular meetings, and there have been various children's parties. These hirers have been exemplary and have left the hall clean and tidy and taken away their rubbish as requested in the hiring agreement.

Church Groups using the hall:

Albright's Tots is a flourishing group that is ever expanding and is in danger of outgrowing the space. Unfortunately, they have lost their leader, Sarah, for 2024 and we are hopeful that someone will be found to continue this group. They use the Hall on Tuesdays (except for the second Tuesday of the month) during term time.

Ladies' Fellowship has been meeting regularly on the 2nd Tuesday of the month and make a regular donation towards the cleaning of the hall.

Kay and Trevor continue to provide the Parish Lunch on the 1st Wednesday of the month and this group is thriving thanks to their hard work and the support of Sandra and Kevin Francis and other regular helpers. Thank you to everyone for leaving the hall in a very clean condition.

The Community Coffee Morning now takes place regularly on the 2nd and 4th Wednesdays of the month. This event is flourishing and there is now a team of regulars, who help by serving the teas and coffees and baking the cakes.

Bright's Sunday school takes place in the hall/church and the church on 2nd and 4th Sundays.

Place for Grace Group is held on the first Sunday of the month at 5.00pm in the Hall/Church.

Coffee after church has not fully resumed but is now mostly available on the second and fourth Sundays thanks to Kay and Trevor, Sandra and Kevin, Carole and John.

In addition, the hall is also used on a very regular basis by the St Albright's team in the office. These church groups are not charged for the hire of the hall, but donations kindly made towards the cleaning etc. are gratefully received from some of them.

Cleaning:

Although no longer a legal requirement, hand sanitiser, surface cleaner and wipes are still available for use by the hirers. Some signage about hand washing etc remains in the toilets.

Diane continues to do a thorough clean weekly on a Tuesday following the Tots. This works well and the hall is always in a clean and tidy condition. We have recently requested that parents take their soiled nappies home with them. The two Jennys plus Colin visit the hall most days between them and if necessary, they clean and replace consumables or remove any rubbish that may, and very often does, unexpectedly appear. Many repairs/problems have been dealt with by Colin whose expertise is much appreciated.

Jenny Hieatt-Smith, Jenny Wren and Colin Wren only clean the hall in Diane's absence and Colin uses the floor cleaner in the hall at the request of Diane.

Finances to December 2023:

Excluding Andrew Millar's legacy, the 2023 routine activities reflected an overall surplus of **£1,490.58** vs 2022 deficit of **£666.53** being primarily attributable to a reduction in expenditure £1,517.65 together with an increase in income of £639.46. The reduction in expenditure was attributable to 50% towards new pioneering cupboards being paid during the 2022 financial year.

Thank you to David Kent, our treasurer, for keeping an eye on our finances and chasing late payers where necessary.

Thanks:

Thank you to Pam and Ivor who continue to work tirelessly with the bookings. Getting new regular hirers proved to be a bit of a challenge in the current climate but they have secured many Party bookings this year in addition to dealing with the current hirers.

Thank you to Jenny Hieatt-Smith for all her support especially with the opening and closing of parties and for putting the heating on in advance of early morning hirers in the very cold weather.

Thank you to Kay and Trevor who are always there to lend a hand and help with opening and closing whenever necessary.

Thank you to all our regular hirers who leave the hall in a very clean condition. Thank you to Diane who with great sense of humour has dealt with some interesting cleaning challenges!

Lastly thank you to Colin who, despite having a knee replaced this year, has helped in a variety of maintenance situations. Without this help our expenditure would have undoubtedly been much higher.

Report on Hall Maintenance during 2023 for the APCM 2024.

It has been a busy year for hall maintenance, luckily most of the issues were minor in nature.

Yet another window adjacent to the entrance has been broken and has now been replaced with a solid panel. A second solid panel was also fitted to the other lower window to help stop any potential future breakage.

The windows have been cleaned inside and out with the various posters that were stuck to the entrance hall doors and windows have been removed and a new lockable poster frame has been purchased and mounted to the outside wall adjacent to the entrance doors to accommodate various posters.

Various light tubes have been replaced over the last year and Leopard and Martin have replaced a faulty outside security light.

As mentioned in Pam Higham's brief report to Tony Bushell for a previous Hall Committee meeting the following has been carried out.

1. Fire Site Service. 12th August 2023. Fire Alarms & Emergency Lights checked. 2 batteries replaced in the Fire Alarm Panel.
Fire Extinguishers serviced & one Fire Blanket replaced for new.
2. Adcock's Air Conditioning. 22nd August 2023. Annual Service. All satisfactory.
3. Two visits from Leppard & Martin were required to fix reported faults of the light sensors in Gents' toilet.

There are First Aid boxes in the Hall cupboard and in the kitchen. There will be accident books in the cupboard and the drawer in the kitchen (Kay knows.)

Various additional known works have also needed attention at the hall:

Wendy reported that the hall side door was catching on the base of the door frame making the door difficult to close and lock. On further investigation by Colin and one of the church roofers, the frame appears to be damaged/broken by the top hinge. Brian Rodger from Elite Windows attended and carried out some heavy-duty adjustments to the door and frame which is now closing and working reasonably well. Ultimately the door and frame assembly will need replacing at some point in the future.

Snowy has reported that he had noticed that there are some tiles have slipped on the Hall's roof, and that some remedial work is required on the roof valley's, this has been placed in the hands of the church roofing contractor to be rectified when they have finished the church roof.

Copious amounts of weeds etc that were blighting the hall car park making it appear neglected and un-cared for have since been removed by Kay Ireland.

The large pothole at the London Road entrance of the carpark now been repaired by Brendan Williamson Ground works.

The ladies' toilets have given cause for concern recently when one of the cubicles became blocked and the other cubicle cistern took forever to fill up. Both problems have since been rectified.

The hot water tap, on the righthand sink of the ladies' toilets was not fully turning off and has now had a new Ceramic Tap Cartridge inserted.

The kitchen taps were found to be not fully secure to the sink units and have been tightened up.

Various other water taps are showing signs of general wear and will probably require attention in the foreseeable future.

The dishwasher has been discussed many times with the consensus being that it is not worth the cost of replacement, as there appears to be only 2 types of dishwashers that we can have. Bearing in mind that most parties or gatherings tend to bring their own disposable paper/plastic plates and cutlery.

Commercial Dishwasher

Pro's A commercial dishwasher is the most expensive and fastest type to use with a superfast wash cycle.

Con's

It takes up to an hour to preheat the water tank.

Trays of crockery are heavy to lift in and out of the machine.

Needs to be used regularly (preferably daily at least weekly).

Must be cleaned and maintained at least weekly, including the salt tank.

We would need a 3-phase electricity supply to power a decent machine and the cost of this would be prohibitive.

Domestic Dishwasher

Pro's A domestic dishwasher is the cheapest and easiest type to use, with minimal maintenance required.

Con's However, bearing in mind that they do not have a superfast wash cycle. Who is going to wait around for some considerable time to empty it and clear away when finished, (especially if used by hirers).

Andrew Millar Legacy.

It has been stated that the money from this legacy be used for the Lunch Club's Christmas lunch and for the upkeep / maintenance of the graves of Andrew and Marjorie.

As it is a very substantial amount of money one additional suggestion would be to turn the Christmas Parish Lunch into an annual event in his honour. The Christmas Parish Lunch is already due to be an annual event but when the current volunteers producing the Parish Lunch are no longer able to do so and cannot be replaced it could continue with outside caterers. The monthly lunch could be partly financed in the same way.

In addition to lunch Andrew's legacy requires that flowers be put on his and Marjorie's graves and maybe the PCC should commercially contract someone to do this before it gets forgotten.

A second suggestion being mooted about, would it be possible to re-surface the carpark as a permanent memorial to Andrew.

A general reminder should be passed onto all church members that use the hall, that it is:

"Not someone else's job to clear up behind them or look after the hall" it is the responsibility of all of us. So please clear up after use and take your rubbish home.

Jenny and Colin Wren

Booking Secretaries' Report

We have read Jenny and Colin's Report and agree with everything. There is nothing for us to say except the following points, both of which emanate from the recent Meeting of the Hall Sub-Committee. Unfortunately, we were unable to attend this meeting.

1. We understand that a plumber is being asked to inspect the continuing problems with the toilets.
2. Ivor is now liaising with Jenny Wren to review the current advertising of the hall. Rev. Tony is being copied in. This review impinges on the main St. Albright's Church website (which is out-of-date in a few respects). It is hoped to regularise all hall advertising so that every enquirer contacts Ivor in the first instance, to offset delays and to ensure consistency and accuracy in replies.

Ivor and Pam Ellis

Ladies' Fellowship report for APCM

We have managed to have a variety of subjects so far, with Christmas wreath arranging, an Advent reflection and an Auctioneer among the speakers.

We had a Candlemas lunch in February which was a great success, thanks go to Kay and all who were able to help, special thanks to Trevor and Tony for sorting the tables and chairs.

In March we have our Priest-in-Charge, Tony Bushell, telling us about the local charity 'Korban', April will be Liz White on a subject called 'Love Tokens', May sees our friend Helen Bird showing us how best to arrange our flowers, in June we will be having a Quiz designed by two of our members and July sees us having an Afternoon Tea together. Our meetings are held in St. Andrew's Hall on the second Tuesday of the month at 10am. Please see the weekly church bulletin for details and times of our meetings.

Penny Bonham

FINANCIAL STATEMENTS
For the year Ending 31st December 2023

Treasurer's Report (pages 23 to 24)

Independent Examiner's Report (pages 25 to 26)

Financial Statements (pages 27 to 30)

St Albright's Church, Stanway

Treasurer's Report

Financial Review

An interesting and exceptional year. With having received 2 generous unrestricted legacies (£90,949) from the estates of Andrew Millar & Lorna Jansma during the year the overall income was significantly higher than 2022 at £252,557 (2022 £108,761). These legacies are being held within CCLA Deposit Funds for the upkeep of the church fabric including improvements to both the access to the church and alternative to oil heating source/arrangements.

Whilst regular planned voluntary and other giving with tax recovery amounted to £26,006 (2022 £31,326), other non-legacy voluntary income (£55,928) was primarily derived from Community grants amounting to £53,528 for the lychgate roof and church roof restoration together with an energy support grant and nominal donations and appeals.

Other income was received from Statutory Service Fees £4,500, Bank & Deposit Interest £6,145, Miscellaneous Income £34,112 arising from insurance claims £5,445, Vat relief roofing repairs £27,852 and Pioneering activities £815.

The Church Commissioners have continued to provide reimbursement for Pioneering Strategic Development Projects costs £34,917 (2022 £42,656)

With the commencement of the roofing refurbishment the overall expenditure amounted to £261,018 (2022 £102,533) including £34,917 (2022 £42,656) being incurred on Strategic Development. Excluding the roofing costs at £177,404, the routine expenditure decreased to £48,698 (2022 £59,877). With the major expenses being the Diocesan Parish Share at £27,145 (2022 £25,133), lychgate repairs £3,528, insurance £5,533 other expenditure incurred in church running costs amounted to £12,492 (2022 £14,423).

During the year, the Saunders Legacy (received in 2017) being held for 2019 Quinquennial Inspection recommendations for the enhancement of the church and its fabric, £100,000 has been utilised to support the roofing refurbishment.

The year end unrestricted cash funds £28,425 (2022 £33,200) relate to traditional church activities/running costs. with £10,402 being classified as Designated Funds.

Charitable Giving

We have continued to support national and local organisations and appeals including Royal British Legion, Children's Society, McMillan Cancer, Christian Aid, Colchester Korban and Bishop of Chelmsford Lent Appeal.

Stewardship, Giving and Gift Aid

The continuing effects of the energy and cost of living crises during the year together with life's events coupled with a reduction in average attendances (36 >32), are reflected in the overall decline in levels of giving.

With the reduction in planned giving and collections at £20,502 (2022 £24,868), the Gift Aid (25% of allowable giving and donations) reclaimed from HMRC during the year has decreased from £6,459 to £5,504.

At 31st. December 2023 there were 29 monthly members together with 5 weekly members.

Reserves policy

Other than the unrestricted cash (including designated) funds, the PCC policy is to invest all legacy funds within the CCLA Church of England Deposit Fund. These funds are being retained for specific restoration/maintenance projects together with satisfaction of benefactors wishes.

St Andrews Hall

In addition to the regular income for bookings from hirers and donations for community group events amounting to £7,378 (2022 - £6,851), the hall benefited with a £24,237 unrestricted legacy from Andrew Millar.

With expenditure being restricted to routine running costs i.e. insurance, maintenance, utility charges and supplies, expenditure decreased to £6,040 (2022- £7,558).

Subsequently with an operational surplus £1,491, the overall regular reserves have increased to £27,681 from £26,190.

David L Kent

Independent Examiner's Report to Members / Trustees of St Albright's Church, Stanway, Parochial Church Council.

The report on the accounts for the year ended 31st December 2023, which are set out on pages 27 to 30.

I report on the financial statements for the year ended 31st December 2023

Respective responsibilities of the Trustees and the Independent Examiner

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

It is my responsibility to:

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

Basis of independent examiner's statement

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of 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 next statement.

Independent Examiner's Statement

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 2011 Act; and
 - to prepare accounts, which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met: or
- (2) to which, in my opinion, attention should be drawn to enable a proper understanding of the accounts to be reached.

PEYTON TYLER MEARS
Chartered accountant

Middleborough House
16 Middleborough
Colchester
Essex
CO1 1QT



11th March 2024.

St Albright's Church, Stanway
Financial Statement for the year ended 31st December 2023

General Fund (Unrestricted) Receipts and Payments Account

Receipts	2023		2022	
	£	£	£	£
Voluntary receipts				
Regular Giving				
Planned Giving	17,074.50		22,004.27	
Collections and other giving	3,427.93		2,863.42	
Income tax recovered	<u>5,504.05</u>	26,006.48	<u>6,458.80</u>	31,326.49
Other voluntary receipts				
Legacy	90,948.61		27,082.10	
Donations	729.60		712.00	
Nominated Appeals	795.55		667.01	
Grants	54,403.00		20.00	
Miscellaneous	<u>34,112.13</u>	180,988.89	<u>846.54</u>	29,327.65
Receipts from activities for generating funds	<u>-</u>	-	<u>-</u>	-
Receipts from Church activities				
Parochial fees- weddings/funerals	<u>4,500.00</u>	4,500.00	<u>2,740.00</u>	2,740.00
Receipts from investments				
Bank and CBF Deposit account interest	<u>6,145.00</u>	6,145.00	<u>2,710.73</u>	2,710.73
Grant received from Church Commissioners				
Strategic Development Fund	<u>34,916.99</u>	34,916.99	<u>42,656.29</u>	42,656.29
		<u>252,557.36</u>		<u>108,761.16</u>
Payments				
Church Activities				
Nominated Appeals	895.55		712.01	
Diocesan Parish Share	27,144.84		25,133.16	
Church running expenses	2,155.71		2,945.67	
Clergy expenses	563.44		642.96	
Cost of services	3,339.38		3,277.73	
Building maintenance	174,755.82		13,793.84	
Building Insurance	5,533.42		5,979.21	
Churchyard maintenance	4,154.54		1,325.52	
Communications	1,574.33		2,709.04	
Miscellaneous	<u>5,984.10</u>	226,101.13	<u>3,357.53</u>	59,876.67
Strategic Development Fund		34,916.99		42,656.29
		<u>261,018.12</u>		<u>102,532.96</u>
(Shortfall)/Excess of Receipts over Payments		(8,460.76)		6,228.20
Bank current and deposit accounts at 1st January		234,709.46		228,481.26
Bank current and deposit accounts at 31st December		<u>226,248.70</u>		<u>234,709.46</u>

St Albright's Church, Stanway
Financial Statement for the year ended 31st December 2023

		2023		2022
		£	£	£
Parish Room Fund Receipts and Payments Account - Restricted Fund				
Receipts	Donations	-		-
	Interest received	<u>152.17</u>	152.17	<u>40.02</u>
Payments	St. Andrews rebuilding project		<u>-</u>	<u>-</u>
	Excess Receipts over Payments		152.17	40.02
	Transfer between Funds		1,500.00	(1,000.00)
	Bank current and deposit accounts at 1st January		23,514.32	24,474.30
	Bank current and deposit accounts at 31st December		<u>25,166.49</u>	<u>23,514.32</u>
St Andrews Hall Receipts and Payments Account - Restricted Fund				
Receipts	Hire of Parish Room	6,114.00		5,712.00
	Grant	-		-
	Donations	1,264.47		1,139.16
	Security deposits	-		-
	Insurance Claim	<u>-</u>	7,378.47	<u>-</u>
Payments	Diocesan Parish Share	-		-
	General Expenses	<u>6,040.06</u>	<u>6,040.06</u>	<u>7,557.71</u>
	Excess / (Shortfall) Receipts over Payments		1,338.41	(706.55)
	Transfer between Funds		(1,500.00)	1,000.00
	Bank current and deposit accounts at 1st January		2,675.56	2,382.11
	Bank current and deposit accounts at 31st December		<u>2,513.97</u>	<u>2,675.56</u>
St Andrews Hall Legacy Account - Unrestricted Fund				
Receipts	Legacy Millar	24,236.71		-
	Interest received	<u>-</u>	24,236.71	<u>-</u>
Payments	General Expenses	<u>150.00</u>	<u>150.00</u>	<u>-</u>
	Excess Receipts over Payments		24,086.71	0.00
	Funds brought forward 1 January		-	-
	Funds carried forward 31 December		<u>24,086.71</u>	<u>-</u>

St Albright's Church, Stanway
Financial Statement for the year ended 31st December 2023

Statement of Assets and Liabilities at 31st December 2023

	Note	2023 £	2022 £
Cash funds			
Unrestricted/	St Albrights CBF C of E Deposit Fund	221,910.72	201,509.75
Designated	Community Account	666.90	556.01
	Business Premium Account	27,757.79	32,643.70
	Fees Community Account	-	-
	Fees Business Premium Account	-	-
	Total bank current and deposit accounts	<u>250,335.41</u>	<u>234,709.46</u>
	1		
Restricted	Business Premium Account	-	-
	St Andrews Hall (Parish Room) BS Account	25,166.49	23,514.32
	St Andrews Hall Community Account	2,513.97	2,675.56
	Total bank current and deposit accounts	<u>27,680.46</u>	<u>26,189.88</u>
Other monetary assets			
	Cash held	-	-
		<u>-</u>	<u>-</u>
Investment assets			
	Investments Held	-	-
		<u>-</u>	<u>-</u>
Sundry Assets/Current Liabilities			
	Advances received for hall hire	80.00	60.00
	Amount held as security for hall hire	-	-
		<u>80.00</u>	<u>60.00</u>

Notes

1	Unrestricted Designated Funds		
	Quinquennial Fund	-	2,462.45
	Pioneering Fund	10,152.26	7,403.77
	Choir Fund	250.00	250.00
		<u>10,402.26</u>	<u>10,116.22</u>
	Unrestricted General Funds	<u>239,933.15</u>	<u>224,593.24</u>
2	The financial statements of the PCC have been prepared in accordance with the Church Accounting Regulations 2011 using the Receipts & Payments basis.		
3	The following assets are recognised but not necessarily valued in the Statement of Assets and Liabilities: Moveable church furnishings held by the church wardens on special trust for the PCC and which require a faculty for disposal.		
4	St. Andrew's Hall is owned by the PCC in fee simple absolute in possession with an insured value of £579,516		
5	The expenses paid to clergy may include a small immaterial amount, which relates to their function as PCC members. No other payments were made to PCC members.		
6	Contingent Liabilities at 31 December 2023 amount to £27,837		

Approved by the PCC on 14th. March 2024 and signed on their behalf by :

Revd. A C Bushell (PCC Chairman)

Mr. D L Kent (PCC Treasurer)

St. Albright's Church, Stanway Tree Condition Survey

Instructed by: Pamela Higham

Date of visit: 11th March 2024

Prepared by: J Fryer

Date completed: 12th March 2024

Contact Details John Fryer: 07841 623027

Contents:

1. Introduction
2. Methodology
3. Tree health and safety audit recommendations

Appendix 1. Limitations of report
Appendix 2. Tree survey schedule
Appendix 3. Site plan.

1. INTRODUCTION

1.1 INSTRUCTION

J F Tree Specialist Ltd has been appointed to carry out a tree condition survey of the trees within the boundary of St. Albright's Church, Stanway

1.2 INFORMATION PROVIDED AND SCOPE OF THE REPORT

The brief is to survey all trees on the designated site and provide specifications for any necessary safety works. A site visit was carried out within the churchyard on 11th March. All observations were made by visual means, without detailed investigations and from ground level only. All dimensions are estimated.

1.3 ASPECT DEALT WITH WITHIN THIS REPORT

The tree survey includes details of the physiological and structural condition of the trees. From the site visits, recommendations have been outlined with any immediate and future management requirements considering the 'targets' (those things, people and property that could be hit by the tree's failure, whether partial or total). All observations are made from within the boundaries of the Churchyard.

1.4 ASPECTS NOT DEALT WITH WITHIN THIS REPORT

Please also refer to Appendix 1. The survey did not excavate around the root plate of any of the trees. If further in-depth investigations are considered necessary, they will be highlighted within the management recommendations of the survey. The report only considers the current condition and health of the trees. An assessment of the risk of subsidence, heave and direct damage to adjacent properties, built structures and drainage is not considered. On-going maintenance such as pruning vegetation away from paths and hedge cutting is not dealt with within this report unless there is a significant risk associated.

2. METHODOLOGY

2.1 SITE WORK

All trees above 100mm stem diameter when measured at 1.3m above ground level were surveyed for hazards, plotted on a plan and given a reference number.

The details and work requirements of each tree are given in the schedules for the sites included with this report.

All works necessary have been given priority ratings of low, medium or high.

2.2 TREE SURVEY (SEE APPENDIX 2: TREE WORKS SCHEDULE)

Tree survey Key

Tree Ref:	The tree number that has been given to the tree or group of trees. T = Single tree. G = Group of trees. H= Hedge, a line of trees
Species:	This is the general common usage name given to the tree.
Height:	This is an approximate figure given in meters. Measurements are estimated unless elsewhere stated.
Girth:	This is an approximate figure given in millimeters of the diameter at 1.3m above ground level presented in increments.
Age Class:	Y= Young trees aged less than one third of life expectancy. MA= Middle age trees between one to two thirds of life expectancy. M = Mature tree over two thirds of life expectancy. OM= Over mature trees exceeding life expectancy.
Physiological and Structural Condition and Observations:	These are observations and comments on the visible physiological and structural condition of the tree on the day of the survey. They are brief and relate to unaided observations from the ground.
Management Recommendations:	These recommendations are drawn from consideration of the structural condition and observations made at the time of the survey. Considerations are also made bearing in mind the need for more detailed inspections to investigate suspected defects and potential wildlife habitats.

Work Priority	<p>A consideration of the likelihood of the tree or part of the tree to fail, the target and the severity of the impact to come up with the following appropriate response.</p> <p>High priority works should be completed within 3 months of the date of this report.</p> <p>Medium priority works should be completed within 6 months.</p> <p>Low priority works should be completed within 1 year if funds are available</p>
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3. TREE HEALTH AND SAFETY AUDIT RECOMMENDATIONS

Records should be kept of the timing and scope of inspections and works carried out to each tree. Re-inspection periods have been designated as every year.

A competent person in accordance with this schedule should carry out future inspections, and works are to be carried out within the timescales specified following the inspections.

NOTES FOR CONTRACTORS

All works must be carried out in accordance with BS3998: 2010: Tree Work – Recommendations plus all relevant health and safety legislation, regulations and codes of practice.

After searching Colchester City council’s online interactive mapping service as of 29th March 2023, there are no tree preservation orders within the site and the site is not within a conservation area. It is advised to check with Colchester Council if there are any other statutory constraints prior to carrying out the work.

All works must adhere to wildlife legislation.

Appendix 1.

Limitations of the Tree Survey and Scope of the Report

Please also refer to sections 1.3 and 1.4 at the beginning of this report.

The survey was based on unaided, visual observations made from ground level only. All observations were made from within the boundaries of the property, or from public land unless otherwise stated. Trees within neighboring property are inspected as closely as is reasonably possible from within the boundaries of the property or public land.

This report focuses on the physiological and structural condition of those tree/s as identified within the instructions or that fall within the parameters as detailed within section 1 of the report.

The report will remain valid for one year from the date of the inspection, but will become invalid if any building works are carried out on the property, soil levels around the trees are altered in any way or tree works other than those recommended within the report are carried out. If any of these occur it is strongly recommended that a new tree inspection be carried out.

The recommendations for the management of trees have been formulated after balancing:

- i) The need to avoid foreseeable damage and manage risk.
- ii) Other arboricultural considerations – aesthetics, environmental benefits, tree health.

Trees in relation to other Properties

This report/survey only considers the trees in relation to the site as identified. It does not comment on possible effects of trees considered on neighboring properties with regard to possible hazards presented by trees surveyed.

Neighboring owners of trees that are identified as hazardous or posing a possible risk to targets identified should seek their own advice as to possible effects of the recommendations given within this report.

Damage to, or possibility of damage to, any other structure that is not referred to within the report is not considered unless otherwise specified. This includes both neighboring structures and any other structure on the property.

Consideration of the Trees in Relation to Subsidence/ Heave

The report does not consider an assessment of the risk of Subsidence or Heave to any properties, built structures or drainage whether within the bounds of the site considered or adjacent to the site.

Such considerations would be more appropriately considered within a specific report.

Consideration of the Trees in relation to direct damage

The report does not consider direct damage related to tree root growth in relation to any structures whether within the bounds of the site considered or adjacent to the site. Direct damage in this instance is considered to be where the roots of a tree have physical contact with a structure.

Assessment of 'Targets' as considered

'Targets' are considered as those things, people and property that could be hit by the trees failure, whether partial or total.

These Targets are identified from an evaluation of the site at the time of the survey. Changes to the site from the time of the survey will affect the targets as considered within the report and will require review or re-appraisal of the report.

Timing of the Survey and the Report

The Appraisal and Conclusions within the report are valid only for a year.

Such Appraisals and Conclusions will become invalid or necessary for review if changes occur to the site as considered that affect the condition of the tree, the site as evaluated or the hazards as identified at the time of the survey.

Such considerations will include building works, changes to ground levels or tree works carried out.

Trees subject to statutory controls

It has not been established whether or not any of the trees mentioned within the report are covered by any statutory controls. This can be done if requested.

If the trees are covered by a Tree Preservation Order or are located in a conservation area it will be necessary to consult the local authority before any pruning works, other than certain exemptions, can be carried out.

The works specified above are necessary for reasonable management and should be acceptable to the local authority. However, the local authority may take an alternative point of view and have the option to refuse consent.

Trees are subject to changes outside man's control

Trees are living organisms subject to changes outside man's control. Trees and environment alter with the seasons it is as well to inspect trees whilst in full leaf and when out of leaf.

If there are any harsh or unexpected weather conditions, or heavy storms it is also prudent to inspect trees.

Changes to ground water conditions will affect the root growth of a tree. Such changes are not always the result of man's influence and others factors maybe involved.

The conclusions and recommendations in this tree report are only valid for one year

Limitations of use of copyright

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APPENDIX 2: TREE SURVEY SCHEDULE

Site: St Albright's Church, Stanway

Date: 11.03.2024

Tree Ref.	Species	Ht.	Girth	Age Class	Physiological and Structural condition of tree and observations	Management Recommendations	Work Priority
T1	Yew	8	320	MA	Low branches and epicormic regrowth on stem	Remove low branches and epicormic growth on stem to a height of 2.5m above ground level	Low
T2	Millennium yew	3	70	Y	Low branches obstructing grave stones	Remove low branches to a height of 1m	Low
T3	Lime	6	940	M	Recently re-pollarded at 3m with decay at the pollard points. The regrowth is 4m long	No work presently required (NWPR). The tree should be re-pollarded in a 5-year cycle	
T4	Lime	6	750	M	Recently re-pollarded at 3m with decay at the pollard points and at the base. The regrowth is 4m long	NWPR. The tree should be re-pollarded in a 5-year cycle	
T5	Lime	6	810	M	Recently re-pollarded at 3m with decay at the pollard points and at the base. The regrowth is 4m long	NWPR. The tree should be re-pollarded in a 5-year cycle	
T6	Cherry	3	80	Y	Tree tie is starting to restrict incremental growth on the stem. Low branches obstructing the pavement.	Remove stake and tie and prune to clear the pavement	Low
T7	Liquid amber	8	230	Y	Good	NWPR	
T8	Hawthorn				Removed		
T9	Apple	5	220	MA	Damage on main stem to the southwest at 2m. Tree has had the central stems cut recently leaving exposed lateral side branches susceptible to wind damage	Reduce the exposed side branches by 1m	Low
T10	Hawthorn	4	50	Y	Dead tree	Grub out and replace tree	Low
T11	Hornbeam	6	200	Y	Good	NWPR	
G1	Ash	9	150	Y	A group of 5 stems leaning towards the road due to the proximity of T12	Remove 3 stems and retain 2 strongest stems	Low
T12	Ash	13	240	Y	Historic bark damage to the south of the stem from the base to 1.2m and damage to exposed roots to the southwest. Soil levels have altered	NWPR	
T13	Holly	8	190	MA	Suppressed, sparse canopy with low vigour. Bark damage to the south of the stem and previous root disturbance	Fell	Low
T14	Yew	8	480	M	Stem trifurcates at 1.5m	NWPR	
T15	Hawthorn	8	240	MA	Compressed union at 1.5m with a significant lean towards the north	Reduce the canopy by 3m	Low
T16	Ash				Removed		

APPENDIX 2: TREE SURVEY SCHEDULE

Site: St Albright's Church, Stanway

Date: 11.03.2024

Tree Ref.	Species	Ht.	Girth	Age Class	Physiological and Structural condition of tree and observations	Management Recommendations	Work Priority
T17	Box	4	100	M	Multi stemmed, Succumbed to box blight, the canopy is predominantly defoliated	Fell	Low
T18	Yew	13	700	M	Good	NWPR	
T19	Oak	20	880	M	Large, spreading canopy (20m spread) starting to suppress neighbouring vegetation, minor deadwood throughout the canopy	NWPR	
T20	Box	3	110	MA	Succumbed to box blight, deposited at the time of inspection	Fell	Low
T21	Birch	16	270	MA	Good	NWPR	
T22	Cherry	7	180	Y	Good	NWPR	
T23	Cherry	7	280	Y	Good	NWPR	
T24	Elm				Removed		
T25	Fastigate oak	4	60	Y	Good	NWPR	
H1	Escallonia hedge	2	Variou s	MA	Trimmed yearly to contain growth	NWPR	
H2	Yew hedge	2	Variou s	MA	Trimmed yearly to contain growth except 2 stems closest to the church that are screening the fuel tank	NWPR	
H3	Prunus hedge	6	Variou s	MA	Previously topped at 1.2m, now at 6m	NWPR	

Site plan: St. Albright's Church, Stanway

