



St. Bartholomew's Church Maresfield

Annual Parochial Church Meeting

Sunday 30 April 2017

Agenda for Maresfield APCM

At 7:30pm on Monday, 23 April 2017 at St Bartholomew's Church

Item number	Item
Parishoners' Meeting	
1	Opening prayer
2	Apologies for absence
3	Agree minutes of last meeting
4	Churchwarden's report
5	Election of Churchwardens
Annual Parochial Church Meeting	
1	Re-affirmation of Ordination Vows
2	Agree minutes of last meeting
3	Receive Parochial & other reports
3.1	Trustees' Annual Report for 2017
3.2	Annual report on the financial affairs of the parish
3.3	Independently examined accounts of the PCC for the year ended 31.12.17 including the independently examined statement of funds & property remaining in the hands of the PCC as at 31.12.17
3.4	Child Protection Officer's Report
3.5	Approve Child Protection Policy Statement and implementation document
3.6	Report on the fabric, goods & ornaments of the church
3.7	Report on the proceedings of the Deanery Synod
3.8	Report on the link with Sussex Gospel Partnership
3.9	Rector's report and reports from other church groups
4	Elections
4.1	Election of parochial representatives of the laity to the Deanery Synod
4.2	Election of parochial representatives of the laity to the PCC
4.3	Co-option of new members to the PCC
4.4	Appoint the Independent Examiner to the Council
4.5	Appoint sidespersons
5	Any Other Business
6	Closing Prayer

**St Bartholomew's Maresfield
Annual Parochial Church Meeting
30th April 2017**

There were 12 present

Meeting commenced at 1.20 pm

1	<p>Re-affirmation of Ordination Vows</p> <ul style="list-style-type: none"> • Nick Cornell and Pauline Ingram explained their reasons behind their wishes to re-affirm their vows and Nick thanked Pauline for all her hard work. • Simon Ashdown read the churchwarden's section and Nick and Pauline affirmed their vows. Pauline then left to supervise the children in the creche.
2	<p>The minutes of the last meeting were unanimously agreed and signed as a true record of the meeting. Proposed Natalie Ashdown, seconded Florence Ajayi. See attached.</p>
3	<p>Receive parochial and other reports</p>
3.1	<p>Trustees Annual Report for 2016, see attached, was unanimously approved and signed. Proposed Simon Ashdown, seconded Tony Cottingham. Thanks were given to all contributors.</p>

3.2	<p>Annual report on the financial affairs of the parish, see attached.</p> <ul style="list-style-type: none"> • Stephen Farrant (SF) explained the attached accounts and the process of independent examination by Sharon May. These have been approved by the PCC (copy on p.24 of attached accounts). • SF explained that the day to day income last year almost matched the expenditure which is positive and better than previous years. SF explained that the budget had been done carefully and the Parish Contributions are a great credit to all who have made this possible. • SF also explained that restricted funds used (£12628) for 2016 means we have spent more this year than in 2015. This was intended because of the expenditure for the Memorial Garden and the cemetery wall. Eileen Coles' legacy and the Tesco grant made it possible for this project to be finished and all the expenses for this project appear in this set of accounts. • SF briefly explained a breakdown of various funds. The largest fund is for fabric which is a good amount for unforeseen fabric and hopefully to start the next phase of the internal reordering (kitchen and loos). £50k is ring fenced for the start of the project and then we must apply for external grant funding which is easier if we can prove we have already created a buffer of existing funds. • SF explained income and expenditure. He said that the figures were healthy but we do need to think ahead. Already at 4 months into 2017, SF predicts that we will have a deficit of £5-6k by the end of the year. We need to look at giving and try to increase the amount. Some regular donors have left or can't give as much as previously and we need to work on this. We need to encourage the local community to give a little and hopefully God will help. A stewardship campaign will take place later in 2017. • The Diocesan Contribution is a key expense and The Diocese are moving towards 100% coverage of Diocesan and parish care. We've been lucky and increased giving in a good way compared to other parishes over the last 5 years. 100% would be £30-33k and we're lucky to have Nutley as our sister church to raise an equal amount towards our costs to the Diocese. 2017 contribution has increased slightly so we should make 91%. SF and the PCC will review this at the end of the year. • We need to raise funds for the major internal work on the church and we will need extra external funds to be raised. We need to raise £100k for the first phase and the same for the next two phases. • SF thanked SA for his assistance in 2016 and anyone else who has helped as he is no longer living in the parish. SF thanked Jo Armstrong for her help with the magazine accounts. • SF asked if there were any questions. TC asked how giving was organised and if it was through collections at church and PCC giving. SF explained. No further questions followed.
3.3	<p>Independently examined accounts of the PCC for the year ended 31.12.16 including the independently examined statement of funds & property remaining in the hands of the PCC as at 31.12.16, see attached, were unanimously approved and signed. Proposed Simon Ashdown, seconded Natalie Ashdown. Thanks were given to SF by NC. SF informed everyone that he will continue as Treasurer for the time being until a replacement can be found but it should be sooner rather than later with God's help.</p>
3.4	<p>Child Protection Officer's Report is compliant and a statement affirming the Church's support of the Diocesan and wider Church of England safeguarding procedures will be approved at next PCC.</p>
3.5	<p>Child Protection Policy Statement and implementation document, see attached, is at back of church and will be approved at next PCC. MF asked if we have a Child Protection Officer and it was explained that it is Susan Butcher until the next PCC but we will need to appoint someone new.</p>
3.6	<p>Report on the fabric, goods & ornaments of the church, see attached.</p>

3.7	Report on the proceedings of the Deanery Synod , see attached.
3.8	Report on the link with Sussex Gospel Partnership , see attached.
3.9	<p>Rector's report and reports from other church groups, see attached.</p> <ul style="list-style-type: none"> • Nick Cornell (NC) expressed his thanks to the congregation, churchwardens and PCC and although the numbers attending APCM were low he thanked people for attending. • NC thanked Susan Butcher for all her help for the past 6 years and said that there is a card for all to sign so that we can give her this and a gift at the next service she attends. Thanks to Marian for taking over her role. The official start is after she has been admitted by the Archdeacon and signs necessary paperwork. • Thanks to Pauline Ingram for her time and ideas. • Thanks to Simon Ashdown for his hard work. • Thanks to Jo Armstrong for her work on magazine accounts and as PCC Secretary. • Thanks to Candy for her work as Editor of the Parish Magazine. We still need to find her replacement and will be putting a handout in the next Parish Magazine appealing for an Editor and a Treasurer. NC asked us to please pray for replacements. • Thanks to Angie Welton for her work as Parish Administrator. She has been a great help during the time that NC worked as acting Archdeacon and beyond and NC thanked everyone for bearing with him during that time where he was less available in the parish. • The Garden of Remembrance is now completed. It is a lovely oasis of calm and has taken years of hard work. The Remembrance Stone looks lovely and is a work of art! Eileen's funding was a blessing and her ashes are to be buried there on the May Bank Holiday. • The flower festival was a lovely highlight recently. • The new sound system has been a great boost to the church for Sundays, weddings, Christmas services, etc. • The focus last year was on being disciples of Jesus Christ. The Alpha and Lent courses were a great help but there is still more to do. The Diocesan Vision also focused on wellbeing and growth of the Church. The new cloakroom in the church will help the community and enable us to use the church more for community gatherings. The plans are coming together for this. The Diocese gave an initial qualified nod for the Church to continue in the direction originally planned. The Amenity Societies were not so happy and more drawings will be needed. They felt that the loos and the kitchen should be moved to the other side of the church as they wanted the North Transept area to remain open. Peter Pritchett, the Architect, will be doing more drawings and will apply for planning (we hope) in October 2017 to start the fundraising for the project in the spring of 2018. Prayers will be needed. £200k will be needed for this project which is a big barrier but we will appoint professional fund raisers to assist with this. • NC summed up with saying that there are challenges ahead. We are a small community trying to do big things. On Sundays, 40ish people attend the service and we are carrying on with youth and children's work so we are doing a lot but we need more people to help. We need to encourage attendance and encourage people to help. This is a family church which is a great strength. Over the next 12 months we need to recommunicate and arrange social events, walks, etc. New people may then be encouraged to join the church and attend social events. • NC thanked everyone for their support and asked for any questions. • Gordon asked why the original plans for the vestry were turned down and NC explained the difference in the new plans. Gordon also asked about the grass cutting and tidying plans. NC said it was being sorted out. The PCC agreed that someone would need to be arranged for grass cutting but it would need to be voluntary as it's expensive. Lynsey asked about the need for children's Sunday School and NC explained we need more help with this to provide for all children and ages.

4	Elections
4.1	Simon Ashdown was nominated parochial representative of the laity to the Deanery Synod. All agreed
4.2	Election of parochial representatives of the laity to the PCC Michael Hulley, Rachel Lillywhite, Richard Tyson were all elected unopposed
4.3	Appoint the Independent Examiner to the Council Sharon May was unanimously approved to continue in this role. Proposed Simon Ashdown, seconded Marian Filtness.
4.4	Appoint sidespersons Rachel Lillywhite, Roger Penny, Gordon Cornford, Susan Butcher, Simon Ashdown, Gillian Bullock, Natalie Ashdown were unanimously appointed. Proposed Simon Ashdown, seconded Lynsey Tyson.
5	Officers - all officers were unanimously approved. Proposed Diane Baker, seconded Simon Ashdown.
5.1	Electoral roll officer: Angie Welton
5.2	Vice-chairperson: to be elected at next PCC meeting.
5.3	Treasurer: Stephen Farrant
5.4	Secretary: Johanna Armstrong
5.5	Child protection officer: to be elected at next PCC meeting.
6	Any Other Business <ul style="list-style-type: none"> - Lynsey Tyson asked about homegroups. NC said this has always been difficult. A home group needs to be set up but NC has no time so people need to be prepared to lead a Bible Study group. Susan Butcher has set up a group but it's now full. Miranda Pymble says it's easy to do and anyone can make it work. - NC gave thanks for all who help within the life of the church.
7	Nick Cornell closed in prayer at 2.15 pm

Minutes signed as a true representation of the meeting

Position: Chair _____

Date:

Trustees' Annual Report for 2017

Our aims and purposes as a charity

The PCC has by law the responsibility of co-operating with our Rector, the Revd Nick Cornell, in the promotion of the gospel of the Lord Jesus Christ according to the doctrines and practices of the Church of England

The PCC believes that it has responsibility, in accordance with the tradition of the Church of England, for the following:

- *Promoting in the parish the whole mission of the church, pastoral, social, evangelistic and, ecumenical.*
- *To know Jesus better and make Him better known;*
- *Practical support and care for people in the parish, from the youngest to the eldest, irrespective of level of need or, ability to pay;*
- *Providing financial support to those in need and to other organisations with similar objectives.*

The PCC also has responsibilities to maintain the church and the churchyard.

What we planned to do to achieve our charitable objectives

When planning our activities for the year, our Rector and the PCC have considered the Charity Commission's guidance on public benefit and, in particular, the specific guidance on 'charities for the advancement of religion'.

For 2017 we discussed and planned the following objectives and activities to fulfil our charitable activities:

- Enabling as many people as possible to worship at our church;
- Enabling as many people as possible to become part of our parish community;
- Teaching, baptising and nurturing new and existing believers;
- Maintaining an overview of worship throughout the parish;
- Considering how services can involve the many groups that live within the parish;
- Putting faith into practice, through prayer and scripture, music and sacrament;
- Offering worship and prayer, learning about the Gospel, in small group situations;
- Assisting people from all walks of life to develop their knowledge of, and trust in, Jesus;
- Provision of pastoral care for people living in the parish;
- Providing assistance to the poor and needy of the parish;
- Giving gifts to missionary organisations;
- Assessing our Church building facilities and their suitability for use by the wider community, given the lack of a toilet and food preparation area.

- Launched a new youth group for those aged 10-14 (Our 'one Big Thing' as part of the Diocesan vision process).
- Reaching out to the unchurched through provision of weekly Baby and Toddler Group, Toddler Praise and other occasional community social events.
- Maintaining and developing our links with the village school, Bonners;
- Maintaining the fabric of the church building as a historic centre and focus of life in the village;
- Continuing the employment of a part-time administrator to help coordinate some of the activities above and assist the Rector, clergy and wider parish;
- Ensuring we have a stable financial position and improving the finances of the church through better communication with the congregation and wider community, fundraising and attention to our costs.
- We began to pray for our local community by asking specific areas of the community for prayer requests to be prayed for in church.
- We launched a running group to promote physical wellbeing and community relations.
- Remembrance weekend – the Church brought together a number of community groups to rekindle the link with the 11th Signals Regiment, which had previously been based in the village and had been named after the link.

What we achieved and how we affected beneficiaries' lives

Note: Clarity required as to what the benefits to the public are; and that the benefits relate to the aims; beneficiaries have to be appropriate to the aims

Attendance at worship

We have held services of worship every Sunday; at each service there are periods of Bible study (which enhance knowledge of the Christian faith) and of prayer (which is a Christian act for the benefit of those who are the objects of the prayer). We held additional services at the main Christian festivals, eg Christmas, Pentecost, Trinity Sunday and Easter. These services which attract very large congregations (over 100 for each of the major Christmas services) also benefit those attending in regard to their knowledge and understanding of the Christian faith.

Apart from our responsibilities to parishioners as a parish church, we are open to any other people who choose to worship with us. We contend that voluntary attendance to worship God is a major demonstration of the public benefit of our activities. Attendance at services is free of charge.

There are 80 parishioners on the church electoral roll, 33 of whom are not resident within the parish. Nine names were added during the year and eight were removed either through death, worshipping elsewhere or because they moved away from the area.

The average regular weekly attendance, counted during October, was 44 adults and 11 children but this number increased significantly at festivals.

Teaching, baptising and nurturing new and existing believers

Our church continues to be appreciated by our parishioners and many others, as a space where life events are celebrated with joy and thanksgiving. There were 16 such services in 2017.

We provide a Sunday School for children on three Sundays per month at which they have the benefit of education in Christian principles of living and in the beliefs of the Christian faith. Messy Church is held every month at 4pm on a Sunday, with teaching, fun and food; approx 30 people attend, evenly split between adults and children. Messy Church provides an introduction to Christianity for many who have no experience of it from their family lives and is held at Nutley Church.

Two groups of church members met weekly or fortnightly for Bible study; anyone may join one of these groups. Not all members of these groups are members of the Church of England nor are all of them resident in the parish.

We provided an Alpha Course and a Lent Course, both being forms of study suitable for people coming or considering coming to belief in Christ as their saviour.

Provision of pastoral care for people living in the parish

The Clergy visit residential/care homes in the parish and provide Christian companionship and Holy Communion to those who want this.

Maresfield Parish News

The church publishes the monthly (except August) village magazine, Maresfield Parish News. Its editor and its circulation manager are members of the church. It is circulated free of charge to every house in the parish; it provides information about church activity to the whole parish, and general news and publicity of events relevant to people living in the parish. Its costs are covered by ad sales. We have improved the quality of the print this year. This is part of the social benefit that the church aims to provide.

Provision of the church building for people to enjoy

Our church is open from early in the morning to dusk every day of the year.

One of our church organists, David Bailey, gave organ recitals during the year. These attracted a large attendance from the local community and raised funds for the toilet and Kitchen project. There were also successful music concerts during the summer and on Good Friday.

The churchyard and lower cemetery are public spaces accessed by many walkers and community members and their upkeep contributes to the wellbeing of the wider village and community.

Provision of tangible support to the poor and needy

At our Harvest festival, gifts were given by many people, including by the school at its Harvest Festival service in the church. The gifts were distributed to people in need and old people in the parish and to Uckfield Foodbank.

Other charitable giving

Collections in church services at Christmas were taken for the benefit of Tearfund to assist those in need overseas and over the year there were a number of donations to charities including the Poppy Appeal, the Sussex Gospel Partnership and Rocking Horse (see page 8 of the accounts).

Working to support Bonners CE Primary School

The Rector and Curate regularly assist in leading services for the school and Collective Worship. The pupils visit the church regularly for services and other teaching such as discovering the history of the village or the meaning of Holy Communion. The Rector and a member of the church are part of the governance of the School and assist in maintain the Christian ethos of the school as well as ensuring the wellbeing of the children and staff.

Finance Report

The PCC's accounts are attached as a separate section of the Annual Report. The figures cover the year ended 31 December 2017 and have been prepared on the accruals basis. The accounts have been Independently Examined and a copy of the Examiner's report is attached to the accounts (page 12).

Income and expenditure

Page 1 of the accounts shows that total **income** for the year amounted to £53,142 (2016: £71,336), of which £39,553 (2016: £46,550) was added to the day to day unrestricted fund, and £13,589 (2016: £24,786) to various restricted funds. An analysis of these amounts by fund is shown at Note 12.

This overall year on year reduction of just over £18,000 reflected the following:

- the timing of an exceptional Restricted grant of £10,000 secured in 2016 to assist with the funding of the Garden of Remembrance and essential upgrade works to an internal retaining wall in the lower Cemetery.
In 2017, further restricted fabric grant income was secured to build funds available for the next proposed phase of internal reordering (installation of Kitchen and Toilet facilities in Church). Whilst this additional grant was useful, it was a lot lower (£2,500); yet it did almost make up for lower gross income from various fundraising events led by the Friends of the church in 2017, as the gross income from these events was £2,000 lower year on year.
- In terms of day to day income, 2017 was another busy year in the life of St Bartholomew's. Total unrestricted income was however lower than 2016 by approximately £7,000.
In part this was due to no legacy income (£1,000 was received in 2016), although this was mostly compensated for by an increase in gross magazine advertising income of approximately £700.
The main reasons for decrease in day to day income was an unexpected reduction in the value of planned giving (particularly tax efficient planned giving) caused by a combination of relocations and deaths amongst the existing Church family membership during 2017. A reduction of just over £5,000 in gross donations and £1,000 in gift aid tax refunds resulted. The effect of this was made worse by the lack of a Gift Day in 2017 for the second year running.

To address the emerging situation of declining day to day income, the PCC embarked on a formal stewardship renewal review in the Autumn of 2017 combined with the active promotion and invitation to all registered members of St Bartholomew's to utilise the Parish Giving Scheme rather than traditional standing orders. Initial indications of the impact of this initiative (to February 2018) were that overall active donor numbers had remained static at around 20, but with new people joining to replace those who had left. Gross annual income was expected to increase by c £1,000 to £20,000 from 2017 levels. It is hoped that this will further increase as remaining responses and commitments to regular giving are notified during March and April 2018.

The position needs to be closely monitored throughout 2018.

Total **expenditure** for the year is also shown on Page 1 of the accounts and amounted to £61,477 (2016: £84,100), of which £49,812 (2016: £46,534) was spent from the day to day unrestricted fund, and £11,665 (2016: £37,566) from various restricted funds.

As expected most expenditure from Restricted funds was made to fund outline scheme proposals and discussions with our Architect and related external bodies who have to be consulted over the proposed kitchen / toilet project at a cost of a further £4,480. Additionally a new water / expansion tank had to be purchased from the fabric fund at a cost of just under £2,500 in the year.

In terms of the General fund, 2017 was again a year in which day-to-day costs had to be tightly controlled, but also reflected the decision taken in late 2016 (before it was known that planned giving receipts would unexpectedly and significantly fall in 2017) that our Parish Contribution should be increased from £28,800 to £31,200 in the light of continued diocesan encouragement for the church to move as quickly as reasonably possible to self-financing. This meant that in 2017 we paid 91.21% of our total requested parish share including parish support and national church contributions, which included 100% of our allocated Direct ministry costs of £29,894.

The focus must be for us to continue working towards meeting 100% of all our allocated total parish contribution costs as soon as we are able (Diocesan target is by 2020), but having regard for our income and membership profile – this is why we, along with many other churches in the diocese, have focused again on Stewardship reviews in 2017, especially given the changes in our own local church family membership mentioned above.

By way of an update, the 2018 Parish Contribution target is just over £32,500 + insurance and, taking account of the planned giving levels and remaining day to day reserves, the PCC has had no choice but to pledge a reduced amount of £26,000 + insurance £2,000. This is expected to represent 80% of total requested parish contribution costs. It is hoped that this should be achievable given our existing expected maintainable income profile and reserves but we must not lose focus on the challenge despite the unexpected setback.

Neither should each and every member of the local Church family forget that ultimately it is their responsibility to contribute what they are able to help pay for the running of St Bartholomew's, and the PCC remains extremely grateful to everyone who continues to donate money to this purpose.

The above overview, together with net reallocated funds of £63, meant that the PCC recorded a day to day unrestricted deficit of £10,259 for 2017. An expected overall surplus of £1,979 on restricted funds was also recognised, due to the timing of exceptional works described above being offset by operating surpluses on other restricted funds during the year.

Three other things were worthy of note within the accounts –

- Included within Restricted fund expenditure on page 6 is a cost of £1,031 being a year's depreciation of the current sound system. During 2016 the sound system was replaced at a capital equipment cost of just under £7,000. This cost is being written off over 7 years so whilst the cash was paid out in full in 2016, the impact on reserves is spread over the 7 year period. Hopefully the system will last far longer than 7 years but the period applied does reflect current obsolescence rates for anything IT-related!
- Secondly it is pleasing to report an increased overall surplus on the magazine of £2,126 (2016: £1,751) included within the Unrestricted funds (income £4,446 less costs £2,320).
- Thirdly the accounts include full details of the PCC's Charitable Giving (Page 7, Note 4). In total £2,169 was paid to worthy causes, of which £150 was paid from unrestricted funds.

Why we hold some money in reserve

Closing reserves of the PCC at 31 December 2017 are set out in detail at Page 10 (Note 12) to the accounts. In summary the unrestricted day to day fund was in hand by £12,891 (£262 of which was designated for future organ repair costs), whilst the PCC's various restricted funds amounted to £69,671.

With day to day income running at 2016 levels the PCC's target reserves policy at that time was for its unrestricted day to day fund to be maintained at no less than 6 months' annual expenditure. **This remains the PCC's target despite the unanticipated financial setback in 2017.**

The significant deficit which emerged during 2017 has demonstrated exactly why, in lean years, such reserves are required.

Whilst lower than the total expenditure for 2017 of £49,812, our expected expenditure for 2018 remains significant, at a minimum of £47,000.

This therefore means the average target reserves at 31 December 2017 of £23,500 had only been covered by 50% (or 3 months) by the closing fund balance of £12,891.

The PCC remains acutely aware that 2018 will therefore be an important year for St Bartholomew's as steps are taken to meet the expected costs from income generated in the year rather than drawing further from reserves. The PCC believes this to be possible with the continued goodwill and financial support of the current local church family – but we do need everyone to donate generously and after prayerful consideration.

Whilst it therefore remains a challenge for St Bartholomew's to meet 100% of our parish contribution, the PCC remains committed to doing so as soon as possible, but both it and the Diocese are aware of the potential need for us to further reduce pledge payments as Church family finances are rebuilt. We hope this won't be necessary. The PCC also remains committed to supporting the urgent needs of deserving independent charitable causes as best we are able.

The restricted reserves policy remains unchanged – an amount of £50,000 continues to be ring-fenced for future / imminent major re-ordering costs (kitchen / toilet facilities), and the PCC will be looking for external fundraising sources to supplement this. All other restricted fund balances are considered adequate at 31 December 2017.

S J FARRANT

Hon Treasurer - March 2018

Electoral Roll Report 2018

There are 76 parishioners on the church electoral roll, 37 of whom are not resident within the parish. One name has been added during the year, others have joined the Church but are not yet included on the Electoral roll.

Seven were removed either through death, worshipping elsewhere or because they moved away from the area.

Angie Welton
Electoral Roll Officer

Structure, governance and management of the charity

The Parochial Church Council (PCC) is a corporate body with perpetual succession by operation of law, ie under The Parochial Church Councils (Powers) Measure 1956: the latter Measure is its governing document.

The PCC is a charity, but is excepted from registering with the Charity Commission within the meaning of the section 30 of the Charities Act 2011.

During the year the following served as members of the Parochial Church Council:

Ex Officio members

Incumbent:	The Revd Nick Cornell	Chairman
Curate:	The Revd Pauline Ingram	
Churchwardens:	Marian Filtness	
	Simon Ashdown	
Deanery Synod members	Simon Ashdown	(Deanery Synod member)

Elected Members

*Gillian Bullock
Rachel Lilywhite
Mike Hulley
Richard Tyson*

Jo Armstrong (PCC Secretary)

Lorne Armstrong

Nick Baker

Treasurer

Stephen Farrant (not a PCC member)

Membership of the PCC is determined under the Church Representation Rules and consists of certain ex-officio members (as above), and up to nine members of the church who are elected at Annual Parochial Church Meetings for a three year term, one-third being elected each year. Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of skills and experience where possible.

This Trustees' Annual Report was **approved** by the PCC and signed on its behalf by The Revd. Nick Cornell, PCC

Chairman.....

Date.....