



(St Helen's-- St Michael's --St Nicolas')

MINUTES OF THE ANNUAL MEETING OF PARISHIONERS

held on THURSDAY 4 APRIL 2019

7.30 pm in St Helen's Church

Present: The Revd Charles Miller (Chairman), The Revd Paul Smith, Gwen Bevington, Andrew Birks, Carol Bowman, Keith Bowman, Colin Casemore, Hilary Clare, Andrew Coker, Susan Gee, Norman Gee, Hazel Glennie, Alexandra Green, Eluned Hallas (Sect), Linda Hobbs, Margaret Horton, Margaret Hoskins, Alan Hoskins, Chris Jefferis, Joyce Kelly, Loelia Lyon, Geoff Meen, Sue Pemberton, Peter Penfold, Margery Radford, Philippa Randles, Paul Rast-Lindsell, Susan Scott, Peter Squire, Robert Simpson, Roderick Smith, Marian Ward, The Revd Mary Williamson.

Apologies: *Mary Barton, John Barton, Valerie Casemore, John Clare, Jenni Collins, Mike Collins, Eila Currey, Geoffrey Currey, Lyn Richmond, Tony Richmond, Jennifer Smith, Gill Squire, Keith Ward, Carol Worthington*

The Team Rector, welcomed those present

1. Approval of minutes from the Meeting of Parishioners for 19 April 2018

There being no changes proposed the minutes, circulated in advance, were approved.

2. Election of Church Wardens

The following nominations had been received from the Annual District Church meetings:

- - St Michael's: Joyce Kelly, proposed Eileen Duckett, seconded Jean Hercus
Peter Squire, proposed Laurence King, seconded Hilary Clare
- - St Nicolas': Andrew Coker, proposed Nicolas Hallas,
seconded Paul Rast-Lindsell
Paul Rast-Lindsell, proposed Geoffrey Currey, seconded Eila Currey
- - St Helen's: Geoffrey Meen, proposed Christopher Jefferis,
seconded Alexandra Green
Linda Hobbs, proposed Christopher Jefferis, seconded Barbara Earl

There being no further nominations from the floor the six Wardens were declared elected.

Meeting Closed at 7.44pm



(St Helen's-- St Michael's --St Nicolas')

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING

held on THURSDAY 4 APRIL 2019

7.45 pm in St Helen's Church

Present: The Revd Charles Miller (Chairman), The Revd Paul Smith, Gwen Bevington, Andrew Birks, Carol Bowman, Keith Bowman, Colin Casemore, Hilary Clare, Andrew Coker, Roger Cox, Susan Gee, Norman Gee, Hazel Glennie, Alexandra Green, Eluned Hallas (Sect), Linda Hobbs, Margaret Horton, Margaret Hoskins, Alan Hoskins, Chris Jefferis, Joyce Kelly, Peter Kirby, Loelia Lyon, Geoff Meen, Sue Pemberton, Peter Penfold, Margery Radford, Philippa Randles, Paul Rast-Lindsell, Susan Scott, Sue Scott, Peter Squire, Robert Simpson, Roderick Smith, Marian Ward, The Revd Mary Williamson.

Apologies: Mary Barton, John Barton, Valerie Casemore, John Clare, Jenni Collins, Mike Collins, Eila Currey, Geoffrey Currey, Lyn Richmond, Tony Richmond, Jennifer Smith, Gill Squire, Keith Ward, Carol Worthington

Open devotions were led by Revd Charles Miller

MINUTES & MATTERS ARISING of last meetings	
1	The minutes of the last APCM were subject to three small corrections: Heading: Annual (<i>rather than nnual</i>) Meeting Para 2: Peter Squire (<i>not Squires</i>) Para 7: Andrew Churchill Stone (<i>not Churchill-Stone</i>) Proposed: Peter Squire, Seconded Andrew Coker, Passed nem con
2	Matters Arising Item 7: Mr Andrew Churchill Stone had completed an Examination of the Parish accounts as planned. The invoice for the work was as expected, and there had been some cost saving to the Parish (against prior years) as a result.
ANY OTHER BUSINESS – none notified	
TEAM RECTORS ADDRESS	
3	The Rector started his report by saying farewell and welcome to the Churchwardens. Farewell to Norman Gee (St H) who ends his second six year term, with thanks for all his work both at St Helen's and in the parish. A welcome back and thank you to the four continuing Wardens, who bring continuity to the role at both congregation and parish level. And a warm welcome to Joyce Kelly (St M) and Geoffrey Meen (St H) as they join the team.
4	The Rector reminded those present that the Wardens were called to serve both their individual congregations and the Parish. They were to work together for the common good of the Parish, organising and envisioning for the benefit of the town. It would be good to re-instate the quarterly Wardens' Lunch and shared worship.
5	The PCC was working together in support of Wardens and Parish. A successful PCC Away Day last year would be repeated in 2019, giving more time to discuss, agree and plan meaningful action.

	<p>As a result of the 2018 Day focus teams working across the three churches had been set up covering:</p> <ul style="list-style-type: none"> Finance Communications Christian Teaching & Spiritual Growth <p>Future developments might see cross church groups addressing outreach and worship.</p>
6	Work on the maintenance, repair and re-ordering of our buildings prompted discussion and action on why, where and how they support our communities and activities. The PCC has to 'sign off' on proposed changes to ensure a Parish vision.
7	There was ongoing dialogue between the PCC and the three church DCCs. Ways to share developments needed to be addressed, to enable the congregations to see and engage in the bigger picture.
8	<p>The Rector opined that the traditional distinctions between the various 'types' of Church of England worship (High & crazy, Middle & hazy, Low & lazy) were meaningless to non-church goers, particularly the young.</p> <p>While the individual church identities, and thus the Parish identity, were good, there was a need to step outside individual church boxes and look to broader and more creative thinking,</p>
9	<p>The Rector welcomed The Revd Jennifer Brown and Lay Reader Gwen Bevington to the Staff Team. Jen & Gwen would be working across all three congregations in the coming year.</p> <p>The Revd Mary Williamson's three-year term ends in October. She was thanked for her support over an unexpectedly challenging period in the Parish, and will be much missed.</p> <p>The process to find a House-for-Duty Minister had started, and it was hoped to make an appointment before Mary's departure.</p> <p>The support of many Ministers with Permission to Officiate was also acknowledged with thanks, mentioning especially the Revd Ros Rutherford who had recently offered her support, and the Revd Professor Keith Ward who had now stood down from leading Services.</p> <p>The Team Rector expressed his, and the Team Vicar's, grateful support to all who support Ministry in the Parish.</p>
10	<p>The 2019 complete review of the Electoral Roll (paragraph 12) raised some questions, and perhaps emphasised the need to take seriously the Ministry of Welcome to our congregations. Thought was needed to develop ways to recognise, welcome and integrate visitors to our churches; followed by a move towards outreach and connection.</p> <p>Each church had put together a church specific 'Mission Action Plan' these would be considered on a Parish basis in the coming year.</p>
11	The Rector expressed thanks to Mrs Jenny Balshaw for her work as parish Administrator, and to the representatives of the three churches working on GDPR issues.

ELECTORAL ROLL

12	<p>Introducing the 2019 Electoral Roll, Peter Kirby, Parish Electoral Roll Officer, reminded those present that this was a year of complete revision. The fall in numbers was not, therefore, unexpected.</p> <table border="1" data-bbox="411 1713 1098 1915"> <thead> <tr> <th></th> <th>2019</th> <th></th> <th>2018</th> </tr> </thead> <tbody> <tr> <td>St Helen</td> <td>177</td> <td></td> <td>348</td> </tr> <tr> <td>St Michael</td> <td>71</td> <td></td> <td>91</td> </tr> <tr> <td>St Nicolas</td> <td>60</td> <td></td> <td>71</td> </tr> <tr> <td></td> <td>308</td> <td></td> <td>510</td> </tr> </tbody> </table> <p>Speaking from experience he noted that St Helen's had a lot of casual worshippers, who did not wish to join the Electoral Roll. Average attendance numbers at Services did not show any decline over the year.</p> <p>He thanked the ERO in the three churches for their work in compiling the Church Rolls</p>		2019		2018	St Helen	177		348	St Michael	71		91	St Nicolas	60		71		308		510
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<i>ELECTION of LAITY to the PCC</i>	
13	From St Michael's: Hilary Clare, proposed (at the ADCM) Glynne Butt, seconded Jane Duce Elected at APCM nem con
<i>ANNUAL REPORT OF THE ACTIVITIES of the PARISH</i>	
14	The Rector invited questions or comments on the Annual Report which had been made available in advance – in the churches in hard copy, and via the church websites. The individual Church Annual Reports, incorporated as Appendices, gave a complete picture of the activities of the Parish and churches. Item 1f – Safeguarding: Carol Bowman raised as a matter of accuracy that not all PCC members were required to attend Safeguarding course C2S1 – only those involved in appropriate activities. Approval of the Report was proposed by Andrew Coker, seconded by Linda Hobbs and passed nem con
<i>REPORT ON THE FABRIC, GOODS & ORNAMENTS of the PARISH</i>	
15	The Rector invited questions or comments on the Annual Property Reports – for the Parish and the three Churches - which had been made available in advance. Approval of the Report was proposed by Alexandra Green, seconded by Sue Scott (St M) and passed nem con Thanks were expressed to Stephen Thomas, Linda Hobbs, Keith Bowmen and Andrew Coker for their reports and work during the year.
<i>FINANCIAL REPORT AND ACCOUNTS</i>	
16	The Parish Treasurer, Dr Andrew Birks, presented the report on the finances of the PCC for the year to 31 December 2018. The Parish turnover for the year was such that an Independent Examination rather than Audit was required. With the change in Examiner there had been some changes to the format and presentation of the Parish Accounts, with less emphasis on the formal accounts for the three constituent churches. There had been no property transactions during the year.
17	Income: <ul style="list-style-type: none"> • Net of grants and legacies, total unrestricted income fell 2.5% to £269k (2017: £276k) • However, unrestricted grants and legacies increased so un-restricted income as a whole rose 1% to £287k (2017: £284K) • Stewardship and collections, (accounting for 82% of net unrestricted income) fell slightly, although had been fairly constant over the past 3 years. Expenditure: <ul style="list-style-type: none"> • Unrestricted expenditure, net of freehold depreciation, increased by 3.4% to £304k from £294k in 2017 • Excluding major repair costs other expenditure fell by 1.2% to £283k (2017: £286k) • The Deanery Share rebate for 2018, normally 3%, included an additional 2% from Deanery reserves. Net of this rebate, the Parish Share, accounting for 52% of net expenditure, rose to £147k (from £143k in 2017). Net result: total unrestricted deficit (including designated funds) of £19k (2017: £12)
18	Looking at the individual Church accounts: St Helen's: <ul style="list-style-type: none"> • Unrestricted surplus after freehold depreciation and adjustment of Parish Share rebate £4k (2017: deficit of £3k) • However, of this, £6.5k was attributed to designated funds. • Unrestricted income (excluding legacies) rose slightly to £169k

	<ul style="list-style-type: none"> • Giving and collections rose 2.8% to £141k • Unrestricted expenditure (net of depreciation) fell 0.3% to £169k • There had been a £10k donation from Friends of St. H. to restricted funds 															
19	<p>St Michael's:</p> <ul style="list-style-type: none"> • 2018 deficit of £18k (2017: £6k) • Net of grants and legacies, unrestricted income fell 6.7% to £54,176 from £58,037 in 2018. • Giving and collections fell 4.6% to £35k in 2018 from £37k in 2017. • Unrestricted Expenditure rose substantially to £77k in 2018, but £13k of this was on repairs to the structure. <p>AB commented that St Michael's had large reserves (para 21) so there was no immediate concern over a continued deficit.</p>															
20	<p>St Nicolas':</p> <ul style="list-style-type: none"> • Unrestricted deficit of £6k (2017: £4k). Of this £4k attributable to designated funds, giving a general funds deficit of £2k • Net of grants and legacies, unrestricted income fell 6.6% £52k in 2018 compared to £56k in 2017 • Giving and collections fell 5.3% to £45k • Unrestricted expenditure fell 4.8% to £64k (2017: £67k); Net of major repairs, expenditure fell 5.8% to £56k <p>With low unrestricted reserves St Nicolas' continued annual deficits were a source of concern</p>															
21	<p>The review concluded with a table showing the unrestricted reserves of the Parish:</p> <table border="1"> <thead> <tr> <th>Church</th> <th>2018</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>St. Helen's</td> <td>100,964</td> <td>97,967</td> </tr> <tr> <td>St. Michael's</td> <td>204,027</td> <td>225,374</td> </tr> <tr> <td>St. Nicolas'</td> <td>33,347</td> <td>35,377</td> </tr> <tr> <td>Total</td> <td>338,338</td> <td>358,718</td> </tr> </tbody> </table> <p><i>Table excludes property assets and designated funds</i></p>	Church	2018	2017	St. Helen's	100,964	97,967	St. Michael's	204,027	225,374	St. Nicolas'	33,347	35,377	Total	338,338	358,718
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22	<p>In answer to questions AB stated that the Independent Auditor's report, although short, complied with accounting pro forma and had raised no issues.</p> <p>The Independent Examiner receives and looks at the detailed records of the three churches, and looks in detail at sample transactions. There is however, less scrutiny than would be the case for an Audit.</p>															
23	<p>The Independent Auditor's report had been received just in time for distribution. The Treasurers of the three churches would be meeting to discuss the 2018 Audit process and would report to the PCC.</p>															
24	<p>Dr Birks was thanked for his report, and he and the individual church Treasurers for their work throughout the year.</p>															
<p>APPOINTMENT OF AUDITORS for 2019</p>																
25	<p>That Mr Andrew Churchill Stone (of Mercer Lewin Chartered Accountants, Oxford) be appointed as auditor/examiner of accounts of accounts for the parish until the conclusion of the next APCM</p> <p>was proposed Andrew Birks, seconded Linda Hobbs, passed nem con.</p>															
<p>REPORTS FROM THE CHURCHES</p>																
26	<p>The Reports from the churches, previously circulated as part of the Parish Report were noted. There were no questions.</p>															
<p>ANY OTHER BUSINESS – none taken</p>																

The meeting closed with prayer at 8:40