



PARISH OF ABINGDON
(St Helen's -- St Michael & All Angels' - St Nicolas')

ANNUAL MEETING OF PARISHONERS & ANNUAL PAROCHIAL CHURCH MEETING
To be held in St. Helen's Church, on Thursday 4th April 2019
Refreshments from 7pm

AGENDA
ANNUAL MEETING OF PARISHIONERS 7:30pm

1. Minutes of the meeting on Thursday 19 April 2018
2. Election of six churchwardens, noting nominations by the Annual District Church Meetings (ADCMs)

ANNUAL PAROCHIAL CHURCH MEETING (APCM) 7:45pm

1. Opening prayers
2. Apologies
3. Minutes of the APCM held Thursday 19 April 2018
4. Matters arising
5. Notification of any other business
6. Team Rector's Address
7. Report on the 2019 up-dating of the Electoral Roll. (Richard Kirby)
8. Election of representatives of the laity (as nominated by ADCMs) to the PCC
9. Annual report on activities of the parish in 2018
Approval of the Annual Report by the APCM
10. Report on the Fabric, Goods & Ornaments of the Parish
Approval of the Report by the APCM
11. Report of the financial affairs of the Parish (Andrew Birks)
Approval of the Financial Report by the APCM
12. Appointment of the Parish Accountants and Independent Examiner
13. Reports from the churches (churchwardens)
14. Any other business (as previously notified)



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

MINUTES OF THE ANNUAL MEETING OF PARISHIONERS HELD THURSDAY APRIL 19th 2018

7.30 pm at St Helen's Church

Present: The Revd Charles Miller (Chairman) and 30 parishioners.

Apologies: Revd Paul Smith, Richard Kirby, Margaret Horton, Alex Titcombe, Gill Titcombe, Hazel Glennie, Carol Worthington, John Clare, Philippa Randles, Colin Casemore, Carol Bowman, Keith Bowman, Susan Worthington, Judith Hosking, Michael Hosking.

Open devotions were led by Revd Charles Miller

1. Approval of minutes from the Meeting of Parishioners for 18th April 2017

Norman Gee moved for a motion to approve the Minutes and Andrew Coker seconded the motion. The vote to approve the Minutes was carried unanimously and a copy was signed by the Chairman.

2. Election of Six Church Wardens

The following nominations for all churchwardens, either for election or continuing in post, had been received from the Annual District Church meetings:

- - St Michael's: Peter Squire, (One vacancy)
- - St Nicolas': Andrew Coker, Paul Rast-Lindsell
- - St Helen's: Norman Gee, Linda Hobbs

The proposers and seconders of the candidates were listed on the Nomination of the Churchwardens Form presented to the Chairman in advance of the meeting and their election was carried unanimously.

The Chair thanked the wardens for their dedicated efforts during the past year and noted that filling the vacancy at St Michael's would be very helpful in carrying out the work of the parish.

Meeting Closed at 7.44pm



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

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING HELD THURSDAY APRIL 19th 2018

7.40 pm at St Helen's

Present: The Revd Charles Miller (Chairman) and 30 parishioners.

Apologies: Revd Paul Smith, Richard Kirby, Margaret Horton, Alex Titcombe, Gill Titcombe, Hazel Glennie, Carol Worthington, John Clare, Philippa Randles, Colin Casemore, Carol Bowman, Keith Bowman, Susan Worthington, Judith Hosking, Michael Hosking.

Open devotions were led by Revd Charles Miller

1. Approval of minutes from the APCM for 18th April 2017

a. Corrections (and signing by the Chair)

There were no amendments to the minutes.

Linda Hobbs moved for a motion to approve the Minutes and Paul Rast-Lindsell seconded the motion. The vote to approve the Minutes carried unanimously and a copy was signed by the Chairman.

b. Matters arising from those minutes or not otherwise on the agenda

No matters arising were noted.

Report on the up-dating of the 2017 Electoral Roll of the Parish (Richard Kirby -written report)

As Richard Kirby, the Parish Electoral Roll Officer, was unable to attend the meeting Alexandra

| Electoral Roll Numbers 2017-18 | | | | | | | | |
|---------------------------------------|--|--------------------|------|-----------|-----------|--------|----------|------|
| | | | 2017 | 2018 | | | % change | |
| | | | roll | deletions | additions | change | | roll |
| | | St Helen | 344 | 6 | 10 | 4 | 348 | 1.2% |
| | | St Michael | 88 | 2 | 5 | 3 | 91 | 3.4% |
| | | St Nicolas | 70 | 4 | 5 | 1 | 71 | 1.4% |
| | | | | | | | | |
| | | Abingdon on Thames | 502 | 12 | 20 | 8 | 510 | 1.6% |

Green presented the report on the Electoral Roll for the parish of Abingdon-on-Thames for 2017, including thanks to the Electoral Officers of the Parish's three churches. The number on the new Electoral Roll after this year's exercise totalled 510; details for the individual churches are given above.

The Team Rector recorded his thanks for Richard Kirby's work on the Roll and to Valerie Casemore for her work at St Helen's as she is stepping down from her role this year.

2. Election of new representatives of the laity (as nominated by ADCMs):

a. Nominations for the Deanery Synod – 1 member (casual vacancy)

A motion to approve the nominee, Alexandra Scott, for the casual vacancy was proposed by Hilary Clare and seconded by Mike Collins. The vote to approve the nominee was carried unanimously.

b. Nominations for the PCC

St Helen's: Roger Cox, Margaret Horton

St Nicolas':

St Michael's: John Clare

Peter Squires moved for a motion to approve the nominees and Eluned Hallas seconded the motion. The vote to approve the nominees carried unanimously.

Andrew Birks will contact each of the elected laity to obtain the necessary personal identification details.

— *Break & Refreshments*

Andrew Coker left the meeting at the break.

3. Team Rector's Report

The Team Rector expressed his gratitude for the hard work, long hours, and personal commitment over the past year, of the churchwardens, pro-wardens, officers, and all who bear ministries that maintain our congregations, and extend ministry beyond their numbers. In particular he extended thanks to:

- All parishioners for their prayers and practical support to him and to Fr Paul during periods of illness and convalescence;
- Mary Williamson, Fr Paul and Jane for their extra, effective efforts during his absence;
- Our officers, vice-chair Alexandra Green, who has in fact chaired our PCC meetings so effectively since his illness, and treasurer Dr Andrew Birks;
- Our Secretary Erin McElhatton, who lays down the role after this meeting now that she has a full-time teaching post.
- Those serving on our PCC in various capacities (Diocesan and Deanery Synod), acting as liaisons between us and the wider church.
- Our Parish Administrator, Jenny Balshaw, who has embraced her challenging role so well, and to the benefit of us all.

The Team Rector began his report with an excerpt from the Letter to the Hebrews and reflected on the importance of getting together.

*Let us hold fast to the confession of our faith without wavering, for he who has promised is faithful. And let us consider how to provoke one another to love and good deeds, **not neglecting to to meet together, as is the habit of some, but encouraging one another.** (Hebrews 10.24-5)*

During the reflection the Team Rector reflected that the Letter to the Hebrews remind us that Christians are to meet together; that is, to worship together, to pray together, to reflect on the Christian life and vocation together.

- This is especially important for those in leadership, and chiefly church wardens:
- Wardens with clergy, wardens with wardens, certainly;
- Then wardens with members of the District Church Councils, and other exercising leadership of sorts within the congregations, or with others in the congregation or parish with whom they develop a spiritual bond. (e.g., of those in the Cursillo Movement within our parish.)

In order to facilitate meeting together the Team Rector expressed the aim to meet with wardens more often and on June 9th the new PCC elected will spend a day together getting to know one another, praying together, and sharing concerns and dreams about life in the parish.

A welcome was given to The Revd David and Gwen Bevington, along with Prof Keith Ward, to the ranks of those supporting the ministry of the parish. David and Keith are already licensed as priests for ministry here. Gwen is now working with the Rector with the aim of renewing her status as a Licensed Lay Minister within the parish. Locally at St Helen's Michael Hosking has been trained to lead Choral Evensong from time to time.

The Team Rector by expressing his gratitude to Revd Jane Baun who will be leaving the parish after 8 years.

The Revd Jane Baun will be exploring new directions with Bishop Colin and will be spending more time with family. She expressed her pride in what has been accomplished together in the parish including the 3rd Sunday at St. Nicolas' Church. Jane shared her great joy at serving here and hopes the Vespers at St Helen's will be developed before she leaves. She thanked everyone for their support while she has been serving in Abingdon.

4. Report of the financial affairs of the parish (Dr Andrew Birks)

Dr Andrew Birks presented an abbreviated version of the 2017 Financial Report he gave to the PCC in March 2018. Of note is the fact that without Christ Church's income on our accounts, we do not meet the minimum threshold to require audit as a charity each year but rather the less onerous 'independent examination'.

The Team Rector thanked Andrew for his efforts and assistance in preparing the accounts, recognising the enormous amount of work that the report and accounts represented.

Beryl Clements moved for a motion to approve the financial reports, Paul Rast-Lindsell seconded the motion and the motion was carried unanimously.

5. Approval of the statutory Annual Report by the APCM

The written reports on the activities of St. Helen's, St Nicolas' and St Michael's, of the Church-in-Abingdon (CiA), Deanery and Diocesan Synods and St Nicolas's School previously circulated, were noted.

Alexandra Green moved for a motion to approve the report, Norman Gee seconded the motion and the motion was carried unanimously.

6. Reports on the fabric goods and ornaments of the churches (churchwardens)

The combined reports from 3 church wardens were summarised for each church by:

St Helen's – Norman Gee

St Michael's – Peter Squire

St Nicolas' – Paul Rast – Lindsell

Prompted by Rev Charles Miller Peter Squire gave a brief rundown of what will happen at St Michael's Church during the Quinquennial Inspection.

Eluned Hallas moved for a motion to approve the Fabric, Goods and Ornaments reports, Linda Hobbs seconded the motion and the motion was carried unanimously.

7. Appointment of the parish auditor

Dr Andrew Birks proposed that Mr Andrew Churchill-Stone (of Mercer Lewin Chartered Accountants, Oxford) be appointed as auditor/examiner of accounts of accounts for the parish for the first time until the conclusion of the next APCM.

Susan Read moved for a motion to approve the appointment and Beryl Clements seconded the motion. The motion was carried unanimously.

8. AOB

a. Safeguarding (Maria Gibson)

Questions from Peter Squire to Maria Gibson

Safeguarding

Earlier this year we (clergy, churchwardens, safeguarding personnel and others) received information regarding safeguarding training for many involved in church life. The basic training, applicable to many, can be undertaken on-line but the diocese has trainers who can deliver more advanced training at a Parish level to others, eg. Churchwardens.

Firstly, have we, as a Parish, taken any steps to apply for such training, Secondly, who will co-ordinate this training across the three churches?

Maria Gibson noted that after discussions with Revd Mary Williamson and Alexandra Green a trainer will be arranged for and provided by the diocese to do C1, C2. However, C0 must be done online first. Minimum participation is 20 people for the 3 churches.

Maria Gibson and the Revd Mary Williamson suggested putting a note in the newsletter in order to make people aware who will need online C0 training then C1 and C2 training modules.

Peter Squire noted that information on who has completed online C0 training and printed certificates to will need to be passed on to Maria Gibson. Peter Squire also suggested the awareness could be put into a sermon to remind people as well.

The Revd Mary Williamson gave a brief description of the online test.

Eluned Hallas noted that the 3 churches should inform their own Safeguarding Officer and Maria Gibson of training undertaken, and records should be kept centrally.

Hilary Clare enquired what can non -internet users can do to fulfill the training. Maria Gibson advised that face to face training can also be provided.

b. General Data Protection Regulations (GDPR)

With the time for the new regulations fast approaching, do we need a unified approach across the Parish or should the three churches “go their own way”?

Alexandra Green noted that there needs to be a unified approach across the parish. Data must be controlled, and this will be the responsibility of the PCC. She also noted that this be raised at next PCC meeting.

9. The meeting was concluded with closing prayers at 9.59pm.