

MINUTES of St. Hilda's Annual Parochial Church Meeting, held on
Sunday, 29th April 2018 in the main church building.

[DRAFT COPY: For ratification at the APCM in 2019]

VESTRY MEETING

Sue Round and Gerald Poole were thanked by Paul for their unstinting work during the last year, for their enthusiasm and good humour and their common sense and good judgement. In the absence of further nominations they were duly elected unanimously to serve as churchwardens for a further year.

ANNUAL PAROCHIAL CHURCH MEETING

The meeting was attended by 35 people, 7 less than in 2017.

1. Apologies: Ann/Andrew Millross, Judith/Alan Gibbens, David Hickman, Jean Downs, John Wilkinson, David Dyke, Michaela Hinton, Peter Harris.

2. Minutes of the APCM 2017: Agreed unanimously and signed.

3. Matters arising from these Minutes: None.

4. Chairman's opening remarks: Rev. Paul Hinton explained that there is currently a major Diocesan review of all Christian ministry across its 151 parishes. At present, there are 200 clergy [134 in paid roles] and 2000 lay workers and office holders [mostly unpaid]. He produced figures which showed that here at St. Hilda's, in spite of only 1% of the people in the parish joining us for worship, we are regarded as an integral part of our community. In 2017 we had 31 funerals, 19 in church [most churches in the Diocese took less than 5]; we had 8 weddings [most churches had less than 5]; and we had 23 baptisms [most churches had less than 5]. In the coming months, the Diocese will be having conversations with us about our ministry in Warley Woods and how we might perhaps, as a flourishing church, support neighbouring parishes in some way. Paul thanked the PCC for allowing him to work one day a week in vocational discernment within the Diocese and he was hopeful that this may be placed on a more formal footing in the coming months.

He also reminded us that last year the PCC set three priorities, namely to expand the diversity of worship and those participating in it; to encourage greater confidence in living and sharing faith; and to create opportunities for greater inclusion. He then proceeded to explain how we have fulfilled these priorities and how we can hope to do more.

5. Church Council Annual Report 2017: Derek Latham thanked everyone who had contributed to the Report, which had been available to view on the church website. It was pointed out that in 'Church Life, Item 8' Barbara Smart is also involved in the administration of the Baptism services and her name was added to the Report.

Fran Ellis asked if we knew how many people visited the church on open days and whether we had considered expanding the opening times. Terry Daniels replied that we do not exactly know the numbers but the 'Welcome Packs' disappear regularly and we do know that grieving families come here prior to the funeral, as do wedding couple prior to their marriage service. As to extending opening times, Derek Latham explained that the PCC had considered leaving the church open on Sunday afternoons but, as to extra days in the week,

this was not considered feasible at the moment as it placed too much responsibility on the wardens to open and lock the building.

There being no further comments or amendments, Sue Round proposed, Jackie Lawrence seconded:

"that the meeting receives the Secretary's Annual Report for 2017"
and this was carried unanimously.

6. Church Council Annual Accounts Report 2017: Terry Daniels went through the main points of the Annual Accounts, the bare bones of which had been explained in the Annual Report [Item 5] and the full accounts had been available in church and on the website. He thanked the counters and those who paid money into the bank; Frederica Brogan for all the work she does in managing the Hall hire and collecting the fees for this; Ann Millross for the support she had given him during the transition period; and Mark Jennings for his time and effort in examining the accounts.

He firstly explained that we are currently an Accepted Charity, claiming charitable status through the Diocese; this is because our receipts are less than £100,000. However, in 2017 our receipts were £99,400 and so it is highly likely that during 2018 we will have to register as an independent charity.

During the year we paid out £109,000 from our deposit/current accounts and reduced our Llew Porter investment by £4000. Our reserves are now approximately £62,000 of which £41,000 is tied to specific applications, including £25,000 for the continuation of the CFM role after September 2018.

The main expenses have been the resurfacing of the drive [£9,600, with a donation of £910]; the installation of CCTV cameras [£7,100 of which £5,600 was paid by the Home Office]; the Parish Share [£41,400]; staffing costs [£21,000]; running costs [£15,000]; trading costs [£6,400]; and gifts to charities [£3,000].

Receipts were £68,000 from voluntary giving of various kinds; £29,000 from charitable receipts [mainly hire of buildings, statutory fees and fund raising]; and £2,000 from interest. This means that, if the two main capital expenditures of drive surfacing and CCTV are excluded, we spent £98,000 and received £99,000.

It is certain that our Parish Share will rise over the coming years but will never be greater than 60% of our unrestricted income. One of our challenges is that our stewardship income may drop, as the congregation ages and people pass away; we have quite a few elderly people who no longer attend church but who still contribute to our stewardship.

David Ellis queried the amount of money quoted as organ expenditure. There is perhaps a discrepancy here and Terry agreed to look into that figure.

Barbara Fletcher queried the charges for Baptism and Paul Hinton explained that the charges are for the certificates and administration - there is no charge for the service itself.

Peter Stokes asked why the Charitable Giving was listed as £3,000 rather than £2,000 and Terry explained the extra £1,000 came from gift aid, plate donations, etc.

Pat Allan queried the money in investment accounts and Terry explained this.

Fran Ellis suggested that it would be a good idea to have a yearly reminder letter to all our stewardship members to review their giving; she also wondered if the £10,000 we receive from Gift Aid could be put towards the CFM fund for 2018-2020?

At this point, Terry stated that if 2018 continues in the current path and there are no unforeseen expenditures, we would hope to make a slight profit by the end of the year. However, we have been totally unexpectedly blessed with a cheque from the estate of Brenda and Len York to the value of £134,839.63, which is without strings. At present, it is thought that a portion of this will be used to overhaul the organ and for the development of our musical tradition in general, while the rest will be invested following the advice of the

Diocese. A plaque to commemorate Brenda and Len will also be considered.

Mark Jennings confirmed that the accounts are becoming more complicated and thanked Terry Daniels for his hard work during the year, a sentiment echoed by Paul Hinton. He also confirmed that he expected us to be registered as an independent charity at some stage during 2018.

There being no further comments or questions, Pat Crofts proposed, Frederica Brogan seconded:

"that the meeting accepts the Annual Accounts 2017"
and this was carried unanimously.

7. Electoral Roll Report 2017: Wendy Dyke was thanked for her diligent upkeep of the Roll. She reported a total of 128 on roll as of 29.04.18.

Seven names have been removed during the last year [2 deaths and 5 who left the area], while six names have been added.

The number of people living within the parish [64] was exactly equal to those living outside it. Of those living within the parish, 19 are male and 45 female while the corresponding figures for those living outside the parish are 21 and 43.

8. Building and Grounds Supervisor's Report 2017: David Dyke had compiled this Report which was read in his absence by Gerald Poole [a copy is attached to these Minutes].

There are still a few jobs required from the Quinquennial Inspection of 2014, namely: Redecorating external joinery; fitting a sump into the pit in the boiler room and installing a guard around the boiler room steps; insulating the nave roof; removing the door closer on the toilet and fitting an alarm; relaying of the slab path alongside the church [now an urgent health and safety issue]; and installing better exterior lighting at the top of the drive to improve safer access to the front of church during the winter.

In addition to the CCTV cameras and drive resurfacing, we have also cleared a blockage in the main sewer pipe from the Hall to Pheasant Road and installed [through the good work of Alan Shingleton] wooden posts to deter vehicular access to the rear of the church across the grass area.

Paul Hinton thanked David for his Report and everyone who had contributed to the upkeep of the church, the hall and the grounds and thus saved us a considerable amount of money during the year. He particularly thanked Alan Shingleton for installing [at his own expense] the wooden posts mentioned in the previous paragraph and for continuing to keep the front garden in good order.

9 [a]. Deanery Synod Report: Peter Stokes reported on the three meetings that had taken place this year and was thanked for his Report.

On 27th June 2017 at Holy Trinity, Rhiannon King gave a presentation and explanation of 'Church Planting', examples of which are a well-established church helping a struggling one through investing in leadership and resources; and a group of families moving into a new area to establish a church from scratch.

On 14th November at St. James, Rounds Green, Deb Buckley from Old Church was welcomed as the new Area Dean and Ian Shelton thanked for the work he had done during his term of office. Kathy Evans was also welcomed as the new vicar of the United Benefice. The main speaker was Paula Gooder, the Director of Mission Learning and Development. She explained that she was heading up a team of people to work on Church Planting, Fresh Expressions and work on urban estates and she asked members of the Synod to inform her how her team could help their parishes in the future.

On 13th March 2018 at St. John's, Langley, Andrew Halstead explained at length the

current process of review taking place in the Diocese which Paul Hinton had described in his opening remarks [Item 4].

9 [b] Report of the Children and Families Missioner: Mandy Saunders reported on her activities during the year, especially the liaisons developed with schools both inside and outside the parish; their successful visits to our church and the success of the Prayer Spaces events. The decision to take some of our activities outdoors into Warley Woods during the summer and the large number that attended the 'Messy Meet-Up' events held on weekdays during the school holidays.

She invited all congregation members to a meeting on 19th May at 10.0 a.m. to discuss how the mission of the church to families and children might develop and how her role might then be shaped for the remainder of her tenure.

Paul thanked Mandy for her Report and all the hard work she had put in over the last year.

10. Safeguarding statement: Derek Latham informed the meeting that the PCC has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to the House of Bishops' guidance on safeguarding children and vulnerable adults. We have policies in place for the safeguarding of children and vulnerable adults and also for drug abuse and for those who have been sexually abused, which are displayed in the church and hall and on our website; these policies are reviewed every January.

We have also adopted in 2017 the Diocesan policy on the safeguarding of those who have experienced domestic violence.

Wendy Dyke asked if we had copies of the Safeguarding Policies for all those non-church groups that use the Hall regularly? It was explained that, in general, the answer is 'Yes' but we do not have a KUMON policy and the Happy Days Nursery policy does not appear to have been renewed in the last couple of years. These issues will be investigated.

He was asked whether the policies included alcohol abuse [yes, this is included in the drug abuse policy] and mental health issues [yes, this is included especially in the vulnerable adults policy].

11. Election of PCC members 2018-19: In addition to the Rev. Paul Hinton, the churchwardens Sue Round and Gerald Poole and the Deanery Synod representatives Wendy Dyke and Peter Stokes, Derek Latham announced that he had received five other nomination forms, from Terry Daniels, Pat Crofts, Mandy Saunders, Liz Farrier and himself. There being no further nominations at the meeting, it was declared that the PCC 2018-19 would consist of these 10 representatives.

Those members who had decided not to renew their PCC membership [Judith Gibbens, Jackie Lawrence, Janice Stirrup and Alan Shingleton] were thanked by Paul Hinton for their work over the past year.

12. Appointment of Duty Wardens/sidespeople for 2018-19: Sue Round thanked all those who had worked in these vitally important welcoming roles over the past year, especially Janice Stirrup, Jean Line and Tracey Smith who were standing down as sidespeople, and Jean Downs who is standing down as Duty Warden. Jean has done invaluable work in this role over many years including the training of Duty Wardens and her work and presence will be sorely missed. A bouquet of flowers will be sent to Jean as soon as possible as she was not present at the meeting to receive them.

The Duty Wardens for 2018-19 will be: Pat Crofts, Janet Gaunt, Sue and Rob Eaton, Elaine Carrington and Helen McGowen.

The Sidespeople will be: Stephanie Poyner, Muriel Baker, Robert Hickman, Frederica Brogan, Pat Allen, Dianne Eades, Carol Southall, Judith and Alan Gibbens and Pauline Hills [evenings only]. Joining the team this year will be: Andrew Wyer, Chris Poole and Yvonne Young.

13. Appointment of independent accounts examiner 2018: Mark Jennings indicated his willingness to serve in this role for a further year and so Alastair Jones proposed, David Ellis seconded:

“that he be appointed by the meeting for a further year”
and this was carried unanimously.

14. Chairman’s closing remarks: Rev. Paul Hinton said in conclusion that he wished to thank a number of Hidden Teams or Double Acts which make ministry to the parish possible. He thanked Peter Munn and Jean line for their ministry of welcome and care to funeral families especially; Barbara Smart and Sue Eaton for their commitment and friendly support every month to the baptism families; Delia and Derek Latham for their hospitality [and cake!] and their attention to details; David Ellis and John Barber for their reliability, flexibility, loyalty and creativity which informs so much of our worship; David Hickman and Joseph Tekere for their care and reverence to the role of servers; and all the double acts of Duty Wardens and Sidespeople without whom each Sunday would be less attractive.

15. Any other business: None.

The meeting closed with prayer at 2.05 p.m.

Signed as a correct record: _____

Date: _____