

CHURCH OF ST.NICOLAS, CRANLEIGH, SURREY

**Minutes of the Annual Parochial Church Meeting
held in St. Nicolas' Room on Wednesday 14th April 2010 at 8:00p.m.**

MEETING OF PARISHIONERS AT 8.00 PM

The Rector, the Rev'd Canon Nigel Nicholson, welcomed parishioners to the meeting and he then opened the meeting with prayers.

60 parishioners attended the meeting.

Apologies for absence: Peter and Edna Bond, Rosemary and Tom Kitson, Caroline Oldroyd, Margaret Garstone, Chris Thomson, Jan Goldsmith, Derek Standen, Fiona Cantelo, Julia Finill, Richard Ansell.

Election of Churchwardens: The Rector reported that he had been to visit Valerie Speers at Roehampton to take her Easter communion. He said that Valerie is quite remarkable in her stoicism, courage and her faith. She has a deep love for her family and for her parish, as we do for her. Whilst she is doing very well Valerie has resigned her position as Churchwarden.

Angela Wild has agreed to step in to finish Valerie's term of office.

The Rector said that a Church Warden serves for 5 years and then retires.

The Rector asked Howard Hardy and Angela Wild if they were willing to serve for a further year. There were no other nominations and so it was proposed that they be elected as Churchwardens.

This was unanimously agreed.

ANNUAL PAROCHIAL CHURCH MEETING

1. Minutes of the last APCM meeting held Wednesday 15th April 2009.

The minutes were accepted as read and signed by the Rector.

2. Presentation of the Electoral Roll.

Michael Trent reported that the Electoral Roll has been amended. The Electoral Roll now has 527 entries.

22 members have died and others have moved away.

Michael Trent thanked Pauline Gallagher for her help in preparing the list.

The Rector commented that he was surprised how many regular churchgoers were not on the Electoral Roll. The 2010 electoral roll is in Baynards chapel for people to look at and to check that they are included.

3. Annual report of the Parochial Church Council presented by the Hon. Treasurer.

Roy Glasper thanked all those who helped to ensure the smooth running of the Church's financial affairs.

Roy thanked all who had helped to ensure the smooth transition between treasurers. Particular thanks were due to Roger Bracking who is retiring as Assistant Treasurer after 10 years

Roy reported that the financial statements have been prepared in accordance with Church Accounting Regulations 2006 together with applicable accounting

standards and the Statement of Recommended Practice 2005 (SORP) for charities. The financial statements have been prepared under the historical cost convention except for the valuation of a small investment, which is shown at market value and freehold buildings (Church Rooms and Orchard Gardens), which are included at their insured values. Consecrated and benefice property are not included in the accounts by s.96(2)(a) of the Charities Act 1993. The accounts are prepared on the accruals basis, such that any outstanding amounts due to or from the PCC at 31st December are included in the accounts.

The financial statements circulated at this meeting are an extract from the full report and accounts. You will be able to view the full report on our website and if this is not convenient for you, then the Hon. Secretary will let you have a hard copy by request.

On 18 September 2009 the PCC was registered as a charity with the Charity Commission and the full report will also be filed with them in due course.

The Statement of Financial Activities is a summary of income and expenditure due for the year. For the current year (2009) this is divided between 2 categories 'Unrestricted Funds' which means we can use the income in any manner we wish and 'Restricted Funds' which can only be used in the manner prescribed by the donor or if raised for a specific purpose then it may only be used for that purpose.

Total Incoming Resources for the year were £264,502 an increase of £6,561 (2.5%) over 2008. The total income from Voluntary giving was £200,766 compared with £203,432 last year, showing the continuing generosity of the people of Cranleigh in supporting the Church financially. A large proportion of this income was 'Gift Aided' and within these figures is income of £31,531 from HMRC. Two income categories within Voluntary giving which showed large changes from the previous year were Donations/Appeals down approx. £21,000 and Legacies up by a similar amount this shows the volatility of some of our resources.

Activities for generating funds of £16,083 included income from the Rectory Fete and other social activities, which were much enjoyed and successful fundraisers. Additionally for 2009 there are proceeds from the Parish calendar and various Sound System fund raising events.

Investment income of £13,798 exceeded last year's figure by £1,680. The interest element of this, which is generated from our deposits with the Central Board of Finance, reduced by £3,762 reflecting the general decline in deposit interest rates. The average rate earned for the year 2009 was 1% and during the last few months of the year rates were down to 0.5%. However, the continued rental of 22 Orchard Gardens produced an income of £18,841, an increase of £6,215 over last year. This rental will continue for part of 2010 but will cease when the new curate takes up residence.

Income from Church activities of £32,331 also showed an increase of £3,203 over the previous year. Within this, income from wedding and funeral fees increased by £933 to £10,387. Another element showing an increase was Church rooms lettings which increased by £6,215 to £18,841, this was offset by a reduction of £3,762 in Magazine income. The latter arose mainly as a result of deferring 2010 advertising income of £3,438 to the following year, in order to apply the accruals basis to our accounting and the principle of matching income and expense. This income will come back into Incoming Resources next year.

Expenditure:

Total Resources Used in the year was £246,062 an increase of £21,901 (9.8%) over 2008.

Fund raising expenditure of £5,528 reflected the additional costs this year relating to the Parish calendar; these were more than offset by the increase in Fund raising income and overall the calendar generated £646 in 2009 with some additional sales to be taken in 2010.

During 2009 we were again able to fulfil our objective of supporting various Missions with approx. 10% of our income. Within the Charitable activities expenditure of £20,470 we were able to support and promote the work of our 7 Missionary Societies –as well as supporting the work of Christian Aid Week. We also continued our support for Holy Trinity Church Aldershot.

Church activities costs of £217,118 showed a large increase (£17,451) over the previous year. A major element of these costs is our Parish share. Parish share largely provides the stipends and housing for the clergy. The sum that churches in the diocese have to find is shared between the churches according to a formula that is based mainly on a head count of the congregation and the prosperity factor of the area surrounding that church. Costs inevitably increase at diocesan level and this has resulted in our share increasing by £11,260 to £128,400. Fortunately this cost has declined slightly for the year 2010.

Church rooms running costs were up by £4,986 due mainly to a higher level of routine maintenance. However, given the higher level of letting income Church rooms still showed an increase in the overall net income of £1,229 to £6,347.

We spent £31,060 on repairs/replacements to our Parish Church, an increase of £2,160 over 2008, but related to a completely different set of projects to the prior year. This type of expenditure is often large and unpredictable.

The remainder of the Church activities costs relates to normal day to day running expenses which have remained at a similar level to 2008.

The Net Incoming Resources (i.e. the difference between the Incoming resources and the Resources used) was £18,440 for the year; this was £15,340 less than the previous year. This results from the moderate increase in Incoming Resources and the steeper increase in Resources Used.

The gain on investment in property represents our normal revaluation of the Church Rooms and Orchard Gardens to the insured value.

The last 2 lines of the statement show the rolling cumulative net funds of the PCC; hence the 2008 carried forward total of £857,090 is brought forward and increased by the addition of the 2009 net movement in funds of £29,334 to arrive at the new total of £886,424.

The Balance Sheet is a statement of our assets and liabilities at the 31 December 2009 with the comparative figures in the right hand column as at 31 December 2008.

Almost the entire value of our Tangible assets represents the insured values of the Church Rooms and 22 Orchards Gardens. The former includes expenditure in the year of £35,063 to provide the new Church office.

Investment of £450 is the market value of two government stocks we hold.

Debtors arise principally from applying the accruals basis of accounting and represent amounts which are due to us, but the cash will be received in the future. The main elements of this are £7,163 Gift Aid due from HMRC for the quarter to 31 December 2009 and a legacy of £2,000; cheques have been received for both in 2010.

Short term deposits are amounts we have deposited with The Central Board of Finance. Cash in bank and in hand are amounts in Lloyds TSB current accounts and petty cash. Overall our cash/deposits total has reduced by £6,832 during the year 2009.

Creditors, similar to the debtors situation arises from accrual accounting. The amount of £10,324 comprises £3,438 deferral of 2010 Magazine advertising income (referred to earlier), £4,986 of accrued Church running costs (principally gas, electricity, electrical repairs, repairs to the Altar frontals) and £1,900 in respect of the audit fee for the accountants, Brewers.

The net total of these asset and liability items equals the total cumulative funds from the Statement of Financial Activities.

The accounts have been audited by chartered accountants Brewers and they have issued an unqualified audit certificate.

Roy invited any questions

It was asked why we financially support Holy Trinity, Aldershot?

The Rector replied that 5 years ago there was a call for the wealthier parishes to support those less wealthy. We felt that we could support Holy Trinity at £2500 per year as part of our 'Home Mission'.

The Rector also commented that our parish share reflects our affluence and our fortune to be 'well off'.

The Rector thanked Roy Gasper for all the work he has done and asked whether all were happy to accept the report. All were in agreement.

4. Hon. Stewardship Recorder's Report

Herb Cherry reported that

At the start of the year there were 140 weekly white envelopes issued; this figure had decreased to 133 by the end of the year.

Tax was recovered on 127 of the 140 envelopes issued.

During the year the envelopes had produced £ 35,086 a decrease of £1600 compared with last year

There were 159 donors who gave by Bankers Orders. Tax was recovered on 153 of these.

Giving by Bankers Orders amounted to £48,779; £1000 less than the previous year.

Total giving by both white envelopes and bankers orders was £83,865, a decrease of £250 on last year.

Tax recovery for the year was £30,729 which was £1100 down on the previous year

The reduction of income tax from 22% to 20% meant that from the 6th April 2008 we were able to claim back only 25% on gift aided donations (was 28.2%).

However for the first 3 tax years HMRC will give us a 3.2% transitional relief on our claims. This means that until the 5th April 2011 we will effectively receive tax refund rates equal to those received before the 5th April 2008.

5. Churchwardens' Reports.

Howard Hardy began by thanking the parishioners for voting for him for a final 5th year. He publicly thanked Valerie Speers for her constant support and commented on how much he has missed having Valerie alongside. Howard Hardy thanked Angela for stepping in to fill Valerie's position.

Howard Hardy reported that

The Church, church rooms and 22 Orchard Gardens are all insured with Ecclesiastical Insurance Group as below:

The Church rooms with Ecclesiastical

Policy no 04/xhg/9097128, renewal due 23.06.2010

2009 premium £975.92 including £46.48 tax.

Insured value £484,775 plus contents £29,072...including the new office and meeting room.

The Church with Ecclesiastical

Policy no 04/xpg/9074021, renewal due 31.05.2010

2009 premium £3033.73 including £144.48 tax

Insured value £5,422.546 including contents.

22 Orchard Gardens with Ecclesiastical through local broker Bryant Kesek

Policy no JCCZ 1T 3009 renewal due 30.08.2010

Premium 2009 £247.55 plus tax £12.38 = £259.93

Insured value £186.701, nil contents.

The Church office and Hazelwood meeting room have both been used and appreciated since completion. The fact that a great number of people walking to and from the village pass the new buildings and the other users of the church rooms see the office open on three days per week has added to the visual image of our church and activities. This visibility will increase now we have invited Colin Young and 'Youth Matters,' who, are organising a youth music event to use the office as their administrative base for a number of weeks. They will use the office on Tuesday and Friday.

We have a very loyal group of people who man the office on Monday, Wednesday and Thursday each week. I thank them and all who continue to help with maintenance, particularly Gill and Tom Avery, and of course Tom Worsfold.

The many people from other parishes who attended the Archdeacons Visitation last year were extremely complimentary about our Church Rooms complex.

We completed the reordering of Baynards Chapel, including a long awaited Notice Board, which the MU and other parish groups have used regularly. The new bookcases and cupboards have created a very suitable image for this valuable part of our church.

The electrical rewiring in and outside the church has provided a safer condition with a sensitively protected power system. We still have problems with the exterior flood lights which will be investigated this year.

The fire alert system is now fully operational and was tested(by accident) at the 11pm communion service on Christmas Eve.

The relocation of the library from the North Transept has given us the opportunity to have serious thoughts about continuing the visual improvements in our church. We have considered cupboards along the North wall, a cabinet for the Lady Chapel frontals on the West wall, plus a cupboard extending to the Choir vestry door. We should need to relocate the Bonham tablets and the lovely Bonham memorial to a more visible position; we suggest on the North wall of the North aisle. Our thought is that the cleaning equipment, the Flower arranger's equipment and miscellaneous Choir stores, currently stored in the Choir vestry, could be better kept in an attractive area. We should also remove the radiator, the balustrades and one pew on the North side of the Transept.

The resulting space in the Choir vestry would bring the opportunity to create an additional toilet with access from the Choir vestry and possibly from the churchyard.

The repointing of the exterior wall of the Lady Chapel is showing signs of arresting the incidence of damp on the paintings on the window reveals. We shall continue to monitor this and hope that we can soon seriously look at restoring these features.

Howard Hardy took the opportunity to advise the meeting of the items presently on the list of necessary works, which we think the Parish should have in their thoughts for the continued success of our parish church.

- The new sound system, thank you to everybody for the contributions to the cost of this
- The need to replace the radiators in the church (four different types!)
- The renovation of the wall paintings.
- The reordering of the North Transept.
- The provision of an additional toilet.
- The decoration of the interior walls of the Tower.
- Replace the Nave carpet
- Replace the Sanctuary carpet
- There are a number of Pews which need remedial work.
- There are a number of the Altar frontals which are now quite old and should be replaced.
- The interior lights dimming equipment is now at the end of its efficient life.
- There are stonework repairs to the exterior of the Tower which need to be affected soon.
- There is a water ingress concern in the Tower.
- There is a need to consider the condition / safety of gravestones in the churchyard.
- There is a need to put an added hopper and down pipe on the South wall of the Chancel.

We presented our management records etc to the Archdeacon and the Rural Dean last September, and were pleased to pass this Quinquennial review with an excellent report. Thanks to Valerie for lots of help and encouragement in the preparation of the documents, and particularly to Ray Corver for handing on to me a multitude of systems which I have maintained in the manner which seems to impress!. Our thanks are also due to Jim Wakefield and his successor Roy Glasper for regular updates on various items needed for the proper recording of our affairs.

The Church Log Book and Terrier (Inventory) are up to date, the parish valuables were polished by David Rees last month and at the same time, Jeremy Watts "smart watered" these items with the invisible security liquid supplied by our insurers. As we have reported before, there is a photo record and list of these available for parishioners to see if needed.

Howard Hardy concluded by thanking a very long list of friends who have supported him in the last 12 months; to the ladies and gentlemen who man the church office with remarkable skill, to the committees who make this parish an example to Cranleigh and the Diocese.

" I wish to mention David Vale and all who produce a super magazine and the website; I know this is visited by people outside the UK and is a window on our world here in Cranleigh but also has to be an example of good old Great Britain! I also commend the enthusiasm David has applied to the task of raising the funds for the sound system.

Valerie and I wish to say a big thank you to the sides people, welcomers, cleaners, those who mow the churchyard, gardeners, especially Geoff Pearson. We thank all those who provide coffee on Sundays

I also thank Jeremy Watts, Tony Garstone and Doug Lock for the many hours they have spent helping me.

Thank you to Angela for agreeing to be by my side again, Angela will be with me in my final year as she was in my first year. We are all very sad that Valerie has had to stand down, but I am grateful that she gains strength and confidence and we all look forward to her being back with us at St Nicolas as soon as possible.

I must say a big thank you to Chris Thomson who has been such a loyal and ever helpful Assistant to me, Chris has helped so much (often at short notice) and it has been a comfort to know she is so willing to support me. Welcome to Audrey Carpenter who will I know be a worthy successor to Chris.

Thank you to the members who have completed three years on the PCC and welcome to the folks who will replace them, I know they will enjoy their term in office.

Finally thank you to two special people who are my own strength, our Rector Nigel, who has to very regularly lift my spirits and dispel my doubts and to my darling Nadine who shares with me our trials but always quietly reminds me of true love."

6. Deanery Synod

Jan Durrant reported that the Synod had had a successful year with Evensongs held at Hascombe, Albury, Ewhurst and Bramley.

An interesting meeting had been held at Dunsfold Aerodrome when Mr Jim McAllister talked about the proposed Eco village.

All meetings are open to all parishioners and Jan will try to ensure the details are included in the parish magazine.

The next meeting is July 6th at Wintershall

The Rector said that there is a vacancy on the Deanery synod and that anyone who might be interested should talk to him.

7. Church Organisations

The Rector commented that the various reports from the church organisations are available on the website.

8. Rector's Report;

The Rector began by saying that 2009 had been a very good year, but tiring without a curate. He said that he would be eternally grateful to Dan Frett for all that he had undertaken.

Jonathan Thomas' ordination will be on July 4th at Guildford Cathedral. Jonathan's wife, Sarah and Abigail and Aidan will move here at the end of July.

Easter 2010 was a joy. The Rector said that the church is not dead, it is very much alive. Archbishop Rowan is giving some very realistic insights and the church is a steady constant both for those in and out of the church.

We need to focus on what we are doing, namely caring for the needs of the community. Cranleigh is a good place to be and the Rector believes the church is doing a good job in the community.

Thanks to Howard Hardy who always shows a remarkable faith, courage and goodwill. We are very proud of him and thank him for all he does, and for the support he receives from Nadine.

Thanks to Angela Wild for agreeing to come back and complete the term of office sadly vacated by Valerie Speers.

The Rector thanked Alex Wedderspoon, Peter Poole, Dan and Ruth Frett (along with Abi and Noah), Edna Bond and Colin Conolly.

He commented that everyone is very different and has different styles of leading worship and that he delights in the diversity of the team. He also thanked John Clapp.

The Rector said that Judy Wedderspoon is going forward for training as a Reader and that there is someone in the parish considering ordination.

Thanks were also due to Sue Ansell, now 10 years as verger, to Colin Tilbury for his support to Sue.

Thanks to the servers, chalice administrators, readers and the bell ringers.

The Rector said how proud he is of our bell ringers – they are a true team, not just ringing but also coming to church. There is a true camaraderie amongst them.

The Rector had received a letter from a member of the Roman Catholic Church, saying how much the peal that was rung for Father Ken had been appreciated. The writer said they were touched by this tangible mark of respect for Father Ken.

We are hugely blessed to have Michael Clark in our church, a very gifted man. His time and patience with the choir and music group is a true Christian example.

The Rector commented that we need to continue to encourage the tradition of the Anglican choir. It would be good to see the traditional choir and the music group inter mix and each join with each other.

Thanks were also due to Marion Tomkins for her skill, enthusiasm and dedication.

The Rector then thanked Marguerite Gibb for all the many years of service that she has given as organist. The Rector presented Marguerite with a book and a plant in recognition of her loyalty and dedication.

Thanks to the Pastoral Assistants and their particular areas of ministry: Dennis Loveless (Elmbridge), Sue Walker (Elmbridge), Michael and Angela Wild (so many different ways) and to Margie Nursey, an extraordinary woman who works hard to keep the news sheet accurate and up to date and emails it out each week.

The Mothers' Union had had a seamless handover from Hazel Cherry to Rosemary Gooding. Rosemary's leadership has encouraged the MU to become involved with the communion at Cedar Court.

Eilenn Judd has continued to organise the Fellowship and Lent lunches and we are grateful for all she does.

Margaret Frost has retired after 18 years leading the flower ladies. We owe her a great deal of thanks and she has now handed over to Val Watts.

The Magazine Committee continues to produce a first rate magazine with 4 editors in rotation. Jon Horrocks has now retired as editor.

Churches Together in Cranleigh continues to move forward with Colin Connolly as moderator and he has enabled many more links between the churches, including the Baptists. We thank Glenda Sewell for the support she gives Colin.

Thanks to Sheila Smith and Chris Tew for their work with New Vine, now running for 7½ years. Chris is now going to retire but we thank them for all the encouragement given to the Moat Lodge community.

Colin Young and 'Local Youth Matters'. The Rector reported that Colin Young is passionate about supporting the youth in this community. On 3rd and 4th September he is organising a concert on the showground and all funds will go to support youth organisations. The Rector has agreed to serve on the committee. Colin Young was looking for an office as an administrative base and the Rector offered the parish office, which they will use, twice a week on Tuesdays and Fridays.

April 25th 10am service will include a commissioning for all serving PCC members.

Thanks to all those organising the Gift Days – to Adrian Graham-Smith and Andrew Gooding for the publicity and to Michael and Angela Wild. Thanks to all who had delivered envelopes.

The Rector then gave us some insight into his future!

'Officially' the Rector's time to retire is in 6 years when he will be 70, but he does not intend to wait until he is 70. However he will not consider moving until Jonathan is ordained priest and fully settled.

The Rector closed his report by saying that we are blessed as a parish; the people of Cranleigh make the village what it is and we look outward to the community, to the Diocese and to the work of the church. He thanked the parishioners for making Cranleigh all that it is.

9. Elections for:

a) Deanery Synod

The Rector reminded the meeting that 1 vacancy exists for the Deanery Synod.

Michael Wild proposed that Fiona Cantelo, Dr Colin Conolly, and Jan Durrant be elected to Deanery Synod. Howard Hardy seconded this and the APCM agreed unanimously.

b) PCC

Thanks to the following retiring by rotation;

Jenny Davis	Nicholas Narraway
Brian Boxall	Fiona Anne Barker
Antony Garstone	

And to Linda Obee retiring for health reasons.

Antony Garstone proposed that

Gill Avery	John Menlove
Julia Finill	Derek Standen
Hilli Waller	Anthony (Doug) Douglas

Be elected to serve on the PCC.

David Cox seconded the proposal and the APCM agreed unanimously.

c) PCC Secretary

Michael Trent has served as PCC Secretary for 9 years and now wishes to retire. The Rector said that Katherine Tuck is willing to combine the roles of PCC Secretary and Minutes Secretary.

Mark Wigfield proposed that Katherine Tuck be elected to this position. Diana Trent seconded the proposal and the APCM agreed.

10. Appointment of auditor

Roy Glasper said that we are obliged to have an audit with an income in excess of £250,000. For some years we have used Brewers at Gomshall who are efficient and knowledgeable. Roy proposed that we continue to use Brewers. Tim Quallington seconded the proposal and all were in favour.

After refreshments Revd Dan Frett gave an entertaining and amusing talk on 'My Job'

The meeting closed with prayer.