

CHURCH OF ST. NICOLAS, CRANLEIGH, SURREY

**Minutes of the Annual Parochial Church Meeting
held in St. Nicolas' Room on Wednesday 13th April 2015 at 7:30p.m**

MEETING OF PARISHIONERS AT 7:30 PM

Chairman Revd Roy Woodhams, welcomed parishioners to the meeting and led the opening worship, 86 parishioners attended the meeting.

Apologies for absence: Sue Martin, Peter and Edna Bond, Linda King, Tim Oxborough, Ray and Tricia Hislop, Jill Saunders, Chris Tew, Ray and Paulette Corver, Richard Tuck, Sandra Keeping, Marguerite and Ian Gibb, Steff Shepherd, Michael Clarke, Colin Conolly, Rosemary Gooding and Richard Ansell

Election of Churchwardens: Revd Roy Woodhams reported that Sally Jones was standing down and that Jim Wakefield was willing to serve for a further year and Katherine Tuck was standing for election. There being no other candidates they were unanimously elected

Katherine Tuck was nominated by Sally Jones and seconded by Sue Knight
Jim Wakefield was nominated by Tony Garstone and seconded by Howard Hardy.

Minutes of meeting of parishioners April 9th 2014 were presented.
Michael Trent proposed that they be accepted, seconded by Judy Wedderspoon. The meeting agreed and the minutes were signed as read

The meeting was in agreement and they were declared elected.

ANNUAL PAROCHIAL CHURCH MEETING

1. Minutes of the last APCM meeting held Wednesday 9th April 2014

Margie Nursey proposed the minutes be signed as read, seconded by Jean Quallington and agreed by the meeting.

The minutes signed by the Chairman.

2. Presentation of the Electoral Roll.

Margie Nursey reported that the Electoral Roll has been amended. Since the last APCM 13 parishioners had died, 10 moved away and there were 6 new additions. The number on the roll remains now stands at 369 of which 15 are not on the GU6 postcode but regularly come to church.

3. Hon. Stewardship Recorder's Report

Herb Cherry reported that

At the start of the year there were 102 weekly white envelopes issued This figure had decreased by 5 to 97 by the end of the year.

Tax was recovered on 92 of those envelopes. During the year the envelopes had produced £30,438 a slight increase compared with that of the previous year. There were 130 donors who gave by Bankers Orders. Tax was recovered on 128 of them. Giving by Bankers Orders amounted to £50,708, similar to that of the previous year. Tax was recovered on £50,403 of that.

Total giving by both white envelopes and bankers orders was £81,147 an increase of £2,897 on last year. £16871 was given in other Gift Aided Envelopes. Tax recovery for the year was £30,089 which was over £5,000 up on the previous year. The increase was mainly due to the recovery of tax on an extension of the Gift Aid Small Donations Scheme (GASDS) to cover donations given in the church.

The FOF (Funding our Future) scheme which was started in October was by the end of the year beginning to take effect but the outcome will not be available until the scheme has been in operation for at least a year.

In the meantime everyone should carefully consider their giving and if they pay tax sign a form for all donations. The money received from the Inland Revenue makes a considerable difference.

4. Elections for:

a) Deanery Synod

The following was nominated to serve for a 2 year period

Margie Nursey (the Rector pointed out that Margie took over the place made vacant by Robert Isherwood-Crook who is taking over the role as PCC Secretary from Katherine Tuck).

There were no further nominations and she was duly elected.

b) PCC

Thanks to those members retiring by rotation: Steff Shepherd, Margie Nursey, Andy Robertson, David Fairhurst, Fiona Heard resigned.

5 new members were nominated and there being no further nominations were duly elected:

Susan Clarke

Mike Roberts

Linda King

Howard Cherry

Paul Jenkins

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

Hon Treasurer reported

The most important element is the Statement of Financial Activities and Balance Sheet. In 2013 the deficit was 70,557. Assets amounted to £1,230,587. In 2014, with a deficit of £7594, £82 gain in interest on investments and a write down of £30,195 on assets, the total value of St Nicolas at year end was £1,192,876. This was composed of £90,330 of monetary asset, £8,055 owed (liabilities) and £1,110,601 fixed. All the other elements are in the report.

The Reserve Fund in 2012 was £155,081, in 2013 £79,259 and in 2014 £57,338. This shows the decline in the church's reserves. We drew £21,871 in the year. We received confirmation that we would receive a Marshalls grant of £5000 for the new boiler, and that the VAT (£3464) would be reimbursed.

This, along with £10,000 gift aid received after 31st December, means that the reserve funds will be increased early in the new year (2015). Assets had been valued at insurance value; the auditors insisted on an open market valuation which proved to be lower than the insurance valuation. This is a true representation of the properties' value. We have 22 Orchard Gardens, the Church Rooms and the Car Park. Church Lane is owned by the Diocese. Funding our Future saw benefit towards the end of 2014, and the Boiler Fund made a big difference. Planned giving and Gift Aid are most important sources of income. Legacies are currently at their lowest level. However we benefited from rental from 22 Orchard Gardens. Investment returns are really poor. The Parish Share takes the lion's share of our income.

Average weekly giving shows that the national average is £10.00, the Guildford Diocese is £15.26 whilst Cranleigh is £7.55 (as at the end of 2014). The vision is £12.70 and at present it is £10.35 per person per week. The budget is worked out on the precedent of the year before. The Hon Treasurer's aim is to reduce the deficit to zero with continued control of expenditure and a reminder in October to maintain the 'top up' of planned giving.

He said that to get to the vision there is a need for additional income sources. As such he has budgeted with increases in revenue and a considered approach to expenditure. However he warned that this does not take into account unexpected expense, for example the broken branches of the Cedar of Lebanon falling down.

He pointed out the Parish Share had increased 4%, over £5000, but that this was not the highest it had been.

The Parish Giving Scheme was introduced and explained. This scheme allows for planned management of income, with charges included in Parish Share. The scheme should reduce administration and offers the option for members of the Parish Giving Scheme to automatically increase the amount they give in line with inflation. Gift Aid was automatically reimbursed and paid into our account on a regular basis. This scheme is open to everyone and the Honorary Treasurer would welcome more people to join.

The Rector thanked Jeff for not only the work but also the clarity of his presentation. Judy Wedderspoon asked for the pie chart illustrating expenditure to be further divided to give an indication of how much of the slice for Finance and Administration is apportioned to Parish Share.

A summary of Jeff wood's presentation is available on St Nicolas' website.

6.Churchwardens' Reports.

Sally Jones reported that:

She didn't know whether she was happy or sad to be giving her last churchwarden report –she thought it was both.

2014 was a year of moving forward. Our new Rector wasn't quite so new. Getting to know him better and to work with him has been a pleasure and a privilege.

Our curate, Jonathan Thomas left and a coachload and more of us attended his induction into his new parish in Woking in May.

Assistant Churchwardens - we now have a team of 10 assistant wardens.

Sidespeople -She presented the list of sidespeople for this year to this meeting. A copy is on the table and it will be displayed in the church porch.

Wardens - Jim & she were readmitted as churchwardens at St Nicholas Great Bookham in May.

Harvest – as usual a large number of boxes were delivered to older & housebound parishioners .

Toys – brought to the Christmas toy service were given to the Eagle Radio Toy Appeal.

Sally is confident that Katherine will be an excellent churchwarden. She had a great time being churchwarden for the past 4 years. Her thanks to you all for your hard work and support; thanks to Roy for taking her on; and a huge and special thanks to Jim for being a constant and cheerful rock.

Sally ended by reciting the Church Warden's Prayer "Grant me, Lord, the serenity to accept the things I cannot change, the courage to change the things I cannot accept, and the wisdom to hide the bodies of those I finally couldn't stand. And help me to remember when I'm having a bad day and it seems that people are trying to wind me up, that it takes 42 muscles to frown, 28 to smile, and only four to extend my arm and smack them round the head.'

Jim Wakefield reported

Regular maintenance

To confirm that the Church Log Book, which lists all the regular maintenance and other work that was carried out during 2014 has been brought up to date. During last year the surface floodlight by the tomb where we have our coffee in the warmer weather stopped working and the replacement cost £846 fitted. Tripping nave lights, new guttering and downpipes, a burnt out dimmer switch, redecoration of 22 Orchard Gardens and replacement of the boiler have been covered in the Buildings Committee report as completed during last year.

Attention to the following items throughout the church also took place:-

- Fire alarm system

- Fire extinguishers

- Lightning Conductors

- Clock

- Organ

- Gutters

- And the Portable appliances were tested

Every five years the church architect, Roderick Maclennan, produces a a Quinquennial Report for the PCC highlighting work that he feels necessary should be undertaken during the following five years . The last report is dated 15th December 2010, so a new one is due this year and we now await a report. One item highlighted in the 2010 Quinquennial Report and completed during 2014 was:-

The additional guttering and down pipes already mentioned

We still have some work still outstanding:-

- Monitoring the crack in Lychgate

- Continue to check roofing and gullies for damage.

- Degraded stonework is to be replaced. This to be on a phased basis and when funds are available as well as

- Digging out cement from walls and replacing with mortar

- Removal of vegetation from tower area

- Minor repairs to boiler room exterior

Check the stability of gravestones

Goods and ornaments

All property, goods and ornaments are correct and recorded in the Terrier and Inventory. An audit was completed on 16th January 2015 by Revd Roy Woodhams and your two churchwardens.. The glass cruet sent to Vanpoules Ltd of Crawley in 2013 was repaired and returned to our church..

Health and Safety

Aspects of Health and Safety are reviewed regularly by members of your Buildings Committee and also the Churchwardens. Risk assessments have been checked for this year and are ongoing.

Insurance

Current insurance is as follows:-

St Nicolas Church Cranleigh is insured with Ecclesiastical Insurance Office Plc under policy number 04/XPG/9074021.

Buildings and contents are insured for £7,348,482

Premium for period 1st June 2014 to 31st May 2015 is £3,594.74 and PCC pay a monthly direct debit.

For St Nicolas Church rooms, again we are insured with EIO Plc under policy number 04/XHG/9097128.

Buildings and contents are insured for ££887,616

Premium for period 24th June 2014 to 23rd June 2015 is £1078.05 and paid annually.

For 22 Orchard Gardens the insurer is Amlin

Under policy number MG/MGBW327/51659

The sum insured is £254,800

And the premium is £257.66 paid annually.

The insurance runs from 31st August 2014 to 30th August 2015.

Lastly may Jim thanked all those who have helped to keep everything about our church moving forward during 2014 and also for being so generous raising the money for the boiler. Jim thanked Sally for all her hard work and dedication to her duty of churchwarden and wished her a happy “retirement “

A discussion ensued as to how the church should proceed with repairing the mausoleum, severely damaged by the falling tree. A vote was taken as to how many people would be prepared to ‘put their hands in their pockets’ Out of the meeting only 5 were prepared so to do.

7. Adult and Children Safeguarding report.

Katherine Tuck reported on behalf of Brian Boxall

The past year has seen no major incidents/ events in respect of either children or adult safeguarding

He continues to work closely with Georgina Hendy to ensure that the individuals working with children are subject to the correct checks and supervision/ support.

The major event this past year was the Summer Holiday Club. This required a number of additional individuals to be recruited to support events. They were all subject to the recruitment process; including the OBS checks which can now be completed in a very short time period.

The major change in the Diocese has been the introduction of a number of new training events. Adults safeguarding is now subject to separate training and Brian hopes to book a training event for St Nicolas in the coming year. They have now produced an on line Child protection awareness course. This can be found on the Dioceses web page.

He is going to run a local child protection awareness course on the 16th May.

Whilst we have the policies in place and individuals trained we need to remember that it is the responsibility of us all to look out for the children, young people and vulnerable adults in our parish and to take positive action if we have concerns.

8. Deanery Synod Report.

Was submitted and is included on the website. Further to this it was noted that Bishop Andrew would be in Womersley to meet clergy and lay people alike the next Tuesday

9. Church Organisations

Jim Wakefield commented that the various reports from the church organisations are available on the website or the church noticeboard

10. Appointment of Auditors

At this point it would be normal to reappoint the auditors, however it was proposed that the position and relevance of auditors, instead of an examiner be looked at, as well as their relative costs. Proposed by Sue Ansell and seconded by John Potter. Carried

11. Rector's Report

The report was preceded by the presentation of flowers and gifts to Sally Jones and Katherine Tuck in recognition of the dedicated hard work they had each given to the church.

The Rector prefaced his report by telling the meeting that there was a copy of this report for each of them to take home at the end. He began his report with the traditional 'thank yous' - they so often appear at the end, but this year he promoted them to their rightful and important place at the top!

- To Kate, Beth and Martha, his wife and daughters, whose constant support, encouragement and critique keep me on track.
- To Sally and Jim, his Churchwardens who have Supported me unequivocally through another year as your Rector.
- To our fantastic Ministry Team – Dan, Tricia, Peter, Edna, Judy and Colin.
- To Georgie, for all her enthusiasm.
- To Fiona for all that she does in the office
- To Sue and Colin for their tireless work in the Verging department.

- To Michael, our inspirational Director of Music
- To Margie for all the different things that she does, but especially today for her work on the Electoral Roll.
- To our Pastoral Assistants, PCC, musicians, intercessors, readers, servers, bellringers, cleaners, flower arrangers, gardener and lawnmowers, coffee providers and anyone I have inadvertently missed out, Thank You!

The Report as given “At last year’s Annual Meeting, I presented a Vision for the Future life of the parish. I am very aware that the Vision Document, in the various forms that it has taken, has aroused a good deal of discussion. I know that some of it has been acclaimed and greeted with enthusiasm (by some) while it has also raised eyebrows and come in for criticism (from others)! That’s all Okay – what is less ‘Okay’, I think, is the silence with which it has been greeted by others – I am thankful that we live in a democracy, and this Church is no different. Along the way, you have been given various opportunities to respond to the document, and I am grateful to those who have taken the time, some of you at great length and in great detail, to do so! I want us to be a Church where people have an opinion and feel able to express it. I’m not naïve, so I am aware that there is a danger in making a statement like that – the danger that 160 people will have 160 different opinions, and that at the end, 159 of them will feel that they haven’t been listened to! But that’s a risk I am prepared to take!

I would like to give you two verses of scripture – they come from two very different books of the Bible, but they sit side by side perfectly, and speak very powerfully into where I believe we are at! Firstly, from John 16:33: “. . . . *in the world you will have trouble. But take heart! I have conquered the world*”, and then from the passage which we used in our opening worship - from Revelation 21:6 and 7: “*To the thirsty I will give water from the spring of life, as a gift. This is the victor’s heritage; (that) I will be their God and they will be my people*”.

More of that in a minute! First, I want to take you back to the Vision! Throughout, there has been plenty of opportunity for you to comment, and I am extremely grateful to those who did!

The vision (you will remember) was that St Nicolas will seek:

- *to be an inclusive church, welcoming all in the love of Christ*
- *to be a light shining in the community*
- *to uphold Christian values*
- *to make a stand for truth and justice on issues local, national and international*
- *to respond to the changing culture of the 21st Century*
- *to deepen our faith and understanding of what it means to be Christian*
- *to encourage All Member Ministry*
- *to be a church representing the whole age and social profile of the community*
- *to encourage the building of Community Spirit within the Village*
- *to grow our current membership*

All of that, in order to be fully able to 'live out our Mission Statement, to be: **St Nicolas, Cranleigh - A Community Growing in Faith, Hope and Love – Reaching into the heart of the local community - Leading all to the liberating truth of Christ**

The Vision Document has been updated since you last saw it – it has:

- Moved on a year
- Taken out the (many) things that have been dealt with
- Re-prioritised everything
- Added some new thinking

The new-look document will be available on the website, along with the full text of what I am saying now, and there are a few copies at the back of the Church for those of you who don't have access to the internet. I need to be honest – we have not done everything we set out to do, but we have achieved much! Working on the assumption that you are all still familiar with the original document, what follows is a summary of the things that have changed. For instance (and this is only a summary)

Done and dusted

- Bringing our finances under control, through an effective Planned Giving Campaign, and robust budget controls
- Encouraging our PCC to think strategically and to take more seriously what it means to be a PCC
- Reviewing Parish Office Facilities and effectiveness
- Expansion of ecumenical collaboration between the four churches serving the Village
- Review of Children's and Youth Work (including the role of the Youth and Families Minister)
- Encouraging more people to train as PAs
- Improving the quality of our printed material (Colour Copier)
- More social events which raise funds (Concerts, Christmas Tree Festival etc)
- Replacement of Boiler

Not achieved on schedule (so now High Priority)

- Review of PCC (including new Committee Structure)
- Welcoming areas (Church and Halls, as well as our outdoor spaces) (*Budget Implication*)
- Health and Safety (pathway safety - South door and porch entrance – Chancel Step – need for handrails) (*Budget Implication*)
- Quoin Replacement (*Budget Implication*)
- Review of Service Pattern, especially to find solution to the 'issue' regarding the two distinct styles of worship at 10am on the 1st/3rd Sundays and 2nd/4th Sundays.
- Renaming 'Family Service' in order to overcome exclusivity issues

- Purchase a new hymn book to replace both A&M and Mission Praise. (A book which incorporates a wider range of styles) (*Budget Implication*)
- Updating of Service Books (*Budget Implication*)
- Implementing a Support Group for the Youth and Families Worker and the volunteers working with Young People
- Encouraging young people to join groups that are at present exclusively adult (choir, severs, bell-ringers)
- Review of siting of External and Internal Noticeboards (*Budget Implication*)
- Congregation to have more feedback about the charities we support and more input into the choice of those charities
- Creating more opportunities for Community engagement and making better use of those opportunities, so that the Church to be a noticeable presence at Village groups/events

Formerly Medium/Low Priority, but now High Priority

- A New Initiative on Prayer
- Making better use of Home Discussion Groups to deepen personal faith
- Review and implement Prayer Ministry/Healing Ministry
- Review processes for data sharing between those responsible for the various medium of communications to ensure consistency
- Young people's representation on Committees (PCC etc)
- Encouraging young people's progression through groups
- Nurturing Pastoral Teams incorporating people who are not PA trained (Particular current need for Baptism Support, Bereavement Care and Home Visiting Teams)

New thinking

- Delivery of a Time and Talents Programme (Autumn 2015)
- To use our Parish Mission Statement in all communications
- To design and employ a Parish 'Brand' in our Communications, so that all letter, emails, notices etc are recognizably belonging to St Nicolas. (*link to Marketing Committee*)
- Repair of Thurlow Memorial and safety of Sapte Tree (*Budget Implication*)
- Create space in Church to allow creativity in worship, make it possible to serve drinks and food after services, concerts etc, and allow for greater Community use (concerts/exhibitions etc) (*Budget Implication*)
- Review of our music resources. Encourage greater liaison between choir and music group. Explore new ideas such as an instrumental group and children's choir
- Consolidate new Marketing Group into a Communications Committee with oversight for all our Communication
- Tighten up on our compliance with data protection laws

- Make Flower Festival and Christmas Tree Festival regular (either Annual or bi-annual) events in our calendar
- Explore other potential uses of the Church building for secular events

For me, this year has been one of mixed emotions – much rejoicing at the things which have been achieved, but also some frustration and heartache about the things that have not been achieved and the slowness with which other things are happening. I think there are reasons for this:

That there has been resistance to some of the ideas which has caused me to back away from them, at least for the time being

That some of them needed a bit more time, space and thought before being implemented

That I have found that the pressures on my time have limited the amount of energy which I have been left with to move some of the new ideas forward.

That time pressure has been brought about by various factors: not having a Curate, the incredible number of funerals and baptisms that have come my way this year, simply the fact that this is an incredibly busy parish, and finally, that I do sometimes find myself being asked to do things which I ought to have the 'guts' to say 'no' to!

I believe that 2015 is a time for me to re-prioritize, and it is also a time for us to move forward, and be bold in our resolve to transform our church and community. Why do we need to do that, you may ask? We need to do it, because the Church is in a mess – not particularly our Church, because I believe that we are in better shape than a lot – the Church nationally is in a mess – declining numbers and an increasingly frightening age profile, suggest that in 20 years' time, our membership is likely to have shrunk by around 2/3rds!

We need to grow in numbers, to grow in Spiritual maturity and we need to grow in commitment! We need to find a way of counter-acting the huge cultural shift that has taken place in secular society and bounced its problems onto us, the Church! If we are a church that sits back and does nothing, we will die!

I'll return to my two passages from scripture: “. . . . *in the world you will have trouble. But take heart! I have conquered the world*” *“To the thirsty I will give water from the spring of life, as a gift. This is the victor's heritage; (that) I will be their God and they will be my people”*. There, I believe, we find encapsulated, everything that we need to know in order to move ahead, and turn the vision into reality: the passages tell us that:

- We must expect problems
- We must not lose heart
- God will provide for all our needs
- That his gift is a free one
- That he is our God
- That we are his people
- That through Jesus the victory has already been won

12. AOB

Howard Hardy raised the problem of the decline in numbers in our church and nationally. The Rector answered by citing that overall there had been a massive decline between 1950 and 2000. However we are holding our own at St Nicolas; though we are not declining we are not growing. Young families are coming to the Family Service but are not participating in church life. He pointed out that Alan Hulme from the Diocese was helping us put together a strategy to help us grow. Howard wanted to know how Messy Church was being used to promote other services. It was pointed out that it was a slow process and that you couldn't move people from Messy to other services in an instant and that it would happen, but we had to be patient.

Diana Trent wanted to know if there was a list of all the things people could participate in and the Rector replied that this was all part of Time and Talents, a program that would be introduced to the church at a later time.

Sue Ansell noted that Messy Church on Good Friday might have promoted the wrong idea for such a day. The Rector said that we would all learn from this experience.

The question was asked by Peggy MacManus as to who owns the mausoleum damaged by the falling branches of the Cedar of Lebanon. The answer was that the church does.

Michael Trent asked if we could publicise legacy giving. In reply it was stated that we had received a legacy and a donation; we need to be aware that a lot of our giving comes from a relatively small number of individuals.

Howard Cherry noted that a new form was being prepared for specific giving in legacies. The Rector advised against being too specific as it was sometimes counter productive

The meeting closed at 9.40pm
