



CHURCH OF ST. NICOLAS, CRANLEIGH, SURREY

**Minutes of the Annual Parochial Church Meeting
held in St. Nicolas' Room on Wednesday 13th April 2016 at 7:30p.m**

MEETING OF PARISHIONERS or VESTRY MEETING AT 7:30 PM

Chairman Revd Roy Woodhams, welcomed parishioners to the meeting and led the opening worship, 74 parishioners attended the meeting.

1. Apologies for absence: Tim and Jean Quallington, Michael Clarke, Jan Goldsmith, Sue Martin, Peter and Edna Bond, Nick and Rachel Graham-Smith, Paul Jenkins, Ray and Paulette Corver, Lotte Lack, Kate Woodhams Tim Oxborough, Richard Ansell

The Rector then opened the meeting with prayer

2. Election of Churchwardens: Revd Roy Woodhams reported that Jim Wakefield standing down, that Katherine Tuck and Antony Garstone were standing for election. There being no other candidates they were unanimously elected.

Katherine Tuck was nominated by Jan Durrant and seconded by Angela Wild
Antony Garstone was nominated by Margie Nursey and seconded by James Wakefield

3. Minutes of meeting of Parishioners April 13th 2015 were presented. Michael Wild proposed that they be accepted, seconded by Maurice Bowles. 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 13th April 2015
Howard Hardy proposed the minutes be signed as read, seconded by Howard Cherry and agreed by the meeting. The minutes were signed by the Chairman.

2. Matters Arising
None

3. Elections for PCC

This year there were six vacancies, four by rotation, one on becoming a church warden and the sixth by early retirement.

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

Jan Durrant	Nicholas Graham-Smith
Maria Poole	Roy Hislop
Claire Oxborough	Rosemary Burt

Their nomination was proposed by Doug Lock and seconded by Colin Tilbury

4. Election of Sidespeople (listed at the end)

Proposed by Sue Ansell and seconded by Angela Wild.

5. Presentation of the Electoral Roll.

Margie Nursey reported that the Electoral Roll has been amended. As at 2015 there were 369 people on the Electoral Roll, since then 5 people have died, 11 people have moved which leaves 353; we have 9 new members which gives a total of 362 people on the Electoral Roll for 2016, 10 of these people live outside the GU6 Postcode but come to our Church regularly.

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

Jeff Wood started off by thanking all those who had helped him during the year. He reported that in the previous financial year we had a deficit but in 2015 we recorded a surplus of £20,754; overall resources stood at £1,213,630. The full presentation by the Honorary Treasurer is appended to these minutes.

The Rector commented on the clarity of the presentation which made it understandable, and remarked that as a church we need to keep on top of the financial situation.

Roy Glasper queried the entry of £3,390 against consultancy, audit and other fees and was told by the Treasurer that he would investigate the application of the amount.

Howard Cherry mentioned the sum of £49,000 for building and that what we should be spending far exceeded that amount, by hundreds of thousands of pounds, but hoped, in the fulness of time the Friends of St Nicolas Church will be able to help.



Judy Wedderspoon wanted to know if we applied for grants and insurances and was assured that whenever and wherever possible this was done.

Maurice Bowles wanted to know whether Direct Debit forms for planned giving could be sent out to be signed by parishioners as they were not aware of the Parish Giving Scheme and if this was done they may take it up. The Rector commented that a sizeable number of members preferred to pay by DD under the planned giving scheme.

And Val Watts emphasised that anyone leaving a legacy should not stipulate it to be restrictive or specific in the application of the funds.

7. Hon. Stewardship Recorder's Report

Herb Cherry reported that

this was his 29th annual report for the year 2015

At the start of the year there were 97 weekly white envelopes issued This figure had decreased by 17 to 80 by the end of the year.

Tax was recovered on 76 of those envelopes. During the year the envelopes had produced £29,685 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 £67,776. Tax was recovered on £67,471 of that.

Total giving by both white envelopes and bankers orders was £97,461. £28,293 was given in other Gift Aided Envelopes. Tax recovery for the year was £34,747 which was over £4,000 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 and at Elmbridge Village.

There were still numerous £5 and £10 notes in the collection plates instead of the blue envelopes.

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.

8. Churchwardens' Reports.

Katherine Tuck reported that:

So here I am at the end of my first year – whether by the skin of my teeth or the seat of my pants I'm not sure, but certainly with a lot of help and patience and prayerful support from many people!

On May 21st the Archdeacon, Stuart Beake, visited St Nicolas to commission Jim and myself as Churchwardens for the next year. Being at St Nicolas was very special .

This was followed on the Sunday 24th with the commissioning of the PCC at St Nicolas. Over the next few months I spent time coming to grips with what goes on, when and where and the various meetings that help the church run smoothly. I find the CW meeting in the Three Horseshoes particularly amenable!

I had hoped to visit all the committees over the year but due to some date clashes etc this has not been 100% possible, but I will catch up with those I have yet to visit as soon as possible.

Harvest saw the usual large amount of gifts being distributed around the village to those who would benefit from them.

In November we held our PCC Away Day with Revd Alan Hulme and this was a productive day with some thought provoking exercises and certainly some areas highlighted that we can address and work on in the future. Alan will come back to help us with this.

I have to say probably one of the most exciting thing I got to do was to collect the Christmas tree and be allowed (yes allowed) to help Jim and Margie decorate it. This is no mean feat - getting the baubles to the top of that tree and making sure there are no gaps and not too many of the same colour together. And then Jim adds his piece de resistance - the cross of white lights. That's your job now Tony!

The Christmas tree festival was a huge success this year with some 30 plus trees and raising about £2000, divided between St Nicolas and the Children's Society Gifts brought to our annual toy service were donated to the Eagle's toy appeal.

This year we have had a defibrillator purchased for use in the church. Currently 22 people are now trained and further sessions are being planned. The defibrillator is to be kept in the curtained recess under the window in the North Aisle, along with the first aid box and report book.

I have to thank those people who have helped me and shown me great patience over the past year – I'll be quick!

Thanks to our team of 10 flexible and willing assistant Churchwardens, the Sidespeople & Ushers, who are also always willing to help wherever possible,

are punctual and so organised. New sidespeople for this year are David Newbery, Elaine Philipson, Sue Peak and Rosemary Ward; our team of welcomers, the 5 ladies who keep the albs looking their best and whiter than white, Dennis Loveless and his team of cleaners who keep our church spotless and gleaming – and especially for the Spring clean before Palm Sunday, Fiona - whose heart must sink every time the phone rings and she hears ‘Hi Fi it’s me!’, Georgie – in her office of Joy, Sue and Colin, Margie – who often offers “I’ll do” Before I even realise I needed it done anyway!

Thanks to Sally who patiently went through everything – more than once and has always been on the end of the phone or email. No wonder she went to Australia! To Jim – eternally patient, a good sense of humour, a fount of wisdom, knowledge and guidance, and has a real passion for this building of ours (and I have learnt for cake!). But never again shall I hear him utter those favourite words of his – gutters and downpipes.

And to Roy – who really only has himself to blame for asking me! But has been a great support, practically and prayerfully and doesn’t seem to mind my daft questions!

Thank you to everyone for their help and advice and support over this past year and for having faith in me that I can carry on to serve St Nicolas for a further term.

Jim Wakefield reported Maintenance

The Church Log Book before me lists all the alterations, additions, repairs and regular maintenance that were carried out during 2015.

Last year much of our attention focused upon the churchyard due in main to the huge bough that broke from the Cedar of Lebanon and additionally the requirement for a safety survey of all the trees in the churchyard. This report must be completed every five years. The survey highlighted considerable work to be carried out. Apart from repairing the scar left by the bough breaking off, the lovely Cedar of Lebanon had a huge amount of dead wood and this had to be removed together with some smaller limbs and selective thinning of branch ends. While it now looks a lot thinner, the wind is now able to pass through far easier as before the branches were acting like a huge sail. It was found that the very tall Scots Pine in the north-west part of the churchyard and not very far from the rectory was hollow and had to come down together with another hollow Ash. All this work does not come cheap and we ended up spending in 2015 some £8220. The last part of the tree work was completed early part of this year costing £1920 so £10140 in all.



You will remember that the wall to the churchyard shed was re-built a little while ago and it was essential that something was done about the roof, especially as the supporting beams were rotten in places, the rain was getting in and a couple of children were found to be walking on it. The roof was re-tiled at a cost £4,230 and is now looking very spry.

Someone decided to throw a glass through the East window breaking one of the small panes near to the top. This meant we had to have scaffolding erected for a glazier to replace the glass and this cost in all £750.

The last Saturday in February saw a band of 11 volunteers tackle the perimeter of the churchyard with the rectory removing saplings and trimming, which opened up the area exposing grave memorials not seen for ages. Additionally, the west end terrace and south pathway stonework has been jet washed and sealed incorporating sharp sand as a slip preventative.

Regular checks on the following items throughout the church also took place:-

Fire alarm system

Fire extinguishers

Lightning Conductors

Clock

Organ

Gutters & downpipes

Portable appliances were tested

Quarterly pest control visits were undertaken by County Pest Control Services and it pleasing to report that we do not have rodent infestations at the moment.

The Quinquennial Report

Every five years our church architect, Roderick Maclennan, produces a Quinquennial Report for the PCC highlighting improvement work that he feels necessary should be undertaken during the following five years. Roderick visited the church on 25th February last year and has produced the report.

The report's requirements are :-

Clear blocked gutters and downpipes

Close inspection of all tiled and flat roofs

Continue to monitor Lych Gate and repair

Monitor grave stones

Lightning conductor to be tested

Goods and ornaments

Archdeacon's visit

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.

On 3rd September 2015 the church was visited by Archdeacon Stuart Beake who undertook an examination of Church Rooms, Churchyard and Church. Included within that examination was a full check of silver held. Overall we received a good report.

Health and Safety

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

Insurance

Current insurance is as follows:-

St Nicolas Church Cranleigh is insured with Ecclesiastical Insurance Office Plc under policy number 04/XPG/9074021. The Employers liability cover is £10million and Public & Products cover is £7.5million

Buildings and contents are insured for £7,638,295

Premium for period 1st June 2015 to 31st May 2016 is £3,189.69 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 £922,415

Premium for period 24th June 2015 to 23rd June 2016 is £1,086.57 and paid annually.

For 22 Orchard Gardens

The insurer is Amlin UK Ltd

Under policy number MGI/MGBW327/51659

The sum insured is £254,800

And the premium is £219.75 paid annually.

The insurance runs from 31st August 2015 to 30th August 2016.

9. Adult and Children Safeguarding report.

Brian Boxall reported

Year 2015-2016. In June 2015, the PCC agreed to continue to adopt the Diocese safeguarding policy. I will be attending a PCC meeting in the new financial year in order to introduce myself to the new members and to remind old members of the safeguarding duties and



responsibilities of the PCC.

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

I have continued to work closely with Georgina Hendy to provide advice on safeguarding issues and 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 Club. This required a number of additional individuals to be recruited to support the event. They were all subject to the recruitment process; including the DBS checks. These individuals will now be able to support future events involving children and young people in the coming year. In respect of adult safeguarding new pastoral assistants were subject to the DBS recruitment process. A total of 12 individuals obtained DBS clearance during 2015/2016.

I held one training event over the past year, other individuals have attended other levels of Diocesan training including adult safeguarding and leadership training.

I have continued to support the Dioceses with their training and will look to provide another training event in the parish in the coming months.

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.

He went on to remark on the Bishop's priority regarding domestic violence and abuse, and the influence of the Goddard report on national Church of England guidance.

10. Deanery Synod Report.

See website

11. Church Organisations

See website

12. The Rector's Report

Before I began to prepare this report, as I usually do, I took the time to read last year's report. Intrigued by my lack of memory, and the thoughts of *'did I really say that?'* I took a look at the one from the year before that!

Each year, I have underpinned my reports with passages from scripture. In 2014 it was from John 10: *"I have come that you may have life, life in all its fullness"*. And then last year there were two passages - firstly, from John 16:33: *" in the world you will have trouble. But take heart! I have conquered the world"*, and then 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"*.

Now each of those passages in some way reflected aspects of how I was feeling at the time - particularly, there is a reflection in the first of the passages I used last year, of the fact that the going was tough and I think if I remember rightly, I used the analogy that being a parish priest can sometimes feel like wading through treacle!

But this year I am going to underpin what I want to say with a verse from the passage which I used in the opening worship, from the First Letter of Peter, Chapter 1, Verse 3. It is one of the great 'rallying' passages of the New Testament: *"Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead"*.

Which is, perhaps, a rather more eloquent way of saying what I what I so often find myself saying around Holy Week and Easter, that resurrection can only be experienced after there has been a death! If Jesus hadn't died, he could not have risen, and so the signs of new birth which we are seeing in our church, is only possible because a type of 'death' has taken place! So, 'what has died?' I hear you asking. Well, above all, I perceive that there has been a 'death' of a lot of the destructively negative attitudes, which I, at least, was aware of during my first two years, here. There has also been a 'death', I believe, of the attitudes within me that were stopping me from having the 'living hope' that Peter spoke of, and which this church and Community needs, as it seeks to move onward and upward!

So, enough of 'death' - what about 'life'? Well there was 'life' in all of those passages of scripture which I quoted earlier from my previous reports: in John 10: *"I have come that you may have life"*. And in Revelation 21: *"To the thirsty I will give water from the spring of life"*. And finally in today's new passage: *"in his great mercy he has given us a new birth into a living hope"*

Life! New Life! Which brings me to the things that I really want to talk about tonight: most of them have already been well-documented in Parish Magazine articles, in sermons, in presentations about the Parish Vision or in the Annual Parish Report, which has already been tabled, and which is itself a celebration of the life that is evident in our Church! So I shall not talk about any of them at length - merely offer you 2 lists – a list of things that have encouraged me in the past year and a list of things that encourage me as we look to the future. Don't get me wrong, there are still things that discourage me, but I would rather not talk about them tonight – we can worry about them another day!

So, things that have encouraged me in the past year:

- Work with children and young families
- Schools work
- Improvement to our Finances after the 'Funding our Future' initiative of Autumn 2014
- Having more time for PCC to engage with issues of strategic planning (through the 3 extra Meetings and the Awayday held this year)
- The Spirit of warmth and generosity in working with Ecumenical colleagues through Wednesday Morning Prayer, Churches Together and in the growing support given to Services of witness in the Village
- Seeing new Church members coming forward and getting involved in the life of the Church
- The gradual implementation of the new structure of PCC Teams
- The 'My Church My Time' initiative last Autumn
- The 2nd Annual Christmas Tree Festival
- The Summer Concert Series
- Having four new Pastoral Assistants in Training
- Receiving and beginning to use our new hymn book
- Seeing deeper engagement with God through meetings like the Advent Reflections and the Lent Lectures

And things that encourage me as I look forward to the rest of 2016 and beyond:

- Celebrating Georgie's new expanded role as Young People's and Families Minister
- Welcoming Ian as our new Curate in Training
- Working with and encouraging our new enlarged team of Pastoral Assistants
- Completing the building of our new PCC Teams
- Making our Church building more welcoming and user-friendly for the disabled
- Implementing the 'Friends of St Nicolas Church' initiative

- Having more opportunities to engage with the local community (Flower Festival, Second Summer Concert Series, Heritage Open Days, Third Christmas Tree Festival)
- Celebrating 100 years of the MU Branch in November
- Looking at a deepening of the Discipleship of our church members through Prayer and Study

I'm going to end with the traditional 'thank you's' - they so often appear at the end, but this year I am promoting them to their rightful and important place at the top!

- To Kate, Beth and Martha, my wife and daughters, whose constant support, encouragement and critique keeps me on track.
- To Katherine and Jim, my Churchwardens this year, who have supported me unequivocally through another year as your Rector.
- To our fantastic Ministry Team – Dan, Tricia, Peter, Edna, Judy (and Colin until his retirement in December). And, of course to Georgie, for all of the amazing and creative work she does with our young people.
- To Fiona for bearing the brunt of being the first point of contact in the parish Office
- To Jeff, for his hard work and clarity as Treasurer and Rob our PCC Secretary
- To Herb, as Chair of the Standing and Finance Team, and for the painstaking work that he does in administration of and retrieving of Gift Aid from the Inland Revenue.
- To Sue and Colin for their hard work in the busy 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, bell-ringers, cleaners, flower arrangers, gardeners and lawnmowers, coffee providers and anyone I have inadvertently missed out, Thank You!

“Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead”.

13. Appointment of Auditors

Oakwood Business Consultants were reappointed as account examiners proposed by Jeff Wood and seconded by Antony Garstone, approved.



14. Any Other Business

Marion Glasper raised a question about church attendance and what seemed to be a drop of 20% in the numbers. Jim Wakefield said it was an anomaly, that the figure for 2014 was correct and he would look into the figures for 2015

The meeting closed at 9.40pm

Sidespeople

Brian Bagot	Adrienne Jarrett
Caroline Bagot	Malcolm Keeping
Pamela Bigg	John Menlove
Gill Bowles	Louise Moore
Maurice Bowles	David Newbery
Brian Boxall	Sue Peak
Rosemary Burt	Barbara Pearson
Betty Chivers	Jill Pettyfer
Ruth Collins	Elaine Philipson
Gordon Cheesman	Josie Pitchforth
Pam Cheesman	Hazel Scurfield
Ray Corver	Chris Smith
David Cox	Bob Smith
Val Davies	Tony Thorogood
Jean Dodd	Colin Tilbury
Jane Etherington	Michael Trent
Margaret Garstone	Jackie Vale
Ian Gibb	Rosemary Ward
Jan Goldsmith	Mandy Wigfield
Howard Hardy	Michael Wild
Anthony Harrow	Charlotte Wildman
Tim Hendy	Jill Wood