



CHURCH OF ST NICOLAS, CRANLEIGH, SURREY

Minutes of the Annual Parochial Church Meeting

Held on Wednesday 30th April 2025 in Church

MEETING OF PARISHIONERS or VESTRY MEETING AT 7.30 PM

The Rector, Canon Roy Woodhams, welcomed parishioners to the meeting and said the opening prayer. 49 parishioners attended the meeting.

1. Apologies for absence to cover both meetings: Maggie Booth, Katherine Tuck, Jim Faulkner, Diana Faulkner, Lesly Thomas, Jill Saunders, Rodney Hill, Sue Martin, Gill Fox, Hazel Cherry, Alison Morton, Gill Ford, Anne Lock, Doug Lock, Joan Connolly, Judy Murdoch, Sandra Keeping, Malcolm Keeping, Julie Connor

2. Minutes of the Meeting of Parishioners 17th April 2024 were presented. Maurice Bowles proposed that they be accepted, seconded by Alan Walton. The minutes were accepted, with all in favour.

3. Matters arising: None

4. Election of Churchwardens: Susan Clarke and Alan Walton were the only ones standing for election. There being no other candidates they were unanimously elected to serve for the coming year. Susan Clarke was proposed by Richard Tuck and seconded by Gill Bowles. Alan Walton was proposed by Martin Booth and seconded by Frank Sole.

ANNUAL PAROCHIAL CHURCH MEETING

1. Minutes of the last APCM held Wednesday 17th April 2024

Richard Tuck proposed that they be accepted, seconded by Sue Ansell. The minutes were accepted, with all in favour.

2. Matters Arising: None

3a. Election of Parochial Church Councillors

This year there were three vacancies, each for a period of three years, and there were four nominations:

Jane Etherington, nominated by Hazel Cherry, seconded by Susan Clarke
Sarah Smith, nominated by Alan Walton, seconded by Celia Jenkins
James Lester, nominated by Mike Roberts, seconded by Maurice Bowles
David Cox, nominated by Alan Walton, seconded by Sue Knight

An election was held and Jane Etherington, Sarah Smith and James Lester were duly elected.

3b. Election to Deanery Synod

Margie Nursey, Joan Connolly, Sandra Keeping and Maurice Bowles were elected in 2023 for a period of three years and will continue to serve.

4. Presentation of the Electoral Roll.

Margie Nursey, the Electoral Roll Officer, reported that there were 209 people on the Electoral Roll. This figure represents a decrease of 95 on last year. 10 have died, 10 are new, the rest have moved away or have chosen not to re-apply.

The Rector commented that the decrease need not cause concern because the electoral roll should reflect only the number of people who worship regularly and contribute to the church.

5. Annual Report & Financial Statement

The Treasurer, Alistair Smith referred to the Annual Report and Financial Statement which had been available on the church website prior to the meeting and would remain on the website for anyone to see. The Financial Statement had been independently examined, with no issues raised, and had been formally adopted by the PCC at their March meeting.

Alistair presented a series of slides giving a summary of the church's financial position.

The Financial Statement was adopted (proposed by Nigel Lynn, seconded by David Cox) with all in favour.

The Rector pointed out that a copy of the Annual Report and Financial Statement is sent to the Charity Commissioners. He thanked Alistair for his report and for all the work he does as Treasurer throughout the year.

6. Stewardship Recorder's Report

The report of the Stewardship Recorder, Frank Sole was contained in the Annual Report. The Rector thanked Frank for his work.

7. Churchwardens' Reports

Susan Clarke:

Average weekly attendance at church has stabilised at around 130, with 10-20 attending via livestream and 50-60 watching on catchup. Easter attendance received a boost in 2024 from our Baptism/ Confirmation service on Easter Eve. Christmas services – a total of 999

attended on Christmas Eve/ Christmas Day (867 last year). 100 watched the carol service on line.

Notable events in 2024 were the ever-popular Betty's Tea Rooms, a Board Games afternoon, a Desert Island Discs evening and another sumptuous Harvest Lunch. The Rectory Fete was much enjoyed, with better weather this year.

The 1170 Team helped arrange a successful Queens Six concert and laid on another interesting Heritage Day in the church.

In October the Rector entertained with an afternoon concert of piano and organ music.

In December the return of the Nativity Festival was welcomed and enjoyed by hundreds of visitors.

All these events were a good way of promoting community spirit and of keeping an 'open door' to any who might be seeking answers about the Christian faith - and also provided a welcome boost to church funds. Thank you to all who helped organise and all who attended.

Fellowship Groups

A number of fellowship groups meet in the parish and there was another Lent series in 2024, this time following a diocesan focus on 'Jesus and Calling'.

Eco Church

We were delighted to achieve Silver in our Eco Church quest and are now travelling the road towards a Gold award.

Card Reader

We acquired a free new card reader from the diocese, which was installed in March at the back of the church. This is in regular use and provides an easy way to donate for those who no longer carry cash.

Car Park

Since December 2023 our car park is managed by Euro Car Parks, and we are very pleased with calmer usage. Church members on church business can park free. Other users are asked to pay a charge starting at £1 for two hours. The car park in 2024 raised an average of £600 per month towards church funds.

A few more thank you's

All who volunteer on the Welcome Team rota; servers; readers; pray-ers; AV operators; Flower Team; Coffee Team

Fellow churchwarden Alan, for dealing with matters to do with the church buildings and grounds;

Rector Roy, for his hard work and dedication, as ever, over the past year. Erik and the rest of the Ministry Team.

Celia Jenkins and the Cleaning Team. Celia is retiring from her role as Cleaning Co-ordinator after 7 years of dedicated service. Susan will be taking on the co-ordinator role until such time as someone else steps forward.

Celia was presented with a small gift as a token of appreciation.

Alan Walton:

Thanks to Roy and Susan for their continuing support.

In addition to our annual safety checks for boilers, PAT, RCD and lightning conductor test, gutter clearance, fire extinguishers and pest control – and excluding 22 Orchard Gardens which is managed by Hestia – the following were major works and associated costs:-

a) Repairs & Maintenance

14th Century Pillar repair

Plaster repaired and waterproof coating applied to external walls. Rain gutter adjusted, downpipes cleared, new oak fascia. £7,287

b) Tree Works, Church Rooms & Churchyard

Safety & prevention of leaves blocking gutter. £8,300

Thanks to:-

Mike Roberts, for his work on clock adjustments for heating and lighting.

All members of the Church Rooms Management and Buildings Team.

Sue Tresman for her co-ordination of our ECO Church.

Malcolm Keeping and all the Mowing Team.

Proposed Church Adaptations

Alan then gave an introductory presentation on the proposal for church adaptations, to make the church more accessible to people with disabilities and more fit for purpose.

At the PCC's request, plans were put forward by our church architect, Adam Heiki, for consideration by the PCC at their meeting in November 2024. Tim Oxborough, a surveyor and member of St Nicolas' had also been consulted and was present at the meeting. The plans involve:

- a) improving access and providing toilets for people with disabilities,
- b) incorporating a kitchen and providing space for serving refreshments, welcoming visitors and enabling Christian fellowship,
- c) giving more flexibility for contemporary worship, concerts and other activities.

The PCC gave their unanimous approval that the process should continue to the next stage and agreed that the initial costs should be met from the Buildings Fund.

8. Safeguarding Officer's Report

Brian Boxall reported that he continues to work with the PCC, following Diocesan guidance. He is working particularly with Bryn Jones and with Claire Jones and Steff Shepherd, who organise the children's and young people's activities.

Brian mentioned that members of the PCC were required to do on-line training and encouraged everyone else to do the training also in order to be fully informed. Safeguarding is everybody's business.

The Rector thanked Brian for his work as Safeguarding Officer. He said that we take safeguarding very seriously at St Nicolas'. There are no major issues, but we always need to remain vigilant.

9. Reports of Church Organisations

These are in the Annual Report on the website, and were taken as read.

10. The Rector's Report

The Rector said a blanket thank you to everyone who serves the church in their many different ways, re-iterating the thanks already expressed by the two churchwardens.

He then spoke about the diocesan Parish Needs Process. This is an ongoing review being conducted in every deanery in turn, looking afresh at every parish's Mission Action Plan. The review is based on the three areas of growth – discipleship, diversity and community.

Roy said that our Mission Action Plan (Church Development Plan) is still summed up in the strapline CARING, SHARING and DARING, and proceeded to describe some of the aspects of each:

CARING.

Pastoral Care. The Revd Martin Booth has agreed to co-ordinate the work of our pastoral assistants and this is now being reviewed.

Eco Church. Sue Tresman has led us to achieving the Silver Award and we are now on the way to reaching Gold.

Developing Discipleship: helping church members to grow in the faith and introducing new members to the faith, through, e.g., sermons, Discovery and young people's groups, preparation for Baptism and Confirmation, house groups and Lent courses.

SHARING

Church going out into the community and becoming more visible at community events.

Open the Book and work in schools.

Social events.

Sharing our faith with people we meet.

DARING

Our proposed plans for church adaptations, as outlined in Alan's presentation.

All of these depend on having the necessary resources – human and financial. Volunteers need to be encouraged to come forward and to be trained for the roles they take on. We are currently looking into ways in which we can raise more money, especially to encourage members to review their personal giving.

Roy finished with a quotation from Acts 5: 32: 'We are witnesses to these things', reminding us that if those early Christians hadn't witness to their faith there wouldn't be a church today. Looking back over our own lives we can all think of Christians who have been witnesses to us and whose faith we have experienced. And all of us, however limited we may feel, can witness to our faith in the lives we live and in what we say.

11. Appointment of Independent Examiner

Oakwood Business Consultants, Unit 3, The Dairy, Tilehouse Farm Offices, East Shalford Lane, Guildford were appointed as Independent Examiner for the coming year – proposed by Alistair Smith, seconded by Richard Tuck, with all in favour.

Next PCC Meeting: Wednesday 14th May, 7.30 p.m.

There being no other business, the meeting closed with the Grace at 9.05 p.m.