

ST. MARY'S CHURCH, WEST CHILTINGTON

VESTRY MEETING, - SUNDAY 28th APRIL 2019

PRESENT: Rev'd David Coleman, Diane Bennett (Churchwarden), Pam Wells (Churchwarden), Brenda Bull (Treasurer), Ali Littleboy (Secretary), Charmaine Barrett, Dan and Judy Beckwith, Malcolm Bennett, Norman and Sally Boyland, John and Hilary Brocklebank, Ian and Andrea Carlson-Hedges, Clive and Stephanie Cole, Edward and Mel Cole, Rosemary Coleman, Aileen Davies, Peter Evans, David and Barbara Evans, Nicholas Foster, Joan Granville, Gill Holliday, Jim Jarvie, June Knowles, Jim and Penny Latter, Martin Littleboy, Vanessa Llambias, Francis Midmer Jocelyn Mountain, Robert and Jenny Neal-Smith, Mike Rushworth, Brenda Shaw, Jane Stoy, Robert and Brenda Tunnell, Pauline Turier, Estelle Warriner, Penny Wilson.

1. WELCOME AND OPENING PRAYER

Rev'd David Coleman opened the meeting with a few words of welcome. He then asked for a period of silence to remember the members of the church family and all those who are known to us who have died during the past year including Richard Holliday, David Foard, Jane Caswell and Geoffrey Twigger. There then followed some words of reflection and a prayer.

2. APOLOGIES FOR ABSENCE

Apologies have been received from: Daphne Mabbit, Mo and Bali Mall and Tony and Frances Hancock.

3. MINUTES OF VESTRY MEETING HELD ON 22nd APRIL 2018

The Minutes were approved as a correct record, proposed by John Brocklebank and seconded by Rob Neal-Smith.

4. ELECTION OF CHURCHWARDENS

Diane Bennett and Pam Wells were both nominated for re-election as Churchwardens. Diane was proposed by Vanessa Llambias and seconded by Penny Wilson. Pam was proposed by Norman Boyland and seconded by Brenda Bull. Both were duly elected.

David thanked them both for standing for re-election and for their service during the past year and for the service they will give in the year ahead.

ANNUAL PAROCHIAL CHURCH MEETING (APCM)
SUNDAY 28th APRIL 2019

The APCM immediately followed the Vestry meeting.

PRESENT: As for Vestry Meeting

1. APOLOGIES FOR ABSENCE

As for Vestry Meeting

2. MINUTES OF THE APCM HELD ON 22nd APRIL 2018

Following the correction of surname from Dennis 'Skinner' to Dennis 'Sinclair' at item 4(d) the Minutes were accepted as a correct record of the meeting.

3. MATTERS ARISING

There were no matters arising.

4. REPORTS

(a) Electoral Roll Report

Andy Carlson-Hedges, our electoral roll officer, reported that a new church electoral roll has been prepared for the parish. This review happens every six years and shows the up to date commitment in numbers of those regularly attending worship at St Mary's.

In 2018 there were 135 members on the roll. The current roll stands at 124. The total who have come off the roll is 41 and of these 16 have moved away during the past six years and others have either gone into care or gone to live with family or simply failed to respond to our letter requesting that they reapply to join the new roll. Sadly Richard Holliday and David Foard have died this year.

We have 30 new names to include on the roll this year as follows:

Zoe Bedford, Kathleen Boothby, Terry Clare, Michelle Clare, Edward Cole, Melanie Cole, Nicholas Foster, Derrick Frost, Cosmo Goldsmith and Emma Goldsmith, Ian Hare and Sarah Hare, Trevor Holmes, Phillipa Holmes and Siobhan Holmes, Jim Latter, Penelope Latter, Richard Loe, Hugo Middlemas and Catherine Middlemas, Jocelyn Mountain, Susan Patching, Martin Roake and Claire Roake, David Stoner, Jill Vincent, Cynthia Walker, Maria Wakely, Shirley West and Howard Winn-Moon.

In 2013 the roll stood at 122 with a similar loss in numbers and an increase of 15 new members. If further applications are received they will be approved at the next PCC meeting. All new members were welcomed and the Rector thanked Andy for the work she has done to prepare a new list.

(b) Trustees' Annual Report

The Rector explained the purpose and format of the Annual Trustees' Report and Financial Accounts. He went on to say that it is technically the PCC's report and as such is approved by them. However, it is necessary for it to be received at the APCM. He went on to explain that the report is set out in accordance with Charity Commission requirements in order to satisfy charity law. We have to identify our aims and purposes as a charity and explain how we intend to achieve our charitable objectives. We also have to include our key achievements and how we affected beneficiaries' lives. It doesn't cover all the activities that have been undertaken within our church community during the year. However, he drew attention to the visual summary of our many activities as displayed in the hall through a photographic display kindly compiled by Clive Cole, our volunteer photographer, and also a rolling power point presentation.

The Rector thanked Francis Midmer for the excellent job he has done in producing the Trustees' Report. Francis has been instrumental in incorporating an acceptable format for the production of the annual report which satisfies Charity Commission requirements. This will provide clear guidance for the new team when tasked with producing future reports as Francis now steps down from this responsibility. In recognition of his sterling work he was presented with a gift and there followed a well-deserved round of applause.

(c) Financial Report

Our Treasurer, Brenda Bull, who has completed her first year in the post, summarised the key points in the published Financial Report which forms part of the Annual Trustees' Report. She explained that the financial section comprises four sections - statement of assets and liabilities, analysis of both receipts and payments and a summary of funds.

The bank balance at 31st December 2018 was up on the previous year by £23,800. This includes legacies of £12,000 and donations and flower festival income totaling £8483. Income on gift aid was up on the previous year. However, although there is an increased balance on the previous year we have yet to pay for the new heating system which will total £41,294.

Brenda reported that payments were also up on the previous year mainly due to an increase in our parish share and various one-off costs including redecoration of the Rectory, insurance costs and increase in churchyard maintenance due to the need to make trees safe around the old youth club building.

Brenda concluded by summarizing the overall position as sound and the aim for 2019 is to continue to meet our obligations to the Diocese and other costs by a modest level of fundraising and encouraging continued increases in the level of regular giving to the work of the church. She

commented that we will need to give consideration to monies needed for future works on the fabric of the building but in the short term we are not anticipating any significant expenditure.

Brenda expressed her personal thanks to Francis for his continued help and support during the past 12 months and specifically his work in preparing and submitting the gift aid claims which are a vital source of income. The Rector thanked both Brenda and Francis for guiding us through challenging times. Brenda was presented with a gift and there followed a hearty round of applause.

The Annual Trustees' Report and Financial Accounts was accepted unanimously.

(d) Fabric

Norman Boyland, responsible for our fabric and church maintenance, summarized the routine maintenance carried out during the year. Churchyard maintenance has continued to be undertaken by Dennis Sinclair and pressure maintained to deal with grave edgings, garden planting and decorations which do not comply with Diocesan guidelines. Rob Parker will undertake repointing and repair of the churchyard wall bounding Church street.

With regard to replacement of the church boilers, and as reported last year, all permissions from statutory authorities were received and an application for a faculty was made in February 2018. Granting of the faculty was delayed as an objection was raised. After due process through the Consistory Court, judgement in favour of the application was found and the faculty awarded in early July. These delays necessitated revised quotations to be sought from the main contractor and the new gas supply. Work started in late October.

Norman thanked all clergy and parishioners for their endurance during the disruption until the job was completed. The system is now functioning well. Costs for the whole project which has been spread over three years have totaled just over £47,000 and include all consultancy, legal and engineering costs.

In the coming year a full electrical inspection will be undertaken and work inside the tower will begin to address the issues raised in the last quinquennial inspection. Our next inspection is due in 2020.

A question was asked about the current sound system as it was considered to be inadequate. The Rector reported that an inspection had been done by a qualified sound engineer and the conclusion was that the system is inadequate for our needs today and it needs to be replaced. As funds are limited higher priority tasks will need to be addressed first but it is the intention to replace the system at some stage in the future.

The installation of a new heating system has proved to be a challenging task and a hugely time-consuming one for Norman. The Rector thanked him for guiding us through the process and for his sterling work throughout the year. Norman was presented with a gift and there then followed a well-deserved round of applause.

(e) Deanery Synod

The Rector explained that three Deanery Synod meetings are held annually and anyone can attend. However, only Deanery Synod members can vote. We have three Deanery Synod members, Pam, Francis and Pauline Turier and a Diocesan Synod member who is Diane. Anyone can submit a motion through the PCC which would then go to the Deanery Synod and is eventually presented at national level.

5. ELECTION OF DEANERY SYNOD MEMBERS

There are no elections for Deanery Synod members this year.

6. ELECTION OF PCC MEMBERS

There were six nominations for election to the PCC. The Rector thanked them for standing and then invited them to identify themselves.

The following were successfully elected to stand for three years with no one against and no abstentions: Clive Cole, Ed Cole, Mel Cole, Nick Foster, Jim Latter, Jocelyn Mountain.

7. ELECTION OF SIDESMEN (EN BLOC)

A list of the current sidesmen was read out and all were re-elected *en bloc*.

8. APPOINTMENT OF INDEPENDENT EXAMINER

Brenda confirmed that Mr Adrian Radford had expressed his willingness to continue as our Independent Examiner. The motion to re-appoint him was proposed by Francis Midmer, seconded by Robert Tunnell and unanimously agreed.

9. RECTOR'S REPORT

The Rector read out his report which covers the nine month period from his induction in March 2018 to the end of the year. He reported that despite his and Rosemary's somewhat protracted start to his ministry at St Mary's due to the rectory flooding they were able to host two very successful events. These were held at the rectory and were attended by 38 churchgoers and 36 other parishioners and plans are afoot to repeat these events this summer.

The Rector went on to summarise the activities undertaken and key initiatives introduced during 2018. The areas covered included; values and vision; discipleship and resourcing; services and worship; community involvement; communication; children and families; giving and legacies.

He finished by looking to the future and specifically exploring how we can grow the church family at St Mary's. He asked that we all continue to pray for and encourage him as he does for us. He went on to say that the ministry is very much a shared enterprise as together we seek to discover and respond to the mission God has for us in our community and our world.

A copy of his full report is on the church noticeboard in the porch and also on the church website.

10. SAFEGUARDING

Pam explained that in accordance with Section 5 of Safeguarding and Clergy Discipline Measure 2016 which refers to the house of Bishops' guidance on safeguarding children and vulnerable adults she was tasked to confirm the following at the APCM:

'We at St Mary's, West Chilton, have complied fully and implemented the legal requirement to place all safeguarding material on the parish website and to ensure all documentation is recorded in the Church and is available to all (displayed in the porch and in a folder in the Church). All documentation is reviewed annually and all training is undertaken when available'.

Pam confirmed that she was up to date with all training. She asked if someone would consider volunteering to be the lead safeguarding officer. Please do see her if interested. The Rector thanked Pam and all those officers who regularly attend training.

11. ANY OTHER BUSINESS

(a) Thanks to Tony and Frances Hancock

The Rector thanked Tony for all the work he has done on the musical front for the life of the church. During his time as organist and music director he has introduced new hymn books and he researched and sourced a new organ. Frances has also been instrumental in leading the choir and she has done a magnificent job in her capacity as webmaster. She has kindly agreed to continue in this role for the short term for which we are most grateful.

12. CLOSING PRAYERS

Following the Grace the meeting closed at 1235.

The next Vestry Meeting and APCM will be on Sunday 29th March 2020.

**MEETING OF THE NEW PAROCHIAL CHURCH COUNCIL -
IMMEDIATELY FOLLOWING THE APCM**

TO APPOINT THE OFFICERS OF THE PCC AND STANDING COMMITTEE

PRESENT: Rev'd David Coleman, Diane Bennett (Churchwarden), Pam Wells (Churchwarden), Ali Littleboy (Secretary), John Brocklebank, Brenda Bull, Ian Carlson-Hedges, Clive Cole, , Ed Cole, Mel Cole, Nick Foster, Jim Latter, Vanessa Llambias, , Jocelyn Mountain, Jenny Neal-Smith, Rob Neal-Smith, Pauline Turier.

1. APPOINTMENT OF VICE-CHAIRMAN

Pam Wells was appointed Vice-Chairman. Proposed by John Brocklebank and seconded by Ian Carlson-Hedges.

3. APPOINTMENT OF PCC SECRETARY

Ali Littleboy was appointed PCC Secretary. Proposed by Jenny Neal-Smith and seconded by Ian Carlson-Hedges.

4. APPOINTMENT OF TREASURER

Brenda Bull was co-opted on to the PCC as Treasurer. Proposed by John Brocklebank and seconded by Clive Cole.

5. APPOINTMENT OF STANDING COMMITTEE MEMBERS

It was unanimously agreed to appoint the following as members of the Standing Committee:

- Pam Wells (Churchwarden)
- Diane Bennett (Churchwarden)
- Brenda Bull (Treasurer)
- Ali Littleboy (PCC Sec)

The meeting closed at 1245.

The next PCC Meeting will be on Wednesday 11th June 2019 at 7pm in the church.

Chairman.....

Dated.....