



## **CHURCH OF ST NICOLAS, CRANLEIGH, SURREY**

### **Minutes of the Annual Parochial Church Meeting on Wednesday 28<sup>th</sup> April 2021 via Zoom**

#### **MEETING OF PARISHIONERS or VESTRY MEETING AT 7.30 PM**

The Rector, Canon Roy Woodhams, welcomed parishioners to the meeting and led the opening worship. 56 parishioners attended the meeting (possibly more, as some husbands/wives were not visible on screen)

**1. Apologies for absence to cover both meetings:** Richard Ansell, Maggie Booth, Claire & Tim Oxborough, Jean Quallington, Diana & Michael Trent, Angela & Michael Wild

**2. Minutes of the Meeting of Parishioners 30<sup>th</sup> September 2020** were presented. Sue Ansell proposed that they be accepted, seconded by Katherine Tuck. The minutes were accepted, with all in favour.

**3. Matters arising:** None

**4. Election of Churchwardens:** Michael Roberts and Susan Clarke were the only ones standing for election. There being no other candidates they were unanimously elected. Michael Roberts was proposed by Maria Poole and seconded by Jill Wood. Susan Clarke was proposed by Katherine Tuck and seconded by Margie Nursey.

Katherine Tuck had completed six years as churchwarden. The Rector thanked her for her outstanding service and said that an envelope would be delivered to her containing a token of the PCC's appreciation and that of the whole church family.

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#### **ANNUAL PAROCHIAL CHURCH MEETING**

**1. Minutes of the last APCM held Wednesday 30<sup>th</sup> September 2020**

Jeff Wood proposed that they be accepted, seconded by Joan Connolly. The minutes were accepted, with all in favour.

**2. Matters Arising:** None

**3. Election of Parochial Church Councillors**

This year there were three vacancies and three nominations:

Jane Etherington (nominated by Katherine Tuck, seconded by Mike Roberts)

Alan Walton (nominated by Frank Sole, seconded by Maggie Booth)  
Bryn Jones (nominated by Mike Roberts, seconded by Celia Roberts)

No other nominations being put forward, the above were duly elected for three years (proposed by Tony Garstone, seconded by Susan Clarke).

A vacancy for one year had been created by Susan Clarke becoming Churchwarden. It was agreed, therefore, that Katherine Tuck would continue on the PCC in her role as Safeguarding Liaison Officer.

The parish is entitled to a fourth member on Deanery Synod. Maurice Bowles was elected to fill this vacancy, to serve for two years. Proposed by Gill Bowles, seconded by Kate Woodhams.

#### **4. Presentation of the Electoral Roll.**

On behalf of Margie Nursey, the Rector reported that there were 316 people on the Electoral Roll. This figure represented an increase of one on last year. Two people had died, two had moved away and five new people had joined. *(Note: The correct figure for 2020 was 315, not 342, as recorded in the 2020 minutes).*

#### **5. Annual Report given by Jeff Wood, Treasurer**

The Financial Statement and Accounts for 2020 are tabled on the website. Jeff pointed out that the Financial Statement is extremely comprehensive and the result of much hard work by a whole team of people. He said that the church had coped in a remarkable way during the pandemic, meaning that although the budget was tight we were still in surplus at the end of the year. Jeff went on to give a general overview of the Financial Statement.

He confirmed that the Total Income for the Year 2020 was £267,461 and the Total Expenditure £241,634. He explained the difference between Unrestricted and Restricted Funds – the former being for general expenditure and the latter, from covenants and donations given for designated projects such as the new projector system and the new interior lighting planned for later this year. He also stressed the importance of keeping a reserve, of at least the equivalent of half our annual income.

Looking ahead, Jeff said that the financial situation was likely to be very difficult, and the PCC had agreed, reluctantly to a Budget for 2021 producing a deficit of £6723. However, he had just received the welcome news of a grant from Waverley Borough Council of £6708!

The Rector announced that this was Jeff's final Annual Report, as he was retiring after eight years as Treasurer. Jeff had done an amazing job and would be receiving a token of our appreciation. Caroline Bagot added her thanks, on behalf of the parish, and said it was good to be presented with accounts that we could all understand!

In thanking everyone, Jeff said it had been a great privilege to be the Treasurer. When he took on the job he had no idea what would be involved. He wanted to thank the PCC for their support, his immediate predecessors, Roy Glasper and Jim Wakefield, and Jane Mant, who has taken on the role of book-keeper.

Our new Treasurer will be Rogan Dixon, who has recently moved into the parish and comes with great experience: he has previously served as Treasurer at Holy Trinity, Guildford.

## **6. Stewardship Recorder's Report**

Howard Cherry commented that it had been an interesting and challenging year. Roy's appeal to church members to make additional donations had met with a generous response, producing £15,000. With the church building closed, income from white envelopes and casual collections was well down. However, giving under the Parish Giving Scheme was growing.

Howard said that the church was becoming increasingly dependent financially on a small number of older people. There is an urgent need for a stewardship campaign (resuming what we began just before lockdown). In this we need to think not so much about people giving more but more people giving. We need to reach out, especially to the younger members of the church.

Howard encouraged more people to join the Parish Giving Scheme, which assures the church of a regular income. Those who join can remain anonymous if they wish. They can also opt to increase their donation annually in line with inflation, which is obviously of benefit to the church. It is now possible to join the scheme on-line, which is now a robust process and very easy. More information can be found on the St Nicolas website under 'Giving'.

## **7. Churchwardens' Reports**

**Katherine:** 'Back in 2015 I was taken by surprise when, stepping down as PCC secretary, Roy said that had another job up his sleeve for me! And you, the parish decided it would be a good idea to elect me as your Churchwarden.. I recall thinking that it would be for a 3-year term, but now, 6 years later I come to the end of what has been a great time and experience. Roy has asked for reports to be brief, so this is a brief overview of my time.

During my 6 years, I have learnt so much more about how the church (both locally and nationally) operates, -for example, Not being brought up in the C of E tradition I didn't know what a Deanery Synod actually did! And now I find myself Deanery secretary!

I have met many new people, made friends from other parishes and seen various changes at St Nicolas, including 2 brilliant new curates, a fabulous new Youth Minister, whom I had the privilege of helping to select, and working with 3 'other halves' of the Churchwarden team - in the day to day tasks and in supporting Roy. We have acquired a defibrillator and installed handrails. We have had very successful Christmas Tree festivals and hope that they will return soon and we saw a great new initiative in Cranleigh Shines this year.

And when are able again we now have real coffee after the services! Please continue to keep St Nicolas a Fairtrade church.

GDPR was a huge piece of work that was very time consuming for the wardens and for Elise, and we have also initiated annual risk assessments for all activities and groups. Safeguarding is still vitally important in the church and I am thankful for all the work that Brian Boxall does.

There have been many building achievements, but we were truly blessed to have had the AV system and screens installed just before the Pandemic hit us – they have been a Godsend and enabled services to continue more easily.

There is so much more I could add. My time as CW has been fun, enlightening, sometimes challenging. This past year of the Covid Pandemic was particularly challenging – we have had to adapt and change in many ways as we responded to the changing Government and Church of England guidance. We have planned, changed, even cancelled. We cleaned and cleaned again, but we have stayed open as much as possible and managed to hold services

for Christmas and Easter and have strived to keep everyone in touch and included in church life.

The role of Churchwarden has been extremely rewarding in so many ways.

I need to thank so many people and I hope most of you know who you are.

But I must thank the Assistant Church wardens who over the 6 years have supported Mike and me and helped cover all the services, ensuring their smooth running. Also, the great team of reliable and friendly Sides people and Ushers.

Thank you to the cleaning team and especially Celia Jenkins for her organisation and to the ladies who have washed the albs.

A **huge** thankyou is due this year to my team of Stewards who have been there for all services throughout the pandemic; to record names for track and trace and for the endless cleaning and without whom we would not have been able to hold the services.

To all the clergy for their help and patience, especially when I was unsure of things at the beginning.

To Elise, Nicola and Howard for all things admin and computer related.

To Margie for all her advice, her knowledge and her endless help - and for the great fun we have had decorating the Christmas trees.

To Roy and Mike...just for everything – the sharing of roles, the CW meetings often with a glass of something, the planning and executing of ideas...we have been a good team, I think. And to my husband Richard - for all his support every year and his tireless help both in practical ways and in listening to me.

I wish Susan all the best as she takes over; she will be fantastic, and I know will have the same support that I have had.

I thank you all for your love, help and prayers over the 6 years and for your faith in me each year. I hope I have served you well.

And so to finish.. someone (Gabrielle) once said to me.

*'Going to church is like being in a helicopter.... if you get too close you get sucked in by the rotors!'*

I would say this is also true of taking on a Churchwarden role! Good luck Susan and may God bless you and all your work.'

**Mike:** 'I am pleased to say that the duties for which a Church Warden is responsible are shared with a partner Church Warden. At this juncture I wish to say a great big thank you to Katherine for her support. Some of the administrative information and rotas that have had to be put together has often fallen to Katherine to carry out.

The past year with the pandemic has caused significant attention to be focussed on ensuring that anything we were allowed to do complies with all the changing rules. One blessing has been the continuing use of the technology.

Our concern for our properties to remain in a good state continues, with all repairs and maintenance possible only through your support for the financial cost. For as you would know, events that would have supported these costs have not been possible.

On a practical note, there is a continuing need for more volunteer support with maintenance, so if you can please let us know.

The official record known as the 'Terrier' lists the physical valuable assets we own with photographic evidence. These valuable assets themselves remain securely held. Alongside this is the 'Inventory' that similarly lists all that we own right down to hymn books. The 'Log Book' records all the maintenance work and new works carried out during 2020.

I look forward to sharing this role with a new partner, Susan Clarke.'

### **8. Safeguarding Officer's Report**

Brian Boxall referred to his section in the Annual Report. He said that the PCC had agreed last year to comply with the Practice Guidance. We will be required to have job descriptions for a variety of jobs in the church. Brian reported that 25 people in St Nicolas had been DBS checked, and said that safeguarding is likely to look different when we come out of lockdown. He encouraged everyone to look at the training material on-line.

The Rector thanked Brian Boxall for his ongoing work.

### **9. Reports of Church Organisations**

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

### **10. The Rector's Report**

'It was Pope John-Paul the Second who coined the phrase, *"We are God's Easter People, and Alleluia is our Song"*!

The past year, and the COVID-19 Virus, has challenged us many times and in many ways; as individuals, as families, as a nation and as a world community.

Many plans have been put on hold, many opportunities postponed, and new initiatives gone by the board. And nowhere has that been more true than in our churches. It has often made it hard for us to find the heart and voice to sing the 'Alleluia' song!

More than once, across the past year, you will have heard me saying that we are called to be a people of hope, and that we should not lose heart. That we should treat these times as an opportunity to reflect, re-think and respond appropriately.

I believe that as a church, St Nicolas has done that, and done it well.

- In the innovative and professional way we have adjusted to on-line worship.
- In the creativity through which we have continued to engage with our young people and families.
- Through the pastoral care extended to our most vulnerable, through the telephone call initiative.
- Through our new-style, Home Resources, Prayer and Worship material, which we have emailed to some 300 addresses and posted to nearly 40 people each week.
- And through the way we have adapted our live worship in church, according to the national and church guidelines, in order to keep our congregations as safe as we possibly could.

This has been no mean feat, and I am hugely grateful and indebted to many, many people who have joined me making this all possible. To name a few:

- Katherine and Mike, our extraordinarily dedicated Churchwardens, who have supported me so rigorously through another year as your Rector. And especially thanking Katherine as her 6 year term comes to an end.
- Our fantastic Ministry Team – Tim, Rutton, Tricia, Peter, Martin Judy and Gabrielle.
- Elise, as Administrator through the first part of the year, then Nicola, who has done an amazing job taking over the Parish Office.
- Jeff, for his hard work and clarity as Treasurer, earning his rest after 8 years in such a demanding role, and Paul our PCC Secretary

- Also, the Finance Team who support the Treasurer – especially Chris, as Chair of the Finance Team, Jane as Assistant Treasurer and Howard as Administrator of Gift Aid.
- Sue and Colin our vergers.
- Michael, our inspirational and extraordinarily dedicated 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, Occasional Preachers, PCC, musicians, bell-ringers, cleaners, flower arrangers, gardeners and lawnmowers, and anyone I have inadvertently missed out!
- And last, but by no means least (perhaps especially in this year of challenge) those who have so expertly made it possible for us to embrace new ways of being church through technology – Howard and Mike, bearing the brunt of that, and supported by Chris, Susan, Margie and Colin.

To all of you – Thanks you!

I believe that St Nicolas is a well-oiled machine, that has responded well to the pandemic, and is now beginning to explore ways of looking to the future, as we emerge from the worst of the effects of the restrictions we have been placed under. Homing in on our Mission Statement, to be a Church which is Caring, Sharing and Daring, our PCC has created three working teams, each looking at those three key areas, the Caring Team, the Sharing Team and the Daring Team, who will be reporting back to the first meeting of the new PCC and helping us as a Church to have an action plan which will help us to be even more effective in our mission and in our ministry.

Jesus said, as recorded in St John's Gospel, *"I have come that you might have life – life in all its fulness"*. It's that fulness of life which comes only from having faith and trust in the God of all life, and in his Christ.

It's that hope, which means that even after this most troubled of years, we are still able to be God's Easter people, and to sing the Alleluia song!

### **11. Appointment of Independent Examiner**

Oakwood Business Consultants were reappointed as Account Examiners - proposed by Jeff Wood , seconded by Katherine Tuck, with all in favour.

### **12. Young People's Minister's report**

Gabrielle Clark spoke about the work that had been taking place on-line with children, young people and families during lockdown. She referred to the Youth Bible Study on Thursday evenings, the virtual Youth Group on Sunday afternoons and SEA Church on Sunday mornings. She said that we want these groups of children and young people and their families to feel part of the church.

'Open the Book' has re-started at Cuthbert Mayne, and should be back in all three primary schools soon. Jill Pettyfer is stepping down as co-ordinator of 'Little Nics', and Gabrielle wanted to thank her for carrying out this role over a number of years. The mentoring at Glebelands is still on hold. The next Outdoor Service will be on 23<sup>rd</sup> May (Pentecost).

To conclude the meeting, Gabrielle presented a compilation of videos made during lockdown for the amusement of the young people, showing members of the church family taking part in the game 'Pie or No Pie'

There being no other business, the meeting closed at 8.40 p.m.