

# Minutes of the Annual Church Family Meeting – Wednesday 24 April 2019

## Annual Vestry Meeting (Election of Church Wardens)

Chair – Shawn Swinney

Nominations for church warden elections are below:

➤ Christine Absolon	Proposed: Simon Stuart	Seconded: Charmian Kingswell
➤ David Purdon	Proposed: Sally Hogg	Seconded: Tim Dewes

Those present showed their support for the election of David and Christine by a show of hands. Shawn thanked them both on behalf of the church family. Shawn also thanked David LeTall and Peter Houston for all they do as deputy church wardens.

The Vestry meeting was declared closed and the Annual Parochial Church Meeting was declared open.

## Annual Parochial Church Meeting

Chair – Shawn Swinney

**1. Apologies for absence** – Sue and Simon Wilsher, Stuart Mitchell, Mark and Rachel Humphriss, Sophie Alexander, Janet Andrews, Rob Archer, Ian Argyle, Rob Clay, Saphi Davies, Tricia Hargrave, Anne Jones, Jean Maguire, John Morrish, John Rew, Diane Rogers, Lynne Tisdale, Clive and Abi Abbott

**2. Minutes of last year's meeting**

Elizabeth Perrott proposed that these minutes be accepted, and this was seconded by Jan Robertson.

The minutes were UNANIMOUSLY ACCEPTED as a true record of the meeting.

**3. Presentation of the Electoral Roll**

Shawn presented the electoral roll with 233 names. 2 particularly significant church members who died last year were Lyn Hodges and Anne Harwood.

Lyn and Alan Hodges were married in Holy Trinity, and Lyn has served in many ways throughout the benefice. She was a great pray-er, had a great sense of humour and together she and Alan have been a blessing to many through their commitment, friendship and faith.

Anne Harwood was a member of HT and StACC for many years. Anne and Rick together have served our whole community in numerous activities. Anne was very committed to the MU and as part of this she started serving a hot meal at the end of St Andrew's Toddlers. Anne is greatly missed by our community.

The electoral roll was UNANIMOUSLY ACCEPTED as the electoral roll of this church.

**4. No election of members of the Deanery Synod**

**5. Election of members of the Parochial Church Council**

There are 3 vacancies and 3 nominations have been received.

➤ <b>Nick Alexander</b>	Proposed: Sarah Knedel	Seconded: Katie Talbot
➤ <b>Niall Robertson</b>	Proposed: Stuart Mitchell	Seconded: Mark Humphriss
➤ <b>Simon Winchcombe</b>	Proposed: Steve Rogers	Seconded: Eli Archer

Those present indicated their support of these people by a show of hands. No abstentions. Shawn prayed for the newly elected candidates.

## 6. Thanking people

- a) **Eli Archer** – as she steps down from PCC, with her particular focus on St Andrew's and the prayer life of the church.
- b) **Paul and Margaret Maxwell Cooke** who stepped down earlier in the year from organising the monthly seniors service and lunch
- c) **Di Groom, Viv Winrow, Penny Williams** for their work heading up the Genesis Sunday Centre, which ran for nearly 20 years, for their commitment behind the scenes, serving the vulnerable in the city.
- d) **Charmian Kingswell** who has quietly and efficiently set up our safeguarding system and overseen our DBS checks. Charmian has done this very thoroughly and we've been really fortunate to have her expertise and care.

## 7. Reports

### **a Finance, John Talbot**

A power point presentation was shown. The highlights:

- Our total income for 2018 was £564k. This is an increase from 2017, as it includes the BMA (benefice ministry allowance) and St John's grants for CAP and the StACC centre manager and outreach worker for 2018 and 2019 (we have to recognise the 2019 income due to charity accounting rules).
- We had planned for a budget deficit (deficit of £56k), with the prayer that our membership would grow and income would increase. We are so grateful that we are seeing this happening. Our giving from members increased approximately £30k from the amount we expected in 2018. Due to the significant level of grants we received (BMA, St John's CAP and STACC Centre Manager and Outreach worker for 2018 & 2019), the overall result for the year is a surplus of £41k. Without those grants, we would have had a deficit of £51k - which emphasises the importance of them at this present time and the ongoing challenge for us to invest for growth so that by the time the grants end we are able to sustain our activities from our own giving.
- Our main budgeted expenditure costs are staff salaries, mission and parish share - all carefully monitored and spent, with the day to day operations of the church spending £26k less than budget
- Reserves at the end of 2018 were £443k
- Going forward into 2019 our cash reserves are in a sound position
- Planned deficit budget for 2019, being carefully monitored
- Following Pledge Sunday, the giving response is £43k higher than expected - reassuring and encouraging news for the as we look forwards
- John asked for help from anyone who has experience in applying for grants

Now the accounts have been considered, JT invited those present to receive the accounts. John Knowles proposed that the accounts be accepted, this was seconded by Niall Robertson and all were in favour.

Huge thanks were expressed to John in his role as treasurer, and also to Katie Talbot who does an enormous amount of work with our church finances.

### **b Fabric, Niall Robertson, on behalf of Stuart Mitchell**

The Buildings Committee look after the HT church building and grounds, as well as the Church Rooms and St Andrew's (in liaison with the Holy Trinity Trust who own the buildings). Their remit is to ensure that the buildings are safe and suitable for use, accessible and legally compliant. During the vacancy, the buildings committee also had responsibility for Lonsdale. The following work has been carried out during the last year:

- Improved management of subcontractors and safe working practices in order to comply with regulations, in particular health and safety regulations
- Quinquennial jobs – south east gateway and wall by boiler room steps. Quotations received, work hopefully to be done this summer
- Gutter cleaning – has been done up to now by Chris Stone and David LeTall, to be done from now on a commercial basis
- Tree work planned
- St Andrew's. We are hugely indebted to Nick Stubbs for investigating the problems with our air conditioning system.
- HT boiler – putting a plan in place to replace it when it stops working.
- Now that seniors work has moved to StACC, we have no current plans to change kitchen facilities in HT.
- Roof access –safe access to the external roofs being planned.

Stuart thanked the following people:

The Committee members – Niall Robertson, Ian Teasdale, Liz Hume, David Purdon and in particular Chris Stone and David LeTall

H&S Walkarounds and Advice – John Moore, Helen Green

Practical help – David Le Tall, Chris Stone

Admin Support – Liz Hume, Sarah Knedel

StACC AC Project – Nick Stubbs

**c. Staffing, Christine Absolon and David Purdon on behalf of Clive Abbott**

The Staffing Committee's main remit is to ensure that the PCC complies with employment legislation and it is responsible for examining staffing levels and costs.

Committee membership: Christine Absolon, Eamonn Kelly, Liz Hume, Sally Hogg, David Purdon (now stepped down), Shawn Swinney.

In addition to routine things, the following staffing changes have taken place:

- We welcomed Shawn as our vicar in September
- Jo Robinson left the staff in August 2018 to train for ordained ministry at Trinity College
- We gained funding from St John's for the StACC Centre Manager role and for StACC outreach
- Polly Andrews has joined the staff team in a voluntary capacity to oversee our seniors work. We are very grateful to her.
- Sharon was awarded £2000 for the church as runner up in an Ecclesiastical Competition for volunteers for all her work at HT and St Andrew's
- Anna Evans was appointed as finance officer in May 2018. Anna is currently on maternity leave; Nick Moss is doing the maternity cover.
- Looking ahead to coming year, Sally Hogg will be leading a review of our safeguarding policy
- Christine thanked our staff team who serve our church at HT and StACC.
- Liz Hume, operations manager
- Jane Bradby, church administrator
- Sarah Knedel, PA to Shawn
- Nick Moss, finance officer
- Susie Houston, StACC Centre Manager
- Chris Stone, caretaker
- Steve Rogers, St Andrew's Minister
- Sharon Blair, families minister
- Claire Morrish, children's minister
- Stuart McLachlan, youth minister
- Polly Andrews, seniors minister
- Amanda Wetton, CAP centre manager

Also on behalf of the PCC, staff team and congregations, Christine thanked Shawn for all he's brought to us in the last 8 months. Thanks were also given to Jo for all she does to support Shawn, the staff, and for the open houses they've hosted.

**8. Annual Report (Shawn)**

Firstly Shawn shared some snippets from the different ministry areas:

- CHILDREN One of the record numbers at St Andrew's Toddlers: 94 children and adults
- Sunday group numbers have grown from 51 to 62
- Numbers in our Under 6s have doubled in the last year.
- In the last year our relationship with Combe Down Primary School has continued to flourish, and the school use the building for various Christian services eg Christingle
- YOUTH 18 regulars at the Foxhill youth group
- Prayer space at Ralph Allen School, 60 young people in Y7-11.
- Ignite youth group is growing – it has a stronger Christian input, and there are 17 young people per session
- FOXHILL. Lots going on in the week, enabling St Andrew's to be a lifeboat to many.
- CAP – Amanda has been part of a work intervening with CURO so people don't lose their homes.
- SENIORS – A big thank you to senior pastoral team, they're a great testimony to faith in later life
- ADMIN – in the last year, there were 133 external bookings at StACC, bringing an income of £17k. There were 111 bookings in Church Rooms bringing an income of £14k and contact with many different community events.

Shawn shared the news that Vineyard Church is moving to Mulberry Park School from their current venue in town. Shawn has met with the Vineyard leaders to talk and pray about this. Shawn highlighted that this new expression of church in our parish will hopefully serve to bring more people to Jesus and that we want to look at how we can best support them and make them feel welcome.

Anna Gidney shared a testimony of the past year and the difference it makes knowing Jesus in her everyday life

Shawn shared some of his highlights since last September:

- Licensing
- Remembrance Sunday
- Christmas, angel, baby in a box
- Easter baptisms
- The range of preaching series we have covered and the importance of the theme of vulnerability and sharing our faith

Shawn's focus since arriving:

- Equipping the staff – computers, easy worship, planning center, training
- Equipping the church – training for leaders, for leaders, for home group leaders
- Communication – new website for HT, info cards for newcomers, unified communication plan.
- Developing a united benefice. Communication, operations, PCC and Staff day (for Monkton South Stoke and Combe Down)
- Coming up – hospitality Sunday, focus on community, just one morning service, and following it, people hosting lunches, so people will either host a lunch or be invited to a lunch. Pentecost Sunday (United with StACC) followed by hog roast, Combe Down Fest.

CAP is being relaunched at Manvers street so it can be better connected with FoodBank and other initiatives. Relaunch will hopefully be effective to create longterm sustainability from other churches.

Shawn expressed his thanks to Dan and Lydia for their huge commitment to their role as worship coordinators.

**Questions were invited:**

- a) John Knowles - Would the PCC consider increasing our 11.5% giving to mission? SS responded that there are other areas of mission that are not in the 11.5%. eg CAP, Foxhill and that the PCC regularly reviews the proportion we give away.
- b) Hazel Roberts - Why isn't the StACC sermon on the web? SS responded that he and Steve have talked about this, and it's a possibility for the future.
- c) Claire Morrish on behalf of the children. Are there any greener options for heating our church? Solar panels? The Buildings committee will look into this.
- d) Rachel Jackson - Can we see even more people from this church going across the world to preach the gospel?

Leila Butcher, Molly Spear and Polly Andrews led a time of prayer, and the meeting closed with a hymn.