

Minutes of Parishioners' Meeting and Annual Parochial Church Meeting

23 April 2022 at 11.15 am.

All Saints' Church, Croxley Green

Parishioners' Meeting

Revd Miriam welcomed everyone and opened the meeting with a prayer.

Attendees

Revd Canon Miriam Muga (Vicar), Revd Paul Palmer and the following 20 parishioners attended:

Anne Oke (Churchwarden), Jane Bates, Fran Bennett, Nik Bennett, Sam Beard, Sr Mary Bittles, Shelagh Booth, Alick Burge, Carole Chesterman, Shirley Ford, Pat Foster, John Galloway, Sheila Hiscock, Philip Hobbs, Sam Jones, Val Kendle, Janet Martin, Andrew Nobbs, Chris Oke and Chris Fagan (Secretary).

Prayer

Miriam opened the meeting with a prayer.

Apologies for Absence

Apologies for absence were received from Grete and Ron Hibbert, Gillian Main and Ann and Lyndon Palmer.

Minutes of the previous meeting

The minutes of the Meeting of Parishioners held on 23 May 2021 were confirmed and signed.

Items Raised by Parishioners

No items were raised.

Election of Churchwardens

Two nominations were received:

Nominee	Proposed by	Seconded by
Lyndon Palmer	Alick Burge	Christopher Fagan
Anne Oke	Jane Bates	Frances Bennett

As there were no other nominations Miriam declared that Lyndon Palmer and Anne Oke had been elected to serve for 2022/23. The meeting signified its assent to the election. She congratulated Anne and Lyndon on their election and thanked them for their service as Churchwardens during the previous 12 months, ably supported by Nik Bennett and Ann Palmer the Assistant Churchwardens.

There being no questions or other business, Miriam declared the meeting ended.

The Parishioners' meeting closed at 11.25 am

Vicar

Annual Parochial Church Meeting (APCM)

The meeting opened at 11.25am. and was conducted in compliance with the Coronavirus restrictions for meetings in places of worship and multi-use facilities.

The meeting received the minutes of the 2021 APCM, the Annual Report and Accounts for 2020, the report on the Accounts by the Independent Examiner and a leaflet summarizing the activities run during 2021 produced by Nik Bennett, with photographs selected by Lyndon Palmer. These documents had been published electronically in advance of the meeting, with paper copies for those without access to a computer.

Miriam observed that reports of the principal officers, committees and the organizers of parish groups were contained in the Annual Report and reports made would therefore be summaries of key points. Questions on the reports would be invited from those present.

She asked everyone to keep their remarks and any questions brief so that the meeting would not be unduly protracted.

Minutes of the Previous APCM held on 23 May 2021

Copies of the minutes had been distributed in advance of the meeting. Miriam asked whether the minutes could be agreed as a correct record of the meeting.

It was proposed and seconded that the minutes be accepted as a true record and upon a vote being taken the motion was declared carried *nem con*. The minutes were duly signed by Miriam as Chair.

Elections to the Parochial Church Council

The meeting was advised that nominations were required for three lay members to serve for the next three years. Three nominations had been received, proposed and seconded as follows:

Nominee	Proposer	Secunder
Christopher Fagan	Anne Oke	Zoe Martin
John Galloway	Ronald Hibbert	Christopher Fagan
Janet Martin	Matthew Hilton-Dennis	Philip Hobbs

There being no other nominations, Miriam declared that Christopher Fagan, John Galloway and Janet Martin had been elected to serve until 2025.

Appointment of Independent Examiner

The Treasurer reported that Mrs Dorothea Reynolds had expressed in advance of the meeting her willingness if re-appointed to continue to serve as the Independent Examiner.

A motion to re-appoint Dorothea Marianne Anna Reynolds as the Independent Examiner of the PCC's accounts was proposed by Andrew Nobbs and seconded by Nik Bennett, and when voted on was agreed *nem con*

Electoral Roll Officer's Report

Chris Fagan reported that following the 2022 revision the Electoral Roll had 92 names, an increase of 8 on the 2019 total. Joan Bovington's name had been removed following her death in July 2021 but Carole Chesterfield, Pamela Evans; Janet Francis, Clare Hearnshaw, Ron Hibbert, Charles Ridley, Cathy Scarborough, Alice Tims and William Vandy had been added to the Roll.

Annual Report 2021

Miriam introduced the Annual Report, which provided a full and informative record of the Parish's work, with some excellent photographs. The summary booklet highlighted the activities undertaken during a momentous year. She thanked Nik Bennett for producing the booklet, all those who contributed articles for the Report and Lyndon Palmer for including the excellent photographs for both documents. The Report and Accounts had been published on the parish website, but anyone who wished to read a printed copy could request one from Chris Fagan the PCC Secretary

PCC officers reported to the meeting on the key matters in the Report.

Secretary's report

Chris Fagan said that the Parochial Church Council had held a total of 12 meetings during 2021, six of which had been extraordinary meetings arranged to deal with particular matters, including three meetings held for the suspension and subsequent resumption of Sunday public worship during the Covid restrictions and two on the preparation of a new Mission Action Plan (MAP). Six PCC meetings and a number of Committee meetings had been held using Zoom due to Covid restrictions. All parishioners had been invited to take part in discussion of key elements of the MAP at four PCC meetings when it had been considered. Some important decisions of the PCC and its committees during 2021 were:

- adoption of a policy to allow children and unbaptized adults to receive communion; continuation of live-streamed morning prayers on three days per week; development of the Family Service held in the Hall; imaginative services and prayer/study courses for Advent/Christmas and Lent/Holy Week, with innovative music for services performed by the choir and musicians;
- formation of a Serious Incident Reporting group to work with the Diocesan Safeguarding Adviser and an annual review of our Safeguarding Policy;
- approval of a scheme for a wheelchair ramp between the two aisles of the church and extension of the engraved glass balustrade; installation of a plaque for the World War I memorial doors and of a direct wi-fi connection to the church.(the latter two requiring approval of faculties by the Diocese);
- new initiatives included formation of an Eco Church group to promote reductions in our carbon footprint; a successful Friday Café and preparations for the 150th anniversary of the church in June 2022.

There were no questions on the report. Miriam thanked Chris for his work as PCC Secretary.

Churchwardens' report

Anne Oke said that the Churchwardens and Assistant Churchwardens had worked to oversee the smooth running of the church, with Miriam's guidance. She highlighted the work done by the Buildings Committee, of which she and Lyndon were members, in overseeing the installation of the wheelchair ramp and balustrade extension in the church, largely funded by legacies from Peter Shafe, David Williams and Margaret Lumsden and the two new altar frontals for the Lady Chapel altar purchased using legacies from Doris Cann and Lorna Mellor. All Saints' was grateful for all these generous donations. Applications to the Diocese for faculties to install the ramp, and to undertake other works had been prepared by Lyndon and approved by the PCC. An unexpected problem had been getting the church heating system to work properly.

The Archdeacon's annual inspection had been carried out by Rev Simon Cutmore, Rural Dean of Rickmansworth and had focused on Safeguarding and on how All Saints' had managed worship, and pastoral and mutual care during the pandemic.

Anne expressed warm thanks for everyone who had helped to keep All Saints' Church in good condition and to maintain fellowship during 2021 and particular thanks to our dedicated clergy pastoral Team – Miriam, Anne Shaw and Paul Palmer who had joined us during the year – for all they had done to enable this church to be a 'living' centre of worship.

There were no questions on the report. Miriam thanked the Churchwardens for their work throughout the year.

Treasurer's report

Andrew Nobbs reported on the 2021 Annual Accounts and the Independent Examiner's report. He was grateful to Kathryn Duffy for taking on the Independent Examiner's role at short notice as the appointee had unexpectedly been unable to perform it. He also thanked Janet Martin and Judith Man for administering the cash proceeds from services and donations, using a spreadsheet developed by Janet. There had been a severe reduction in income from hall lettings and some planned fundraising events during 2021 due to the pandemic, which had caused a cessation in hall letting income. The PCC had reluctantly reduced its Parish Share contribution by £27,000 to ensure financial solvency. Helped by continued congregational giving, a successful Early Bird Christmas Market and some special fundraising events, the financial outcome for 2021 was a surplus of £10,270. There had been some generous donations and legacies, including those from the estates of the late Margaret Hobbs and Brian Squire.

Looking ahead to 2022, Andrew stated that the 2022 budget had been prepared on the basis of a forecast loss of £12,000. The 2021 surplus would be retained in order to cover most of this loss. He confirmed that it was planned to pay the Parish Share contribution in full, but warned however that inflation would lead to some rising costs and might reduce many people's disposable income. We would need to monitor hall lettings carefully.

There were no questions on the report. Miriam thanked Andrew for all his work as the PCC's Treasurer and all those who assisted him.

Deanery Synod report

Fran Bennett reported that the Rickmansworth Deanery Synod consisted of nine parishes whose meetings were chaired by the Rural Dean. They provided a useful forum for sharing ideas and experience between parishes. Interesting guest speakers were invited to address Deanery meetings. An annual Ascension Day Deanery service was held. In 2022 this would be held at Chipperfield on 26th May. An annual quiz was usually held, although not during 2021. All Saints' representatives were Rev Paul, Shirley Ford and herself.

There were no questions on the report. Miriam thanked Fran, Shirley and Paul for representing the parish on the Deanery Synod.

Safeguarding report

Anne Oke, the Parish Safeguarding Officer, reported on the vital importance of safeguarding everyone within the parish community and on having the right policies and procedures for dealing with any cases of concern. It was also necessary to provide training for everyone holding a position of responsibility. During 2021 the Safeguarding team consisted of herself and two Assistant Safeguarding Officers, Sam Jones and Shirley Ford. The following safeguarding policies and procedures were approved and/or reviewed by the PCC:

- reporting of Serious Incidents to the Charity Commission
- annual review of our church Safeguarding Policy
- a Hall Safeguarding provision Agreement for users of the Church Hall, to ensure that all groups using the hall are aware of and comply with regard to the care of young children and their own safety
- a rigorous revision of the Safe Use of Images Policy, to ensure that all photos, videos, and livestream footage is carried taken and carried out with correct permissions in place, especially with regard to children, young people and vulnerable adults.

The Safeguarding Team has ensured that holders of posts of responsibility and several members of the PCC have refreshed their safeguarding training in person, online or via Zoom. Those requiring DBS (Disclosure and Barring Service) checks are up to date with these.

Anne stressed that she and Sam would assist anyone who wished to receive online basic safeguarding training. Meanwhile she advised everyone to inform Sam Jones, herself or Miriam immediately of any safeguarding concerns, an allegation or a disclosure of historic abuse they became aware of. They could make contact in person, by telephone or via the secure Safeguarding email address: safeguarding@croxleygreenallsaints.org

There were no questions on this report. Miriam said that people could raise any questions which occurred to them at any time with the Safeguarding Team or herself. She thanked Anne, Sam and Shirley for their work on this immensely important area of parish life.

Vicar's report

Miriam thanked everyone who was involved with the worship and work of the Parish in so many different ways. All Saints' had recovered strongly from the closure of the church until Palm Sunday and the loss of income from hall lettings. She asked everyone present to say what they felt were particular highlights of 2021. Many highlights were identified, including the sheer joy of returning to public worship in the church, increasing the active involvement of children in services, imaginative developments in services, including the prayers and reflections for Advent,

Lent and Holy Week led by congregation members and meaningful developments in music at services, live streaming of prayers and reflections, excellent fundraising events such as the virtual pilgrimage, the Quiz Night and the Early Bird Christmas Market and the successful launch of the Friday Cafés, the replacement of the hall windows and installation of the wheelchair ramp thanks to some generous donations and legacies. She expressed thanks for the helpful contributions made by some external people such as our church surveyors and firms involved in works to the church and hall. Particular mention was made of the imaginative activities provided for young children to work on during the Sunday communion and the Family Services. Jane Bates was praised for her work in this area.

Miriam said that these developments were instances of how God was working with us to develop and grow, spiritually and numerically. our church community. We had shown amazing resilience in recovering from the pandemic and she felt blessed to be working with this church community. We had produced a new Mission Action Plan to take this work forward but more volunteers were needed to take this work forward and she encouraged everyone to think about how they might be able to help in some way.

Vote of Thanks to Revd. Miriam

Nik Bennett proposed a vote of thanks to Miriam for her unstinting and inspiring leadership throughout 2021. The vote was declared carried by acclamation, followed by warm applause.

In response, Miriam thanked the meeting for the love and support given to her throughout the past year. She said that Rev Paul had made a great contribution since his arrival and was delighted to say that Rev Anne Shaw would be able to be with us again following her course of treatment.

There being no other business Miriam declared the meeting closed at 12.25 pm.

Date of Next Annual Meeting - Sunday 23 April 2023.

Vicar