

PARISH OF CATERHAM ST MARY THE VIRGIN WITH ST LAWRENCE AND ST PAUL

MINUTES OF THE ANNUAL VESTRY AND PAROCHIAL MEETINGS HELD IN ST MARY'S CHURCH at 8pm on Wednesday 15th April 2015

ANNUAL VESTRY MEETING

1. OPENING PRAYER – Father Duncan Swan.

2a.To elect two Churchwardens

Father Duncan read out the nominations and proposers

Gay Russell

Proposer – Chris Clementi

Seconder – Merlin Skinner

Martha Ellison

Proposer – Chris Clementi

Seconder – Merlin Skinner

Chris Clementi is standing down after 6 years as church warden and thanks were expressed for the huge amount of work he has done for St. Mary's over this time. Martha Ellison is welcomed back.

2b.To elect two Deputy Churchwardens

Sarah Goodwin

Proposer – Maureen Edmonds

Seconder – Di Haslam

There is a vacant position for a second deputy church warden. The above were duly elected.

ANNUAL PAROCHIAL MEETING

1. Minutes of the Annual Meeting held on Tuesday 29th April 2014 were signed by Father Duncan as an accurate record.
All in favour

2. Matters Arising – none

3a.To elect members of the PCC

Chris Buck, Emmie Mundangepfupfu, Sarah Goodwin and Chris Bullen are all standing down from the PCC having completed a 3 year term. Beth Lewis is moving abroad so there is 2 year a vacancy on the PCC.

Thanks were expressed for the valuable contributions they have all made.

The following had been nominated and were elected for a 3 year term.

Holly Hughes

Proposer – Yvonne Coldron

Secunder – Martin Dollery

Rachel Kyle

Proposer – Chris Clementi

Secunder – Cindy Black

Maureen Edmonds

Proposer – Chris Clementi

Secunder – Cindy Black

Sue Blatchford

Proposer – Chris Clementi

Secunder – Sarah Goodwin

Joyce Lydford has been nominated for a 2 year term

Proposer – Chris Buck

Secunder – Merlin Skinner

All in favour.

3b.To elect members of the Team Council

Debbie Samuels and Chris Bullen will continue as Team Council Reps for coming year.

3c.To elect Representatives to the Deanery Synod

Bobby Clarke, Chris Clementi and Merlin Skinner will continue as Deanery Synod Reps.

4. To elect Sides persons

No changes to current sides persons.

Elected on block.

All in favour

5. To receive the Electoral Roll

Prepared by Barbara Holloway and read by Father Duncan

In April 2014 the number on the electoral roll stood at 253. During the year there have been 12 deletions and 14 additions. The roll now stands at 255.

No questions were raised about the Roll so they were accepted.

Barbara was thanked for her work as electoral roll officer.

6. The Hon. Treasurer's Report

The Annual Accounts had been presented to and approved by the PCC on Thursday Sunday 29th January 2015.

Copies of the independent examiners report and the accounts for the year ended 31

December 2014 were available to those attending the meeting.
Diane Haslam presented her report as follows:

Balance Sheet Page 1.

Overall **decrease** in total equity of 2.68% to £93 255.81 from £96 846.87

Income Page 5

Total income for 2014 was £149 724.41 – an **decrease** of 7.82% from £162 417.96 in 2013

Total Planned Giving & GA donations down by £8 100 (7.7%)

Service fees down £2 400 (16.42%)

Increase in Afternoon Teas profit of £1 350 (74.62%)

May Fayre income up slightly, and additional income from Quiz Night (£917) & Panto (£1 502)

Expenses Page 6

Total Expenses for 2014 **DOWN** 9.48% to £155 654.61 from £171 962.08

Running costs (including building maintenance) decreased 14.42%

Insurance (2.86%) & Utilities (10.36%) cost both down

Team Clergy Expenses decreased £6 200 (61.93%)

Annual quota (Fairer Shares) – we paid £3 681 (3.31%) less in 2014, a total of £107 600, although the requested amount was £115 481

Administrator costs up 21.52% (will increase in 2015 due to hourly rate increase from £6 per hour to £8)

Computer costs for new Parish Office laptop & software £812

Net Deficit of £5 930.20 (page 2) compared with £9 544.12 in 2013 decrease of 37.87%

Funds Page 7

Bell Tower fund up £450

Church Yard conservation fund donations £101

Croydon Mission Grant £600 (designated for audio visual equipment bin SPC)

Fabric Fund £1000 donation in memory of Nora Croft

Total funds down to £93 000 from £96 000

Thanks were expressed to Di for producing the accounts. Di is now stepping down as Treasurer and will be thanked on a more public occasion.

7. Appointment of an Independent Examiner

Di confirmed that Richard J Dean BSc (Econ) ASC has agreed to continue in this role.

Proposer – Di Haslam
Seconded – Chris Clementi

8a. Rectors Report

Father Duncan started by saying that he has been away for large parts of the year and returning last May was, looking back on it, too soon, but since January he has felt much more his old self better and would like to say **Thank You** to all who have kept the show on the road.

Things to mention:

St. Lawrence's Hospital War memorial stone – As part of plans to mark the centenary of the First World War, the Bourne Society initiated a project to move the St. Lawrence's Hospital Staff War Memorial, originally in the hospital chapel, from Caterham Cemetery, where the stone is badly eroded, to a place of honour inside St. Mary's Church. Father Duncan launched an appeal during his sermon on Remembrance Day 2013 and applied to the Diocese for a Faculty, which was granted. Donations from the local community, the Bourne Society and Waitrose Community Fund, together with a large grant from Caterham Hill Parish Council enabled the project to happen. The First World War Memorial was cleaned and installed inside St. Mary's Church and rededicated at the end of the Remembrance Day Service on 9th November 2014.

St. Lawrence's Church War memorial – a feasibility study is currently in progress for the cleaning and repair of this portland stone memorial.

St. Mary's Church doors – both the exterior and internal glass doors require attention so local company Torrance's have been asked to carry out the work necessary to improve safety and security.

Welcomes - Rev'd Frany Long is welcomed back to St. Mary's and Steph's curacy is due to end next year. The Team also welcomes back Simon Ellison and Anne-Marie Garton. Father Nigel and Rev'd Catherine Dawkins have moved back to Caterham and will be involved with St. Mary's as non-stipendiary ministers.

The Summer Sunday Afternoon teas have been very successful this year, partly due to our wider advertising and additional activities (a programme of music and a bouncy castle). Thank you everyone who volunteered their time and made cakes.

Churches together is rising, hence a successful lent course.

Stay and pray - was launched in September 2013 and runs on Wednesdays from 9.30 - 11am during term-time, in the St Paul's Centre. It is aimed at pre-schoolers and their parents/carers. The session includes some free play time, a short service that includes songs with instruments, a Bible story, some simple prayers and the sharing of news/birthdays and what's going on at St. Mary's.

Some priorities for next year

Money – the new Diocesan scheme (Parish Support Fund) effective from January 2016. Lots for the PCC to think about as parishes will be asked to make a pledge which is realistic, challenging and generous. Father Duncan is hopeful for remission of debt. There is a planned stewardship campaign in September.

MAP: implementing thoughts such as new web site

Youth: since Arron has left the youth ministry has been difficult. On 21st June the new head teacher of St. Bede's School Revd Stephen Crabtree will be preaching at St. Mary's. He is keen to establish closer links with local clergy and the young people attending their churches. Georgina Johnson has agreed to be our Youth and Young

Persons rep. Duncan asked to encourage our young people to attend the service. Summer Holiday club – a new venture for St. Mary's. Will run 27th – 31st July 2015 for primary age children 7-11 yrs.

Links with other churches - Caterham Deanery is too small so possible future links will be made with Godstone.

Churches Together Evensong on 28th June 2015 will be led by Rev'd Karen Bell the new Methodist minister. St. Lawrence's are hosting a sound sculpture "The memory Tree" by musician and artist Julie Groves.

The main event for 2016 is the celebration of St. Mary's consecration 150 years ago. Activities and community events to be planned and Bishop Christopher of Southwark will visit in May 2016.

applied to host Question Time, going to involve community. Planning soon.

Good easter and children and communion, lots of positives on which to build.

Again thank you

8b. Churchwardens' Report – presented by Chris Clementi

I am reporting on behalf of myself and Gay, who sends her apologies for not being with us this evening.

The last 12 months have not been easy for us all, but we are delighted to have Father Duncan back with us and look to the future with optimism. Gay and I wish to thank most warmly everyone who has helped us, both clergy and Laity. We do especially wish to thank our Team Clergy for their assistance and support and particularly Tim Goode for his help and advice whilst Duncan was on sick leave. We have also appreciated the wonderful way in which everyone has pulled together.

There is not too much to report regarding our buildings, despite the pigeon problem in St. Lawrence's, which is gradually being sorted not without frustration. As always there are a few minor issues, such as the North Door and also with the shingles at the top of the steeple that are being kept under close review.

We joyfully welcomed Steph back from maternity leave at the end of the summer and having Francis and Leo with their Dad with us at the back of church on a Sunday is a real joy. It is lovely to see Nigel and Catherine Dawkins back in Caterham. We are also delighted that Frany has officially joined the clergy team and are very grateful for all the time she has devoted to us. We also thank Nichola and Roger for everything they have done for us all, especially the extra duties they have willingly undertaken. We were sorry to say goodbye to Len and Karen, following his ordination at Southwark Cathedral, and wish him well as he starts his ministry.

The safety and wellbeing of everyone who comes to St. Mary's, whether a church member or visitor, is of key importance to us. With this in mind Steph has been hugely involved in drafting, and with the Communications Team, starting implementation of our Mission Action Plan, much of which arises from the initial work undertaken at the PCC Away Day in January 2013. Each Parish in the Diocese is working on its plan arising from Bishop Christopher's Faith and Light initiatives last year. A part of our plan involves Communication Strategy where much progress is

being made, including on our website. Another vital strand is safeguarding and here the work is continuous to ensure our strategy and implementation is compliant with the law and best practice. Our Risk Assessment report has also recently been updated not only to ensure compliance but also to ensure we meet the requirements of our insurers. The plan in its entirety involves a lot of work and Gay and I do thank Steph, Mary-Clair Kelly, Simon Kelly, Chris Buck, Chris Bullen, Sarah Goodwin, Martin Corbett, Martha Ellison and their Teams for their support. Without this background work being done, St. Mary's would not be allowed to stay open.

Central to the plan is an examination of our ministry and mission to ensure that as far as possible now and in the future we are meeting the needs of our wide membership and the community in which we live, and that our mission is aligned as closely as possible to that of the Diocese as a whole. Thanks again Steph for your leadership on your return from maternity leave whilst Duncan was ill, which has been crucial.

Gay and I are very aware of all that goes on in church and very frequently learn of new initiatives and wish to thank everyone for their individual ministries whether gardening, flower arranging, bell ringing, children, SPA ministry, choir and Free Spirit music group, making coffee, organising social events, sidesmen duties and taking part in services in many different ways. You all know who you are and your efforts and time commitment are much appreciated, especially in the last year and in keeping things going whilst Duncan and Steph were away.

You will recall that we have a 3G antenna at the top of the Tower intended to provide a mobile phone signal for the community, but which has never been activated. In the late summer the installer, NET (New Edge Telecommunications) approached us on behalf of Vodafone with a request to put a 4G antenna in the Tower. The offer was carefully debated by the PCC and rejected, primarily because the installation would get in the way of the bells and their maintenance. Since then NET have been exploring alternative plans but nothing concrete has yet been received from them.

On Remembrance Sunday during the packed service, the St. Lawrence's Hospital War Memorial which is now fixed at the back of church was re-dedicated by Roger Lamont. The memorial which had rested in the cemetery for many years was restored following community fund raising by the Bourne Society and a grant from the Parish Council. Following the initiative by Mike Homewood we are looking at the possibility of cleaning the War Memorial in the grounds of St. Lawrence's. This is a specialist task and will involve considerable specialist skill and the approval of the Diocese.

With regard to our finances (also part of our Action Plan I mentioned earlier), as foreshadowed in our Report last year and as mentioned by Di, we were very disappointed that we were unable to fully meet our Fairer Shares contribution to the Diocese without running our reserves down to what the PCC considered an imprudent level. The problems we face are similar to many other Southwark parishes and largely for this reason the system is to change from 2016. Di has been very closely involved with the Diocesan working group (the aptly named Root & Branch Committee) and the new system, based on discussion and planning, all with generosity at the forefront is welcomed and I am sure will meet current needs better than the existing over formulative system that has operated for many years. Parish

contributions to the Diocese pay for the clergy and supporting poorer parishes who cannot afford to pay for a priest but where the need is fully justified. Our contribution for 2015 is £117,000, which is a huge challenge and we badly need to have the stewardship campaign that was postponed from last year and will now take place later in the year.

Late last year Di stood down as Administrator and we have welcomed Caroline Newman. She has settled in very well and the change seems seamless. As you have heard Di is also giving up as Treasurer and at its next meeting the PCC will approve the appointment of Rachel Kyle as our new Treasurer. We wish Rachel well as she climbs the learning curve to cope with the mysteries of church accounting. We all owe Di so much that it is very hard to find the right words to thank her for her massive contribution to life at St. Mary's. Gay and I can only express the most enormous thanks. I hope Di that you will have time to continue to offer your abundant skills to the Diocese.

Whilst Gay is sunning herself and enjoying a well-earned rest in Sri Lanka and later on the beach in Australia with her and Richard's son and family I will not feel embarrassed in thanking her very warmly for all her support to me and the considerable work load she has shouldered in the last 12 months, and especially during my absence at the beginning of the year. We have worked together most happily, believe it or not, for the last 5 years although she has probably learnt more about horses than anything else! Thank you Gay for the good times and sharing the work load with me. We both also thank Sue and Martha for their support, always very willingly given. As I leave the 'back bench' and return to the pews after 6 years, I wish Gay and Martha every success in the challenges that lie ahead.

Finally, Duncan, it is really great to have you back with us and everyone will want to join Gay and I in thanking you and your clergy team including visiting clergy for everything they do for us in so many different ways. We do so appreciate everything the clergy do to support us on our individual spiritual journeys. I will say again that it is down to Duncan and our clergy team (we are very lucky to have them), and the wide variety of services they provide for us, that St. Mary's is so well known and respected both locally and further afield. I am sure it is also why so many young families choose to worship with us and ensure that their children learn the Christian values that will support them for the rest of their lives.

Thank you all for your support over the years. It has been a privilege to serve you as a Churchwarden.

'Faith Hope Love' is to me what St, Mary's is all about and I hope to you as well.

No questions
(Copy of report in file).

9. Report from the Guild of Friends of St Lawrence' Church

Elaine Williams (Hon. Secretary) informed that the AGM will be held on Monday 20th April 2015. A report is available in the yellow file at the back of church for the congregation's perusal and on St Mary's website.

10a. Reports from Church Organisations

Annual reports have been received from the following groups: St. Mary's Choir, Free Spirit - St. Mary's Music Group, St. Mary's Bell Ringers, Caterham Deanery Synod, Crèche, Junior Church, The Guild of Friends of St Lawrence's Church, Welcare, Caterham Overseas Aid Trust (COAT), Y Church, 1st Caterham (St. Mary's) Scouts, 9th Caterham Brownies, Stay and Pray and St. Mary's Parent & Toddler Group.

The organisations are listed in the 2015 Annual Report and the PCC secretary thanked them for their contributions and invited members of the congregation to read the reports which give a wonderful flavour of what goes on at St. Mary's.

The reports are available in the yellow file at the back of church and will also be available on St. Mary's website.

10b. Report from the Deanery Synod

Chris Clementi (Hon. Treasurer Caterham Deanery Synod) prepared a report which is available in the yellow folder at the back of church and also on the website.

stmary-caterham.org.uk

11. Any Other Business of Parochial Interest

None

12. Closing Prayer

The meeting ended at 9.00pm.