

ST MARY WITH ST ALBAN APCM – TUESDAY 27 APRIL 2021
VIA ZOOM

AGENDA

7.30pm ANNUAL MEETING OF PARISHIONERS (VESTRY MEETING)

Prayers

Apologies

Minutes of 2020 Vestry Meeting

Election of Churchwardens

7.45pm ANNUAL PAROCHIAL CHURCH MEETING

1. Minutes of 2020 APCM and Matters Arising
2. Electoral Roll and appointment of Electoral Roll Officer
3. Elections:
 - PCC
 - Sidespeople
 - Independent Examiner
4. Vicar's Report
5. Report of the Proceedings of the PCC
6. Fabric & Finance
 - a) Annual Finance Report
 - b) Church building and Churchyard
 - c) Parish Hall
7. Reports on Parish Activities
8. Looking Ahead:
9. AOB

PARISH OF ST MARY WITH ST ALBAN, TEDDINGTON
Minutes of the Annual Meeting of Parishioners (Vestry Meeting)
Held on 14 October 2020 at 8pm via Zoom

Present: Revd Joe Moffatt Chairman
 Mrs Sarah Williams Senior Churchwarden
 Mr Robin Field-Smith Churchwarden
 Mrs Katherine Matthews Honorary PCC secretary
 And 37 members of the congregation.

The Vicar extended a welcome to all attending the meeting – which this year was taking place via Zoom due to the CV crisis which meant that gathering in person was not allowed.

The Rev Caroline Halmshaw opened the meeting with some reflections. She was pleased to see so many people joining this year’s meeting via Zoom and commented on how over 12 months ago, none of us could have imagined the situation in which we now find ourselves. However, as the Annual Report shows, the work and outreach of the church during 2019 very much helped to lay the foundations for the efforts made since March by the congregation and wider community to rise to the challenges and difficulties experienced by so many as the CV crisis has impacted on our everyday lives.

Caroline finished her reflections with a prayer.

1. It was confirmed that the notice convening the meeting had been displayed on the main doors of the church.
2. Apologies for absence
Apologies were received from Carla Maroussas.
3. Minutes of 2019 Meeting of Parishioners

The minutes of the Meeting of Parishioners held on 2 April 2019 were accepted as an accurate record of the meeting. There were no matters arising.

4. Election of Churchwardens

The vicar reminded everyone that although churchwardens were elected to serve for a period of 4 years, they did need to be re-elected each year. Sarah Williams completed her 4-year term in April 2020 but continued in the role for a few months longer given that the Vestry meeting was delayed due to the CV crisis. However, Carla Maroussas had been elected as acting churchwarden by the PCC in July thus allowing Sarah to relinquish her day to day responsibilities. Robin Field-Smith & Carla had therefore submitted their names for re-election and following a proposal from the vicar both Robin & Carla were voted in by unanimous consent: Robin will now assume the role of senior churchwarden.

A vote of thanks and a warm round of applause were given to Sarah, Robin & Carla for their hard work and dedication over the past 18 months.

The meeting closed at 8.10pm.

Signed
Chairman
Date

PARISH OF ST MARY WITH ST ALBAN, TEDDINGTON
Minutes of the Annual Parochial Church Meeting
Held on 14 October 2020 at 8.10pm via Zoom

Present: Revd Joe Moffatt Chairman
 Mrs Sarah Williams Senior Churchwarden
 Mr Robin Field-Smith Churchwarden
 Mrs Katherine Matthews Honorary PCC secretary
 And 37 members of the congregation.

1. Minutes of Annual Parochial Church Meeting 2019

The minutes of the 2019 Annual Parochial Church Meeting held on 2 April 2019 were accepted as an accurate record of the meeting by all present.

2. Electoral Roll and Election of Electoral Roll Officer

The Electoral Roll officer, Jennifer Paynter, had revised the Electoral Roll and she presented her figures as at 7 October 2020. The results of the new roll showed 361 names, meaning a net gain of 34 names on the figure reported in 2019. Of the 361 names on the new roll, 121 are in respect of people who reside outside the parish who habitually attend public worship in this parish.

Jennifer Paynter had put her name forward for re-election as Electoral Roll officer and following a proposal by the vicar, Jennifer was elected unanimously. The vicar expressed his sincere thanks to Jennifer and also to Suzanne Parker the parish administrator for their hard work in ensuring that the process of preparing the new electoral roll had been carried out so efficiently.

3. Elections

Deanery Synod

Carla Maroussas will step down as a member of Deanery Synod following her election as Churchwarden.

Elections were required for Deanery Synod this year and 5 members of the congregation had put their names forward – Hilary Adamson, Malcolm Eady, Suzie Gordon, Fred Squire and Sue Stevens. All have already served on Deanery Synod over the last 3 years and all were re-elected unanimously.

The vicar expressed his thanks to all those who represent the church on Deanery Synod. They play an important role in connecting us to the wider church and also have an input into elections for General Synod.

Elected members of the PCC

4 members of the PCC were up for re-election this year, having served for 3 years. Ruth Chaperlin, Jennifer Paynter & Sarah Rae had chosen to stand for re-election and all were re-elected unanimously. Chris Shires however had decided to retire. The vicar was very grateful to Chris for his active involvement in the PCC over the past 3 years and indeed, before that as a Deanery Synod representative.

Kay Cassidy had offered to stand for election to the PCC and she was elected unanimously. Kay is an active member of the church choir, has attended the Growing Leaders course and is also part of the safeguarding team. The PCC is very much looking forward to her involvement and input at future PCC meetings.

Sarah Williams also put her name forward as an elected member of the PCC following her retirement as churchwarden and she too was elected unanimously.

Sidesmen:

The churchwardens take on the responsibility of arranging the sidesmen's rota. All sidesmen have expressed their willingness to continue and all were re-elected. The vicar expressed his particular thanks to the churchwardens for their hard work over the last few months as churches have been allowed to reopen during the CV crisis given that more rotas & volunteers are needed at each service to record names, arrange seating and generally ensure that CV rules & guidance are followed to enable services to be carried out in the safest possible way.

Independent examiner:

Jason Hughes is willing to continue as the independent examiner. His election was approved unanimously.

4. Vicar's Report

The vicar read out his report which was included in the Annual Report. In summary, the highlights of 2019 were:

- **The ordination of Caroline Halmshaw:** Caroline was ordained as a priest in June 2019. Caroline is a valued member of the ministry team and her role as curate in our parish is a huge blessing to us all.
- **The visit of Muassite Miguel from Mozambique.** Muassite heads the community development team in our link diocese in Mozambique and, aided by her interpreter, she had given a talk on her work in the diocese besides providing an update on the damage caused by the recent cyclones. Her visit was inspiring and enlivened our link with the parish of Pemba.
- **The reorganisation of the parish of St Peter & St Paul.** Azariah left the parish in February 2020 to take up a new role with the Diocese of Manchester and this led to the courageous decision by the PCC of SPSP to stop running regular Sunday services and to merge with St Mary's. This was marked by a very moving "Final Service" in March followed by an uplifting "Coming Together" service the following week. Unfortunately, the CV lockdown took place shortly afterwards but there are continued efforts to encourage our integration and exciting plans are in place for the church building of SPSP which will be the base for the Sports Ministry and the community café.

Finally, the vicar took time to offer his thanks and appreciation to Sarah Williams who is stepping down as churchwarden. Sarah has led by example in offering a friendly and cheerful welcome to all who come into our church. She has worked tirelessly not only in her role as churchwarden but also by heading the Pastoral Care team including the Memory Café.

The vicar acknowledged that the many and varied accounts of the working groups, teams and activities in the Annual Report are testament to the enormous endeavours undertaken by so many in our congregation. He expressed his thanks and gratitude to all who contribute to this work.

5. Report of the Proceedings of the PCC

The report was taken as read as an accurate statement of all decisions taken by the PCC during 2019-2020. The vicar thanked Katherine Matthews for her work as PCC secretary.

6. Fabric & Finance

6.1 *Finance - Annual Finance Report:*

Fred Squire thanked Sarah Rae who does the day-to-day bookkeeping and accounting and all who assist with the weekly counting and banking of collections. He also mentioned the good work done by Susannah Clarke who ensures that gift aid is claimed in a timely manner.

The key features of 2019 were:

- Income of £272,289; (2018: £272,458)
- Reported costs including depreciation of £308,232; (2018: £254,173)
- Deficit of £35,944; (2018: surplus - £18,285)
- Cash in bank of £377,252; (2018: £369,311)

The major components of the church income are planned giving and the related gift aid (£125k), cash collections (£27k) and hall income (£58k). although overall income appears similar to 2018, the church did in fact increase its income from normal activities since in 2018 we had benefitted from a legacy of £25k. Significant costs in 2019 were the contribution to the Common Fund of £101k (2018: £98k), hall and parish running costs of £37k and expenditure on church development amounting to £19k.

Investments are managed by the investment committee and the value of investments at the end of 2019 was £92,431 (2018: £105,811).

However, although the overall results for 2019 had been encouraging, Fred indicated that the results for 2020 would be affected by the CV lockdown and subsequent curtailment of social activities and religious gatherings. The original budget, which had been approved by the PCC in February, had had to be amended to reflect the significant reduction in income from the hall and weekly collections. It is also likely that we will not benefit from bazaar income or increased collections over the Christmas period.

Fortunately, since the hall reopened we have seen some resurgence in bookings which will improve matters slightly. Also, the church has benefitted from £22k given in donations during the summer and we have been able to make use of card readers during our services. Costs are also down since the church took advantage of the job retention scheme for furloughed staff and running costs were reduced. However, the Common Fund contribution of £104k has been paid and the development project has generally progressed as planned.

The vicar expressed his thanks to Fred for his excellent overview which reinforced how lucky we are to have such a strong team overseeing the management of the church finances during such a challenging time. Fred also acknowledged the work that Suzanne has put in to reassure those re-hiring the hall that we have procedures to ensure it is safe and operational.

6.2 *Building Anew*

Steve Randall, chair of the Governance Group which is overseeing “*Building Anew*” had written a short summary of the progress of the project. In summary:

- A Conservation Management Plan (CMP) had been completed by the architect firm, A&RME and heritage consultancy, Spurstone Heritage. This provided a specialist assessment of the history and significant heritage features of the church to guide all future maintenance & development work.
- A&RME had subsequently been appointed as the architect firm to oversee progress of the building project alongside other consultants needed in the

project team, eg heritage adviser, archaeologist, structural engineer, building services engineer and QS.

- A number of different concept designs were considered with an access audit also being undertaken. A pre-application process with the DAC began in March with subsequent trial pit excavations taking place. This enabled the QS to prepare an initial cost plan for the proposed scheme.

The project is now in a position to begin pre-application consultations in the autumn and work is underway on the preparation of communication and fundraising programmes. However, progress will be determined by pandemic restrictions and how these are relaxed or tightened over the coming months.

6.3 Church building & Churchyard:

Robin Field-Smith had written a comprehensive report on the work done to repair and maintain the church building and churchyard.

Following the issue of the CMP, Robin devised a rota for monthly checks of the building. This allows us to carry out running repairs ourselves or engage contractors as necessary.

The new chancel lighting was installed in December 2019 and a plaque recording that this was given by Christabel Davies in memory her husband, Colin, has been placed in the choir pews. Further work is planned to remove the frog-eye lights.

Urgent quinquennial works were completed during the year; the remaining work will be completed as far as possible as the building development project progresses to minimise disruption and make best use of economies of scale.

The Holy Gardeners have worked hard looking after the churchyard, with significant work done to clear weeds, tidy beds and make the garden by the West door the main site for memorial plaques.

We are now working on a churchyard development plan which the PCC will be asked to endorse later this year.

Robin made special mention of the Holy Dusters. Following the reopening of the church this summer, extra work has to be done twice a week to ensure that it is Covid-safe and 2 parishioners, Ursula Midgley and Christine Casemore, have taken on this role. We are immensely grateful to them since it ensures that we are able to offer 3 live services each week at St Mary's all of which are well-attended and much appreciated.

6.4 Parish Hall

Jo O'Hagan, the chair of the Hall committee, had reported that the hall remains in good order. The main work carried out this year was the new flooring for the entrance hall and corridors. In normal times, the hall is a heavily used asset of the parish and has proved attractive to the Glass Door Night Shelter which runs for 26 weeks between November & April.

The Covid crisis has however presented new challenges given that the Hall was closed for a number of months during the summer although as previously mentioned, it has now reopened.

The vicar proposed a vote of thanks for all those who manage the hall so effectively: Jo and the hall committee, Suzanne, our parish administrator and Alex, the caretaker, and this was endorsed by all present. Suzanne in particular has worked particularly hard

producing risk assessments following the reopening of the hall to ensure that those using the hall are doing so in as safe an environment as possible.

Recording St Mary's:

Good progress continues with on this project which started in 2017. Sue Stevens reported that 3 sections are now complete, Stonework, Library & Paintings while only a few details on Memorials, Metalwork, Windows, Textiles, Woodwork & Miscellaneous remain outstanding. Sue expects the project to be completed by early 2021 since much of the work can be done online and will therefore not be affected by the CV situation.

7. Worship & Nurture

7.1 Children's ministry & safeguarding:

Ruth Chaperlin was appointed Children's Champion in 2019. She reported the Children's Ministry group had devised a number of initiatives which were well received but have now sadly been curtailed due to lockdown. These included a craft workshop for Advent and *Craft 'n' Coffee* following the 9am service. The good news is that the 9am service has recently restarted at SPSP and the space available there means that several families can be safely accommodated.

It is also hoped that Church Mice can restart in November 2020.

It is also encouraging to see many of our older children being involved on the church serving rota.

Mary Field-Smith, our safeguarding officer, had written a short report on the church's compliance with Diocesan guidance in relation to safeguarding and our safeguarding audit was duly completed in 2019. The audit for 2020 remains outstanding due to the delay in holding the APCM.

At the meeting Mary drew specific attention to the recent press coverage on historical child abuse within the Church of England. Archbishop Justin has expressed the shame felt by the church in this regard and new measures will be put in place including independent safeguarding teams.

Our own safeguarding team comprises Mary, Ruth and Kay Cassidy who work hard ensuring that DBS checks are completed and that all safeguarding procedures are followed.

7.2 Nurture courses: Growing Leaders, Alpha & Supper talks

The Rev Caroline Halmshaw reported that a 2nd Growing Leaders course had been held during 2019. This is particularly beneficial for the church since those attending often find the confidence and motivation to take on more leading roles both within the church and outside.

Early in 2020, Caroline also led an *Alpha* course which was the 1st time our church had engaged in this type of programme. The course attracted a number of people from the congregation and wider community and was enjoyed by all even though the format and content did not always fit comfortably with our profile.

The supper talks aimed to raise our awareness of mental health issues. Taking place over 4 sessions, those attending heard of different experiences and attitudes to this topic. The talks were insightful and inspired many to listen and learn more about this difficult illness.

7.3 Choir and music:

Kay Cassidy had written of a very busy and varied programme of music which took place during 2019, one of the highlights being the performance of Handel's *Messiah* in April.

The choir grows from strength to strength under the leadership of Derek Saunders and all have risen to the challenges of lockdown and restrictions on choral singing by holding regular rehearsals via Zoom. The choir members have recorded themselves so that the online services have taken place with as much music and singing as normal and there have also been lovely contributions from Derek's wife, Izzy, and excellent organ playing by Dean Ryan.

The vicar expressed his enormous thanks to Derek, the organists, the choir and all who have worked so hard to ensure that the musical tradition of St Mary's continues during these difficult times.

7.4 Churches Together in Teddington:

Malcolm Eady had once again written a comprehensive report on the activities of CTT during 2019. However, he noted with sadness that activities in 2020 have been severely curtailed and there are concerns about the likely inability to hold the popular carol singing/Teddington lights-up event and the much-loved Christmas Day lunch.

The vicar did however note that there has been a marked feeling of support and collaboration between the ministers of the Teddington churches over these past months. Regular Zoom meetings are held and discussions have already taken place on how we can engage the community with the spirit and meaning of Christmas although normal services are unlikely to be held.

The vicar expressed his thanks to Malcolm for his report and his continued support of CTT.

8. Communications

Jennifer Paynter had again completed a comprehensive report of all the work covered by the communications team. However, the CV crisis has seen enormous changes in how we communicate with the congregation and community with the introduction of the online services and more communication via social media.

The vicar expressed his appreciation and thanks to all members of the Comms team.

9. Pastoral Care

Sarah Williams reported on another active and successful year for the pastoral visiting team. There had been an increase in the number of baptisms and the team had continued to offer support to baptism families, the elderly and the more vulnerable members of our community. However again the focus of the group has changed during the last few months with the formation of the care team in response to the CV crisis. There has been an overwhelming response from so many wanting to offer support and help has been offered via shopping, phone calls and overall trying to ensure that those who need some sort of help receive it.

Particular thanks were offered to Mary Field-Smith who had a significant increase in her workload by carrying out DBS checks on all new volunteers.

Sarah expressed her thanks to the Pastoral Care team for all the work they do to coordinate visits and offer such vital support and friendship to many members of our community and this was echoed by the vicar.

Memory Café:

Although numbers attending the memory café do fluctuate, there continues to be very positive feedback from those attending. However, it has been a casualty of the CV crisis and it is as yet uncertain when the café can reopen.

Winter Night Shelter:

The Winter Night Shelter ran very successfully during the winter of 2019/2020 with John Mulcahy once again doing a wonderful job in liaising with Glass Door and coordinating the volunteers. There were concerns at the onset of the CV crisis but fortunately the charity was able to arrange hotel accommodation for all their guests.

It is currently unclear what level of support we can offer over the coming winter although it was been suggested that we offer an evening meal once a week to those attending the Vineyard Centre.

10. Links

St Mary & St Peter's CofE Primary School:

Malcolm Eady had produced a detailed report on activities and developments at the church school.

The school has also had to rise to the challenges of the CV crisis this year. However, with the benefit of an experienced senior leadership team, the school successfully reopened in September 2020. All are working hard to ensure that the school continues to operate safely enabling all children to continue their education in as normal a way as possible.

The vicar expressed his thanks to Malcolm for his report and also to Mary Hawes for her hard work and dedication as chair the Board of Governors. He also noted that Carla Maroussas is now a governor of the school.

Hampton Deanery Synod

Hilary Adamson had written a comprehensive report on the activities of the Deanery Synod. The current focus is Bishop Graham's Deanery Mission – he is hoping to visit Hampton Deanery in February 2021 – and the work required for the Diocesan 2030 Vision project.

Alma

Suzie Gordon reported in particular on the successful Lent Appeal to raise funds to rebuild the school in our parish Chimoio following the floods occurring during Cyclone Kenneth. The congregation had recently been treated to a video illustrating the progress being made and we continue to pray for them all during this difficult time.

Fairtrade

Susan Jacobs reported on a better year for Traidcraft and she reassured everyone that the *Real Advent Calendars* would still be available this year!

Handbells

Sheila Insley reported on another busy year for the handbell ringers during 2019 but admitted that the group had not been able to meet since March this year. It is not easy to arrange rehearsals via Zoom but attempts are being made to gather to practice a limited repertoire.

The vicar expressed his thanks to Sheila for her commitment to this group, acknowledging again how its participants embodied the *Ambassadors* initiative endorsed by the Diocese.

Plain & Pearl

This is another group which has risen to the challenges of 2020 by holding Zoom craft workshops and is planning a number of similar events in preparation for Christmas.

11. Any Other Business

There was no other business.

Robin Field-Smith proposed a vote of thanks to the clergy team: Joe, Martin, Mary, Caroline & Roz. 2020 has been the most challenging year for everyone but the team, led by Joe have ensured that communal worship has continued in many imaginative and inspiring ways. We are all immensely grateful and we will look back on this year with amazement as to what has been achieved.

The meeting closed at 9.30pm following the Grace.