

St Peter's & St Mark's, Maidenhead

Registered Charity No. 1128896

Agenda for the Annual Parochial Meetings

Sunday 24th March 2019 at 11.45am at St Peter's Church Maidenhead.

Annual Meeting of Parishioners

1. Apologies for absence
2. Approval of 2018 Annual Meeting of Parishioners Minutes.
3. Election of Church Wardens – *Jean Stevens and Ian Knight are proposed*

Annual Parochial Church Meeting (APCM)

1. Apologies for absence
2. Approval of 2018 APCM Minutes.
3. Matters Arising
4. Declaration of Any Other Business
5. Elections to the PCC
6. Appointment of Deputy Churchwardens and Stewards/Sidespeople
7. Appointment of Independent Examiners of 2019 accounts
 - *Wilkins Kennedy of Bourne End is proposed*
8. Reports on Fabric, Goods & Ornaments, the PCC, and Deanery Synod
 - *See Accompanying Report*
9. Electoral Roll Report (Adrian Young)
10. Finance Review for 2018 (Alan Berry)
11. Any Other Business (as raised at agenda item 4)

**ANNUAL PAROCHIAL MEETINGS
ACCOMPANYING REPORT
24th March 2019**

Elections to the PCC

To meet the requirement that one third of the PCC retire and are re-elected each year, we have 4 people standing for election to the PCC for the three-year term 2019-2022. These are:

Tony Bronnimann

Julie Hopkins

David Robinson

Jessica Smith

PCC Review of the Year

The PCC met 7 times in 2018. Over the year the PCC has discussed many topics, significant among them:

January 2018 - The Draft Annual Report and Accounts were approved to be sent to the independent examiners. A revised list of those authorised to administer Holy Communion was agreed for forwarding to the Bishop. Lesley Haldane (Parish Safeguarding Officer) presented the annual Safeguarding Report, and the parish safeguarding policy was approved. The recommendations of the Mission Action Group for distribution of the 2017 Mission Tithes were agreed. A small working party was formed to implement the requirements of the new General Data Protection regulations (GDPR), taking effect in May 2018.

March 2018 - The principles of future giving to our CMS Mission Link (Mark and Rosalie Balfour) was discussed. A working party was established to look at the organisation and procedures within the church office with the aim of improving efficiency. The progress on GDPR compliance was also discussed. It was agreed to offer a gap year opportunity for a suitable candidate from September.

April 2018 - A short meeting after the APCM to elect officers for the next PCC year (roles detailed above).

May 2018 - The responsibilities of PCC members as trustees of the charity were highlighted, both financially and in other matters of governance e.g. Safeguarding, Health and Safety, Collective responsibility for decisions etc. Lesley Haldane (Safeguarding Officer) explained how the Diocese has introduced a policy of a comprehensive safeguarding training for people holding different posts within the church, along with our plan for implementing this training. The installation of a new Sound System for St Mark's was approved.

July 2018 - The new curate, Kevin Colyer was welcomed. It was reported that Carol Streeter had decided to step down from her cleaning role, and was thanked for her work. Going forward, Cathy Brumage would be taking on this responsibility. Revised hire charges for the church centre were approved. David Short reported that following an advertisement for a Ministry Experience Volunteer (Gap year worker), Laura Marlow had been interviewed and had accepted the post. Howard Goldsmith reported how the office arrangements working party had identified a number of actions that could be taken to improve overall efficiency, including remote heating control, & equipping the mezzanine as a 'hot desk' area. The provision of new signage for St Mark's was approved. A revised service pattern for St Mark's was reported on.

September 2018 - Further progress by the office arrangements working party was reported and approval was given to a revised job description for the Church Centre Manager. Formal approval was given for a number of youth related and toddler events planned for the academic year 2018/19. Ian Knight reported on a Health and Safety gap assessment that he and a small team had completed significant work upon. This looked at 30 different areas to assess compliance, which items needed attention and what priority they should be given. This improvement plan was formally adopted.

November 2018 - The PCC reviewed the 'Love Jesus' element of our vision over the last 12 months. The proposed 2019 budget was discussed and then approved. A requested 2.16% increase in the Parish Share paid to the Diocese for 2019 was approved. The meeting prayed for the Children and Youth groups and gave thanks for the dedication and commitment of the current leaders. Emma Gordon-Smith, standing down as leader of Ignite at Christmas, was thanked by the PCC for her 8 years of service in this group. Alan Berry and Duncan Hopkins were thanked by the PCC for their extensive work, which had saved considerable expense, in fixing serious problems with the church boiler system. Due to the difficulties resourcing Communion services at St Mark's the PCC commended Ruth Knight our parish LLM to the Bishop, with the hope that he might grant permission for Ruth to officiate Communion by Extension when the need arises.

Deanery Review of the Year

The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church. As at 31 Dec 2018 seven members of the PCC were also members of the Deanery Synod. David Short, Joanna Ellington, Kevin Colyer, Carol Cooper, Fran Sharp, Alan Berry and Wendy Frampton. In 2018, there were 3 meetings. In addition to acting as a conduit for General Synod the Deanery Synod covered presentations and discussions on subjects such as the Parish Giving Scheme, and ministry to those with dementia.

Report on the Fabric, Goods and Ornaments

Inspections - The three yearly Parish Inspection by deanery staff was completed with the church terrier, registers and other records all checked.

St Peter's Church and Church Centre.

Significant Repairs - The Church heating boiler (16 years old) failed in the autumn and was repaired under the service agreement by British Gas, however British Gas identified a potential issue with the flue extract fan in the start-up safety checks and the boiler was shut off pending the resolution of the issue. This required extensive investigative work and appointment of a new gas service company specialising on commercial installations. This led to the boiler only being reinstated two weeks later. In the medium term the Buildings Action Group will develop a plan to replace the church boiler.

Concurrent with the failed boiler, the church centre fire alarm system was impacted by the repair of the kitchen hatch shutter motor. This resulted in major damage to the communications interface and sensors and has required meticulous investigation and fault finding over an extended period – without the assistance of our in-house experts this would have required a very expensive specialist repair.

The overhead projector used in the Church was replaced following the failure of the old unit (funded by a generous donation).

Maintenance and Small Improvements - A well supported church and garden cleaning day in the autumn progressed a number of important tasks and the removal of the foam rugby ball from the eaves above the church nave! The tower door to the chancel's lock was repaired, and improved "smart" thermostats to control the church and church centre heating were fitted. Routine checks of safety devices and equipment continue, managed by the office and volunteers.

St Mark's Church

This building is owned and maintained by the NHS, which has the benefit of removing a number of responsibilities from the PCC, and the disadvantage of having to accept NHS timescales when we would like to see work progressed. A generous legacy allowed the installation of a new sound system in 2018.

Much of the above was made possible with the very active assistance of a number of church members who have saved the church considerable expense.

The FULL Approved and Examined Annual Report and Accounts 2018 are available on the church website by clicking on the members area and choosing 'Annual Parochial Church Meeting' from the drop down menu. Also available here are the minutes from the 2018 Annual Parochial Meetings.