

**St Peter's & St Mark's, Maidenhead**

Registered Charity No. 1128896

**Agenda for the Annual Parochial Meetings**

Monday 19<sup>th</sup> October 2020 at 7.30pm noon. Online meeting, through Zoom.

*(For log-in details, please email [office@stpetersmaidenhead.org.uk](mailto:office@stpetersmaidenhead.org.uk) or call 01628 784053)*

**Annual Meeting of Parishioners**

1. Apologies for absence
2. Approval of 2019 Annual Meeting of Parishioners Minutes.
3. Election of Church Wardens – *Franzi Cheeseman and Ian Knight are proposed*

**Annual Parochial Church Meeting (APCM)**

1. Apologies for absence
2. Approval of 2019 APCM Minutes.
3. Matters Arising
4. Declaration of Any Other Business
5. Elections to the PCC and Deanery Synod
6. Appointment of Independent Examiners of 2020 accounts
7. Reports on Fabric, Goods & Ornaments; Safeguarding; the PCC; and Deanery Synod  
- *See Accompanying Report*
8. Electoral Roll Report (Adrian Young)
9. Finance Review for 2019 (Alan Berry)
10. Any Other Business (as raised at agenda item 4)

**ANNUAL PAROCHIAL MEETINGS  
ACCOMPANYING REPORT  
19<sup>th</sup> October 2020**

**Elections to the PCC and Deanery Synod**

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 and Deanery Synod for the three-year term 2020-2023. These are:

Alan Berry

Anna Holloway

Richard Thorogood

Abi Griffiths Price

**PCC Review of the Year**

The PCC met 8 times in 2019. Over the year the PCC has discussed many topics, significant among them:

**January 2019** - The annual report and accounts for 2018 were discussed and submitted for Independent Examination. The 'expenditure authorisation', 'reserves', and 'Health and Safety Policies' were reviewed and agreed. Grants to mission partners for the 2018 mission tithe, based upon recommendations from the Mission Action Group, were approved.

**March 2019** - A revised purchasing policy for the church was agreed. A PCC sub-group tasked with a salary review presented to the PCC. A balance was sought between appropriate remuneration for the high value that our staff bring, affordability, and comparison with other churches. The PCC approved salary increases. The church safeguarding policy was reviewed. The recent Quinquennial Survey report on the building was discussed. Following a planning application refusal, the Diocese had ceased any plans to redevelop the vicarage site. Moving forward there were two options: refurbish the existing vicarage, with the PCC providing additional funding to support this, or purchase a new vicarage elsewhere. Discussion of this took place, pending a future decision.

**March 2019** - A short meeting after the APCM to elect officers for the next PCC year (roles detailed above).

**April 2019** - An emergency PCC meeting to discuss the above vicarage options. After discussions the PCC agreed to support the refurbishment of the Courthouse Road vicarage, as the best possible solution for the long-term interests of the parish.

**May 2019** – With space becoming a problem at the 10am service the PCC created a sub-group to review and implement low cost short and medium term solutions. Following a roof survey by a chartered surveyor, and discussions of the report with the Diocesan buildings team the PCC authorised carrying out remedial repairs to the church roof.

**July 2019** – Church centre hire charges were reviewed. Laura Marlow had asked to complete a second discipleship year, and the PCC expressed their support. Reports were made on progress on the vicarage and roof projects.

**September 2019** - Further enhancements to the Health and Safety policy for both churches were approved, along with the creation of an Off-Site Event Approval Group (OSAG), which would review and approve appropriate events on behalf of the full PCC. This review would consider, among other things, safeguarding and health and Safety aspects of proposed activities. Following a report by RWA Structural Engineers on the North Aisle window that had been affected by historic subsidence, the PCC approved repairs subject to Faculty approval from the Diocese. Attley's Roofing would be retained to carry out the required repairs to the main church roof.

**November 2019** – The 2020 budget was approved. A restricted fund would be set up to allow people to contribute explicitly towards upgrades to the AV system and the Church lighting. To support and strengthen the implementation of our vision, news of two new appointments for 2020 were received: Emma Dobson as Children's Worker, and Carol Cooper as a non-stipendiary training curate. The Children's Worker post has two main elements: Discipleship (including midweek/Sunday activities and parenting for faith), and Mission (schools work and general outreach within the area).

## **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 2019 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 2019, there were 2 meetings. In addition to acting as a conduit for General Synod, the Deanery Synod covered presentations and discussions on subjects such as Appreciative Enquiry and the Diocesan Common Vision.

## **Safeguarding Review of 2019**

The church has applied the required safe recruitment guidelines when new volunteers who will work with children and vulnerable persons have been appointed. Around 60 church members working with children and vulnerable adults or involved in administration and governance of the church have now been DBS checked.

The training of church members in the new diocese safeguarding training modules that are appropriate to their roles has continued and is generally on track, although a few individuals remain to be trained before we are fully compliant with the required training curriculum.

In September 2019 a new PCC Sub-committee called the "Off-site activity approval group" (OSAG) was formed to review all off site activity planning documents and risk assessments involving vulnerable persons. The OSAG approve the majority of these activities on the PCC's behalf, although higher risk activities are still taken to the full PCC for final approval.

After five years as Parish Safeguarding Officer, Lesley Haldane who has overseen the development of the Parish's safeguarding processes and systems with great professionalism stepped down at the March 2020 PCC meeting and has been replaced by PCC and OSAG member Lucy Bellinger. Many thanks to Lesley for her faithful work in this vitally important area, and for agreeing to continue to administer DBS approvals for another 6 months to facilitate the transition.

## **Report on the Fabric, Goods and Ornaments (for 2019)**

### **St Peter's Church and Church Centre.**

*Significant Repairs* – As identified in the Quinquennial report

- Repair work to the main church roof was completed using a cherry picker for the South side and scaffolding for the North. A number of tiles were replaced and flashing repaired. This work also enabled us to study the roof at close quarters. This investigation concluded that the roof has at least 5 years life left, although planning for roof replacement in the coming decade may be required. The opportunity was also taken to fit pigeon spikes to the windowsills of the west and east tower louvre windows. We would like to thank Howard Goldsmith and Tony May for their work in planning and organising these repairs and for Alan Jell for his advice and input.
- The PCC began work with the Diocese and a specialist contractor to effect repairs to the penultimate window of the church's North aisle which is unstable having been impacted by historical settlement of the church's north wall. This work requires full Diocese Faculty approval and has been scheduled for 2020.

### *Other repairs*

- The church centre fire alarm system which was impacted by the repair of the kitchen hatch shutter motor is now fully operational with the one remaining issue relating to a spurious error message on the Alarm panel fully resolved. Our thanks go to Alan Berry for his skill and perseverance resolving this issue.
- An in-house repair of the main paved path to the church was completed to address the subsidence caused by vehicles. Like the repair to the fire alarm, this in-house work saved the church significant expense. We extend our thanks to Howard Goldsmith and Alan Berry for their work on this.

*Maintenance and Small Improvements* – A number of minor repairs and improvements have been implemented during the year overseen by Sandy the church centre manager and often supported by suitably skilled members of the congregation. Routine checks of safety devices and equipment continue, managed by the office and volunteers. We would like to thank Andrew Fleet and Alan Berry for their continued help with maintenance and repairs; Brian Belcher for his routine checks; and Howard Goldsmith for his work chairing the Building Action Group, the team that oversees work to the church fabric.

### **Courthouse Road Vicarage.**

The Diocese of Oxford decided to abandon its plans to develop the vicarage site when its second planning application for two new homes on the site was rejected by RBWM council early in 2019. In consultation with the PCC it was agreed that the Diocese would refurbish the existing vicarage in order to allow David and his family to move into Courthouse Road in the summer holidays. In concert with the Diocese's work, the PCC have taken the opportunity to make a number of additional improvements that could best be executed in conjunction with the other improvements to help ensure that the Vicarage can meet the needs of the parish now and in the future, as an attractive and manageable family home.

### **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.

St Mark's was incorporated into the scope of the PCC's Health and Safety Policy in Sept 2019. In preparation for this Wendy Frampton and Ian Knight undertook a gap assessment to examine where St Mark's stands in terms of health and safety management. As a result of this we have been in contact with the Hospital authorities to explore and clarify a number of issues associated with safety and building maintenance.

In the autumn of 2019, the RBWM Council included parts of the St Mark's site as a potential development area for housing in their area plan. We have been assured by the Council that St Mark's, as a working Church and listed building, will be retained and incorporated into the development plans and the PCC will continue to monitor developments and input in to the RBWM planning process as required.

**The FULL Approved and Examined Annual Report and Accounts 2019 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 2019 Annual Parochial Meetings.**