

St Peter's & St Mark's, Maidenhead

Registered Charity No. 1128896

Agenda for the Annual Parochial Meetings

Monday 29th April 2024 at 7.30pm, St Peter's Church.

Annual Meeting of Parishioners

1. Apologies for absence
2. Approval of 2023 Annual Meeting of Parishioners Minutes
3. Election of Churchwardens – *Marlene Alexander (Bryant) and James Ka Leung Law are proposed*

Annual Parochial Church Meeting (APCM)

1. Apologies for absence
2. Approval of 2023 APCM Minutes
3. Matters Arising
4. Declaration of Any Other Business
5. Elections to the PCC
6. Appointment of Independent Examiners of 2024 accounts – *Verdant Accountants are proposed*
7. Reports on Fabric, Goods & Ornaments; Safeguarding; the PCC; and Deanery Synod
 - *See Accompanying Report*
8. Electoral Roll Report (David Short on behalf of Adrian Young, Electoral Roll Officer)
9. Finance Review for 2023 (Brian Giddings, Treasurer)
10. Any Other Business (as raised at agenda item 4)

ANNUAL PAROCHIAL MEETINGS
ACCOMPANYING REPORT
29th April 2024

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 2024-2027. These are:

Lucy Bellinger

Claire Bronnimann

Franzi Cheeseman

Ruth Knight

PCC Review of the Year 2023

The PCC met 6 times in 2023. Over the year the PCC discussed many topics, significant among them:

January 2023 – At this meeting Brian Giddings was elected to the PCC and appointed as Treasurer, following the resignation of Alan Berry, who was thanked for his many years service. The annual report and accounts for 2022 were discussed and approved for submission for Independent Examination. Approval was given for the closure of a number of restricted funds, which had fulfilled their purpose, were no longer relevant to current activities or had been superseded by other funds. Approval was given for the addition of bank signatories and facilities, following the change of Treasurer and appointment of a Finance Assistant. The allocation of the 2022 mission tithe and the list of those authorised to administer Holy Communion were approved. A Youth weekend away was approved. The Safeguarding Policy and Recruitment of Ex-offenders Recruitment Policy were approved along with a new Use of Social Media Policy. Following discussion, a Diocesan Development Fund grant offer towards a project to appoint a part-time International Minister and a part-time Youth Minister was accepted by PCC.

March 2023 – The mission partners for 2023 were approved. The independently examined annual report and accounts for 2022 were approved for submission to the APCM and financial policies, including Legacy, Reserves. Authorisation Levels and Purchasing were reviewed and approved. Approval was also given for a new restricted fund to hold Diocesan Development Fund grant payments. A 6.1% pay increase for staff and increased PCC fees were also approved. The annual safeguarding review took place. Lists of approved church and non-church activities were approved along with the safeguarding action plan. PCC carried out a practical exercise to consider changing the orientation of the worship space in St Peter's Church to facilitate growth. The meeting also approved the deputy wardens, stewards and sidespeople for 2023.

May 2023 – A clarification to the wording of the administrative section of the annual report was approved. The updated Safer Recruitment Process was also approved. The Commitment Sunday response was shared and enables PCC to move ahead with confidence and humility. Plans for St Mark's Hospital Church 150th anniversary celebrations were outlined. Howard Goldsmith, Abi Griffiths Price, Anna Holloway and Richard Thorogood were thanked for their work on the PCC, as they would be standing down at the APCM. An extended time of worship and prayer was held for our Children's and Youth Minister vacancies, our outreach activities and our staff and thanks were given for God's generous provision and the many areas of growth.

July 2023 – This meeting included a shared meal to welcome new members of the PCC and to thank existing members for their support and service. The role of PCC was presented, with reference to two documents, which had been circulated as pre-reads: an Introduction to the PCC and a PCC Code of Conduct. Comments were invited. PCC transparency was discussed. The officers for this PCC were elected and membership of the Standing Committee was agreed. An update on plans to upgrade AV equipment was presented and PCC asked for the team to proceed with phase 1. Positive feedback on the CollecTin trial was received. Increases in room hire charges, effective 1st September, were approved.

September 2023 – The annual health and safety review took place and the updated Health and Safety Policy and Improvement Plan were approved. A time of small group discussion, followed by feedback to the whole PCC and further discussion took place to consider how we might fill our vacancies for a full-time Children’s Minister and part-time Youth Minister. Ideas were recorded for consideration and follow-up.

November 2023 – A recruitment update for our Children’s/Youth Minister vacancies was shared. Approval was given for a part-time Facilities Manager role for the church centre. Standing Committee were authorised to manage the interface for this appointment to be combined with facilities management of Furze Platt War Memorial Hall. A one-off bonus was approved for PCC staff in recognition of the additional workload that had arisen due to staff vacancies. The draft budget for 2024, including the Parish Share, was approved. Following a review and benchmarking of PCC fees, it was agreed not to increase our fees for 2024 except for our heating surcharge.

Deanery Review of the Year 2023

The Deanery Synod provides the PCC with an important link between the parish and the wider structures of the church. As of 31 Dec 2023 seven members of the PCC were also members of the Deanery Synod: David Short, Joanna Ellington, Carol Cooper, Marlene Bryant, Martin Flynn, Brian Giddings and Sandy Young. In 2023 there were three meetings. In addition to acting as a conduit for General Synod, the Deanery Synod also shared experiences of studying the Bible and providing online church and received updates from the General Synod on topics including Living in Love and Faith and safeguarding. Deanery Synod also heard from Bishop Olivia, Bishop of Reading, about her thoughts on the current state and the future of the church.

Safeguarding Review of 2023

The PCC has discussed, reviewed and approved several safeguarding documents over the year including the following:

- Parish safeguarding policy (which takes account of “Promoting a Safer Church”)
- Safeguarding action plan
- Procedure for dealing with safeguarding concerns
- Policy on recruitment of ex-offenders

- Safer recruitment and people management process
- Lists of church and non-church activities
- Use of social media policy

The Church has applied the required safer recruitment guidelines when new volunteers, who will work with children, young people and vulnerable adults, have been appointed. Leaders and helpers working with children, young people and vulnerable adults or involved in administration and governance of the Church continue to be checked with the Disclosure and Barring Service (DBS); long-standing group leaders and helpers have been reviewed when required.

The training of volunteers in diocesan safeguarding training modules that are appropriate to their roles has continued, as has refresher training for those already in roles.

The Off-Site Activity Approval Group (OSAG) continues to review all off-site activity planning documents and risk assessments involving vulnerable persons. The OSAG approves the majority of these activities on the PCC's behalf, although higher risk activities are still taken to PCC meetings for final approval.

We have progressed to the top level on the Safeguarding Dashboard, which is an online system to streamline safeguarding administration and governance. It makes life simpler for the Parish Safeguarding Officer as it shows an overview of the parish at a glance and can be shared with the vicar and churchwardens.

During the year we were given the opportunity by the Diocese to start using the Safeguarding Hub. This is a new online tool which enables all aspects of safer recruitment and training requirements to be recorded in one place. Work is on-going to transfer all our existing data relating to DBS and safeguarding training onto the new Safeguarding Hub which in time will make the recording and storing of this information simpler, secure and more efficient.

Lucy Bellinger continues in the role of Parish Safeguarding Officer (PSO) and has also taken on the role of DBS Administrator and as such is responsible for the administration of DBS applications, with assistance from Sandy Young as DBS Verifier.

Report on the Fabric, Goods and Ornaments 2023

St Peter's Church and Church Centre.

Energy Efficiency: The report from the Energy Audit carried out in 2022 at St Peter's was received in 2023. We have actioned a number of these easy to implement improvements. It is also recognised that the church heating system is over 15-years old, relatively inefficient and increasingly unreliable. Therefore, over the next few years we foresee a need to develop a plan to replace the existing boiler. This is complicated by climate considerations and the difficulty in developing a viable renewable energy heating solution for a poorly insulated, listed building. A new heating system could be installed in concert with any roof project undertaken over the next 10 years, to deliver improved insulation levels. If the existing heating system does not last until roof work is undertaken it is likely that we will need to install a final natural gas fired heating solution before climate regulations are likely to prohibit continued use of natural gas boilers.

Audio-Visual: Mike Weatherley and David Robinson have replaced our analogue sound desk with a digital unit as the first phase of a program to upgrade our audiovisual system in St Peter's church. Further work will follow over the next 12 months as the team move on to phase 2 of the program, which the PCC are overseeing. Many thanks to Mike and David for their work and the significant improvements we have already seen and to those who gave one off gifts to fund this work during the 2023 Stewardship campaign.

Kitchen: As the kitchen is now 10-years old we are seeing an increased number of issues with some of the equipment items. These are being fixed as they arise, following investigation of the most cost-effective repair/replacement options.

Plans for the coming year

Safety: Work is needed to make access through the tower roof hatch at St Peter's easier by addressing the weight of the hatch to facilitate safer access from the internal ladder. This work is a priority for the PCC in 2024.

Church Centre: A longstanding, troublesome and intermittent roof leak remains to be fixed in the Church Centre. The general problem area has been identified and work is in hand to try and identify the specific joint or weak area that is allowing water to penetrate. We would welcome hearing from anyone with personal (or family connections) with experience/knowledge of troubleshooting PVC roof membrane (Sarnafil) joints.

Quinquennial Report

This inspection by a Diocese Approved Conservation Architect is required every 5 years and is due in 2024. Associated with this, a number of repairs are also now necessary including maintenance of internal doors, replacement of the South Aisle Gutter run and maintenance to the north aisle gutter system together with areas of masonry repointing and internal decoration – the Wardens and PCC will mobilise Church Family members to assist with these tasks in 2024, as appropriate.

St Mark's Church

This building is owned and maintained by the NHS, which has the benefit of removing several responsibilities from the PCC, but also slows the pace at which opportunities can be progressed. During 2023 the overhead gas fired heaters failed, requiring the church to meet in a Seminar room in the hospital. This issue is being overseen by the NHS Estates Team. Investigations and potential solutions are being worked up by the Estates Team. We continue to apply pressure to work towards a long-term heating solution.

Anyone within the church community with an interest in building maintenance, who would like to be involved in progressing any of the above, are encouraged to speak to David Short or Ian Knight.

The FULL Approved and Examined Annual Report and Accounts 2023 and the minutes of the 2023 Annual Parochial Meetings are available on the church website at <https://www.stpetersmaidenhead.org.uk/governance>