

St James Church Styvechale
Annual Parochial Church Meeting
7.30pm 3rd April 2017

The meeting was opened with worship

Annual Vestry meeting

1. Apologies for Absence

These were received from: Caroline Peck, Noel & Judy Thomas, Pete & Julie Mottershead, Jenny & Jonathan Williams, Claire Bradshaw, Ellie Hollings, Tina Watkins, Rachael Hansford, June Kiernan, Peter & Gwen Wells, Ruth Wood

2. Approval of the Minutes of Annual Vestry Meeting 2016

Amendments

At item 2, the name of Paul Coppard was added in the place of the two question marks

At item 11b, the name of Dion Ellis-Taylor was added in the place of the two question marks

The minutes were then proposed as an accurate record of the Minutes of the Vestry Meeting on 25th April 2016

Proposed by Geoff Carr, Seconded by Sheila Butler. Carried with no abstentions or votes against

3. Election of Churchwardens

Before proceeding with the election, Josh thanks Jonathan Butler for his service as a church warden over the past four years, particularly his support and the contribution he made from the wealth of his experience at St James Church. Jonathan was presented with a gift on behalf of the church.

Gill Makin and Tim Latham had been nominated for the post of Church Warden

Ivor Wood asked if the meeting could be introduced to Tim as some people did not know him.

Tim was introduced to the meeting and spoke about his time at St James, from being a Nexus student to permanently moving to Coventry to work at Cheylesmore Community Centre. He has recently changed jobs to become the Dean's Administrator at the Cathedral.

As there were no other nominations, Josh asked the meeting if they supported the two candidates. The meeting voted overwhelmingly for this with no abstentions or votes against.

Annual Parochial Church Meeting

1. Approval of the minutes of APCM 2016

The minutes were proposed as an accurate record of the last APCM meeting which was held on 25th April 2016 with the caveat of the amendments made at item 1 above.

Proposed by Lesley Cross, Seconded by Andrew Gillham. Carried with no abstentions or votes against

2. The Reports

a) Electoral Roll (Gill Makin)

Gill Makin gave a statement about the Electoral Roll.

The number on the roll at the APCM in 2016 was 176

We remembered two of our members who had died - Cecily Bell and Molly Badger.

Six other people had left the roll by moving away. Five new people had been added to the roll.

For today's APCM there are 173 people on the roll

a i) Safeguarding report (Caroline Peck)

Gill Makin read out the Safeguarding report written by Caroline Peck, Safeguarding Officer who was unable to attend. (attached as Appendix 1)

There were no questions.

b) Annual report and financial statements (Written)

Roger Graham addressed this report at item (d)

c) Fabric Report (Chris Hollings)

Chris briefly mentioned the works carried out this year - Vestry Redecoration and new heating, redecoration of the church porch, Replacement of the fire exit doors at the Grange, and repairs to the main entrance doors at the Grange.

The church signage was about to be refreshed with new signs around the whole of the site. Chris thanked Ben Goulding-Huckle and Geoff Makin for their work on this.

Also looking ahead Chris talked about the possible developments of our buildings following a survey carried out in 2016 of our current use and need. The following matters were highlighted in the survey

- The issue of having a worship space and coffee/meeting area
- The need for better toilet facilities in the church
- Improvements to the heating and lighting in the church
- The need for storage space in most of our buildings
- Improved space for our children and young peoples work.

These matters had been discussed at the PCC and it was likely that there would be a consultation in late Spring or early Summer on these matters.

It is a big issue. The One Thing vision helps us look at the 'House of the Lord'. It's important for our mission.

Questions

- Jan Peck asked about the paths around the church which were uneven. Chris agreed to look at this.
- Sue Walmsley asked about access for wheelchairs. Chris advised the meeting that new signage would be placed at the front directing people with poor mobility to the rear entrances which were suitable for wheelchair.
- Candy Gillham complimented the screen and projector set up in the church hall which she had found very easy to use.
- Ivor wood asked about the state of the Apse Chapel. Josh advised the meeting that it was currently being used to store a number of items but was scheduled to be sorted out in the coming year

d) Treasurer's Report (Roger Graham)

Roger started by thanking Anthony Nugent for his hard work as Treasurer for most of 2016 and also the work of David Spafford, our independent examiner.

A copy of the financial report is on the Church Website.

Roger talked through a summary of the report using helpful PowerPoint slides.

Overall expenditure of £159k

Biggest proportion is our parish share to the Diocese £63k

Property (maintenance, heating, lighting etc for the three buildings and grounds) £47k

Administration £25k (office costs and salaries)

Worship Ministry and Mission £13k (see comments later in the report)

Outward giving £11k plus the £9k from the Gift Day

Overall Income of £155k

Giving by members £94k plus £20k of tax recovered from those who give through Gift Aid.

Rent and lettings from the Church, Halls and Watercall Avenue £34k

Fees and other income of 7k

Roger commented that another element of our giving was our time. This is why the expenditure on Worship, Mission and Ministry is so low. He has calculated that even at minimum wage, our volunteers give around £100k worth of time to the work of the church

Assets and funds remained fairly similar to last year

Fixed assets - Watercall Avenue, equipment and fixed items £285k

Reserves at £95k and Restricted funds at £11k

Reserves

Roger then outlined the newly adopted policy on reserves which was approved at the last PCC meeting, aiming to reduce the level of reserves to 3 months operating costs with other funds being released for projects and initiatives.

Questions

- Martin Hansford asked whether our other 'fixed assets' e.g. the Halls, had any value. Roger advised that there were some hall contents included in the Assets figure
- Lesley Cross thanked Roger on behalf of the meeting for a very informative and clear presentation.

e) Discipleship Team Report (Andrew and Candy Gillham)

Candy Gillham reported on behalf of the Discipleship group.

Candy talked about the need to figure out what it means to grow as disciples. It's not a course, it's a lifelong learning experience. The Element course had been a great journey for the 30 people who attended (some coming on from Alpha, 2 Home groups and others) Feedback had been really positive and there were lessons to be learned when it's time to run the course again.

The focus of the group is now moving to small groups with a view to developing this ministry in the church.

Questions

There were no questions

Vicar's Report

Josh Maynard outlined our journey over the last couple of years. Walking together, one step at a time. He talked about the church being like a jigsaw with no edges, where growth could happen in any area but that all the pieces fit together. Lives are being changed and people are being encouraged. Much of this was outlined in the Vision leaflet sent to everyone in the last few weeks.

Josh thanked

- everyone for playing their part in the vision and mission of the church
- He particularly thanked Carol Newborn who would be moving on soon to a new role. He thanked her for her energy which she poured into the community over many years.
- Barbara Carr, our lay reader, who leads the ministry at the Grange
- the Church Wardens, Gill Makin and Jonathan Butler for all their hard work and all their skills that they had brought to the role, helping to bless the church
- Area Team Leaders for encouraging growth
- The staff team for their support
- and the PCC for overseeing good governance
- Ministry Leaders and the Preachers and Services Leaders, all who add value to our life as a church.

Looking forward Josh briefly talked about the 'One Thing' vision which is our focus this coming year.

Make Space for God - as we look to develop our buildings

Signposting to God - as we also look to improve signposting to the church

Caring for others - as we seek to develop our Pastoral Care

Potential Children and Families Worker - looking to release the potential of future generations

Mobilising Disciples - as we use the Hearts to Serve Course

Drawing near to God - as we develop our Small Groups

Celebrate the past - build for the future. Focus on Him - the One Thing

General matters and questions

Q: Jan Peck asked how often Element meets.

A: It has been run once for 10 weeks. It may run again in December 2017 - Feb 2018.

Q: John Scouller. Has the PCC discussed the space requirements of the church in the light of the proposed housing development between Finham and the A46 ?

A: The Community and Evangelism Group will have a look at this

Q: Ivor Wood asked whether we were more inward looking as a church, not taking part in World Day of Prayer, Lent Groups, Christian Aid lunch.

A: In our first teaching series we looked at IN/OUT/UP. We are very much part of a bigger church. Josh meets with other church leaders at the Hope meetings and at City Prayer and Praise. We are definitely engaging with other churches. We will look at Ivor's comments.

Q: Martin Hansford asked about the timing of the APCM and whether more would attend on s Sunday after the service.

A: Josh advised that we currently prefer a Monday evening when we can take time to explore things together, although the issue is always under review. Derek Peck commented that he preferred having the quiet space on a Monday evening to concentrate on the business issues.

Q: Ivor asked about the paperwork for the evening, that there didn't seem to be enough copies and that it wasn't available early enough.

A: We will look at how early the paperwork and accounts are made available next year. There were sufficient copies of the documents at the meeting.

3. The Election and Appointments

a) Members of the PCC

The following people were nominated for the PCC

Sheila Butler, Geoff Carr, Lesley Cross, Caroline Gillham, Cat Goulding-Huckle, Roger Graham, Martin Hansford, Chris Hollings, Caroline Peck.

Josh asked if there were any more nominations. None were forthcoming.

As the number of candidates nominated was not greater than the number of seats to be filled, the candidates nominated were declared elected.

Josh thanked Derek Peck for his many years of service on the PCC and we record our vote of thanks.

Martin Hansford asked if we were electing people to the PCC for a three year period. Josh advised that at present we are electing people for one year and the matter was still to be discussed at PCC.

b) Members of the Deanery Synod

Last year the representative were Sheila Butler, Keith Binks and Christine Binks.

We record our thanks for their service in this role.

Sheila Butler is willing to serve. Josh asked the meeting if anyone else would like to be a Deanery Synod representative. Barbara Carr offered to serve in the role.

As the number of candidates nominated was not greater than the number of seats to be filled, the candidates nominated were declared elected.

c) Approval of the Sidesmen

8am	10am	5pm	Grange
Chrissie Ayres	Roger Graham	Claire Cooke	Barbara Carr
Lesley Cross	Julia Graham	Joyce Russell	Geoff Carr
Chris Hollings			Pauline Carson
Jim Jenkins			Tom Binks
Nita Newman			Anne Dowdall
Janet Prichard			Dorothy Mallett
Anne Tyzack			Derek Peck
Bill Warren			Marion Scott
Ann Roberts			Chris Spooner
			Anthony Weaver

There are other people who volunteer as Sidesmen but only those on the electoral roll can be officially appointed

It was proposed that these people be approved as Sidesmen for the coming year.

Proposed by Barbara Carr, Seconded by Sheila Butler. Carried with no abstentions or votes against

d) Approval of the Independent Examiner

It was proposed that we appoint Mr D W Spafford as Independent Examiner for the coming year.

Proposed by Ray Watkins, Seconded by Derek Peck. Carried with no abstentions or votes against

4. Prayer for the new PCC

The newly elected PCC members were invited to the front and were prayed for.

The meeting finished with worship

Appendix 1 Safeguarding Report

"As part of the Christian Church living in the spirit of the Gospel, we are committed to protect and care for everyone in the church community, but especially adults at risk and children."

Safeguarding Officers: Caroline Peck, Lesley Cross, Geoff Carr

The Safeguarding Officers work under the authority of the PCC. Caroline Peck takes the lead role for safeguarding within the parish working closely with the Vicar on any issues and under the guidance of the Diocese.

We follow legislation, guidance & recognised good practice.

A Safeguarding Team has been examining and updating St. James Safeguarding Policies based on the Diocese Safeguarding Policies and with the help of the Diocese Safeguarding Team. Thank you to Corrine Manger, Rachael Hansford, Claire Bradshaw, Cat Goulding-Huckle, Lesley Cross and Geoff Carr for their contribution to this ongoing work of monitoring and reviewing our safeguarding procedures.

The Team has developed a pack, which is to be distributed to all Ministry Team Leaders and is available on the noticeboard at the back of church.

The St James website has a section on Safeguarding, which includes:

- St James Safeguarding Policy
- St James Safeguarding Parish Statement
- Cause for Concern Flowchart
- Cause for Concern Form

At the end of each month Claire Bradshaw runs a report detailing any outstanding DBS checks. Claire & I then contact anybody with an outstanding DBS check to ensure all volunteers have completed their checks. The last report was run at the end of February and at that time, there were 7 DBS checks outstanding.

It is essential that all volunteers attend Diocese Safeguarding Training and over the next year, we will be ensuring that all volunteers have undergone Diocese Safeguarding Training.