

Parish of Holy Trinity and St. Mary's, Guildford

Minutes of the Annual Parochial Church Meeting

Held via Zoom

Sunday 5th April 2020 at 10.30 am

Explanatory note.

The APCM was due to be held on March 29th, following the usual pattern with the Rector's sermon being his annual report, and a meeting in the Trinity Centre. The Covid-19 outbreak meant that churches were closed and meetings were banned. The meeting was postponed for a week to give time for alternative arrangements to be made.

On 4th April 2020 there was a Zoom meeting involving 23 PCC members to agree arrangements for the APCM. We unanimously agreed that it was right to hold the meeting on 5th April 2020, and that this can be done by Zoom. All the Parish List (including all on the Electoral Roll) have been given details about participating in the meeting. We also agreed to hold the necessary elections through this Zoom meeting: for church wardens, PCC members and Deanery Synod members. The APCM will discharge all the parish's obligations including reception and scrutiny of the parish annual report and accounts, reception of a safeguarding report and adoption of a new Electoral Roll.

The agenda and all the reports were published on the parish website, with the understanding that they were to be taken as read.

Voting was done by using digital icons, or raising hands. It was impossible to count, but there was a clear majority for each vote, and no-one made any objections.

	<p>Chair: Robert Cotton</p> <p>Secretary: Mary Alexander</p> <p>Numbers present: 75</p> <p>Rector's annual review: it was not possible to give this in the normal way. It is referred to in section 15.</p>
1.	<p>Welcome. Robert welcomed everyone and gave instructions for conducting the meeting in this new and unfamiliar style. He thanked everyone for their response to the crisis, particularly the choirs and those providing online prayers, which have meant that the churches can continue to be a beacon of hope. He opened the meeting with a prayer.</p>
2.	<p>Apologies for absence: none given</p>
3.	<p>The minutes of the meeting on 7th April 2019 were accepted.</p>
4.	<p>There were no matters arising.</p>
5.	<p>Churchwarden's reports.</p> <p>a) St. Mary's: Paper 1</p> <p>Steve Palmer (who is standing down this year) spoke about the last year as an extremely busy time, with high points such as Guildford Methodist Church funding the final phase of the works at SM in full. Another high point would have been the visit of the Archbishop of Canterbury in March, which was postponed because of the</p>

	<p>virus. Steve referred us to the APCM papers on the website for further details, and is happy to answer questions by email. He noted that Phase 5 at SM was on hold at present, but that he was very pleased with the situation overall. The future of SM is secure, and he felt it a great honour to be able to preserve the church for another generation. He is very grateful for the foresight shown by all involved.</p> <p>Robert had been very encouraged by the fact that Steve agreed to serve for one year as churchwarden initially, but cheerfully extended this each year until his 3 year term was up. His service was exemplary.</p> <p>b) Holy Trinity: Paper 2</p> <p>Stephen Marriott (who is standing down this year) referred us to the written report, which lists the churchwardens' thanks to everyone who helps them, hoping that they all feel appreciated. He is grateful for everyone's gracious responses to requests for help. Being churchwarden has been a privilege, and it was a joy to work with Yvonne Cameron, then Tricia McIntosh: he thanked Helen Parkinson who is standing as the new warden.</p> <p>Tricia also thanked everyone who helped at HT, and Stephen for whom she had written a poem beginning 'King of the spreadsheet ...' which she recited.</p>
6.	<p>Elections:</p> <p>a) Churchwardens. There were two nominations for two posts, so Jenny Nockolds was elected churchwarden for SM and Helen Parkinson for HT.</p> <p>b) PCC representatives. Robert thanked Sara Gillingham, David Uzzell and Anthony Jacques who were standing down.</p> <p>There were 9 vacancies, to which Charlie Alcock, Catherine Antcliff. Chloe Benson, Andrew Chastney, John Hawksworth, Jane Hedgecock, Charles Howes, Bill Latto and Nicky Mathews were elected. A vacancy for 2 years was filled by Mary Alexander, and one for one year will be filled by Angus McIntosh for perhaps 6 months while he finishes off various buildings projects. There were no other nominations.</p> <p>c) Three new deanery synod members were needed. Carolyn Graham, Alwyn Marriage and Maggie Perrins were elected, there being no other nominations.</p>
7.	<p>Appointments:</p> <p>a) Auditors. Rogan (Treasurer) confirmed that we were happy with Alliot's, the current auditors. Anthony Jacques proposed that we continue to use them, seconded by Yvonne Cameron.</p> <p>b) Sidespeople. The meeting was reminded that sidespeople are no longer elected at the APCM, but appointed by the PCC. The current ones will continue in post.</p>
8.	<p>Annual Report and Financial Statement 2019:</p> <p>This is all set out very clearly on the website. Rogan thanked Lucy Harris (Assistant Treasurer) in particular, for her support during what had been personally a difficult period. Rogan asked for questions to be emailed to him. The 2019 figures are dominated by the building work at SM, the initial phases of which were completed within budget and within the time-scale. Inevitably, there was a lot of explanation about how Covid-19 would affect 2020's figures. This is made clear in the last two slides of the report. Originally a deficit of £17,000 had been forecast for 2020, to be addressed by a Planned Giving campaign and a focus on letting income but this outlook has deteriorated with the virus. Potentially there could be a loss of income of £82,000, which would wipe out the General Fund reserves.</p>

	<p>There are few opportunities for making cost savings. Staff will continue to be paid 100%, and the government's furlough scheme will be used where possible. Outward Giving will continue, focussing on local charities and needs. The diocese has been asked to review the Parish Share. All discretionary spending has stopped. The new sound system at HT, the Trinity Centre windows and Phase 5 at SM have all be suspended and will be reviewed.</p> <p>The Planned Giving renewal campaign has been deferred. Thought is being given as to how those not in it might continue to give while the churches are closed. Everything is being done to minimise financial risks, while being sensitive.</p> <p>In reply to a question about restricted funds. Rogan explained that they were donations for specific purposes, such as the SM Fabric Fund. However, the Charity Commissioners have already confirmed that Restricted Funds can be released from their restriction should unrestricted funds not be sufficient in the present situation. Should this be required in HTSM any restricted funds utilised would be considered as internal borrowings and would be repaid form future fund-raising campaigns.</p> <p>Clare Sylvester, Outward Giving, asked the people who are the parish links with charities to find out what was needed.</p> <p>Robert thanked Rogan for a very clear presentation, and thanked all the Finance team. The diocese had been pleased to hear a realistic understanding of the situation, helped by clear thinking.</p> <p>There had already been some communication with charities, which will be reported in the next newsletter. We are very keen to help local charities with what has been promised. Robert thanked Emma Humphreys, a GP, who had just joined the meeting, expressing admiration for all front-line health workers, and pleasure that Emma is part of our community.</p>
9.	<p>Planned Giving. There was nothing more to add to the written report, paper 4.</p>
10.	<p>Buildings: Paper 5. Angus was thanked heartily, with applause. He in turn thanked all who had helped him over the last 9 years: the Committee, the fund-raisers especially Graham Gibson and Venetia Howes, and all who contribute to the Big Appeal. He will continue on the Buildings Committee for this year, though it is now uncertain what will happen about the major building projects. His final thanks were for Robert, for being tolerant and supportive.</p> <p>Robert noted that how important it was that our buildings are cared for and that people can meet with God in them, and that this is valued in the town. Angus will be taken out to dinner at some point by Robert and Stephen.</p>
11.	<p>Children and Young People.</p> <p>a) Children and Young People's Committee. Paper 6. Phil Hancock reported that work with children had been very successful prior to Covid-19, and that Café Club was now being held online. Plans for the 15+ age group were on hold until September. Links with Sandfield School continued to be good, such that they held their school carol service in HT. All the helpers were thanked, including new members of the committee, Ginnie Gregory and Tom Pote, and Pippa for the links she makes with the families of the children.</p>

	<p>Robert told the meeting that he had thanked the staff of Caffè Nero for hosting the children: Phil was very pleased that this had been done.</p> <p>b) Holy Trinity Pewley Down School: Paper 7. Anna Earl, the PCC governor of the school, had written that HTPD valued the support of the parish: as congregations and as the two buildings, which were a resource of encouragement and variety.</p>
12.	<p>Electoral Roll. Paper 8. The paper on the website was not the current position: the correct one will be added in due course. Last year there were 200 on the roll; since the review there are 224 – 22 new members and 2 who have turned 16 (the minimum age).</p>
13.	<p>Deanery Synod, Diocesan Synod and General Synod. Paper 9.</p> <p>a) Carolyn Graham had nothing to add to the written report. Robert thanked her, and remarked that her presence at General Synod was appreciated by many.</p> <p>b) The resolution to dis-apply the limit to the number of terms which may be served on deanery synod was agreed (i.e. members are not restricted to 6 years).</p>
14.	<p>Safeguarding. Paper 10. This is very important for the whole of the C of E. Sarah Stewart and Grayson Jones are responsible for it. Several groups within the parish appreciate their advice.</p>
15.	<p>A flourishing parish, an active ministry.</p> <p>a) Robert endorsed Steve Palmer’s remarks about SM and thanked GMC and Common Ground for making SM a special place.</p> <p>b) He is grateful to the Premises Planning Group which keeps people working together behind the scenes, so that the use of the buildings runs smoothly.</p> <p>c) He has not had a chance to speak to Sharron Dinnie in Kwasa since South Africa was locked down and the schools closed, but will do so to express our continuing support. Families rely on the school for food etc which is greatly needed. The planned 2020 visit from HTSM is on hold, but it is hoped that when travel is possible some link with Kwasa can be made. Jane Hedgecock has emailed Sharron who is very worried about the children. Remote teaching is not possible, and we are asked to keep Kwasa in our prayers.</p> <p>d) Our choirs are very important for our worship and relationships. Mary Perrins expressed her gratitude, and thanks to the choir directors.</p> <p>e) Lay-led services have moved smoothly online since Covid-19. Stephen and Anne Marriott and the contributors were thanked. Pause to Pray is much appreciated.</p> <p>Robert thanked the clergy team who work courageously, gently and graciously. Things would not be the same without them: Tom, Brian, Rod, Jonathan and Helen.</p> <p>He thanked all the participants in the meeting.</p>
16.	<p>Mike Bishop thanked Robert for his leadership, compassion, teaching and insights. He expressed appreciation for the great range of his work, his skill in joining things together so that everyone is valued. He applauded his leadership in keeping the community active. He also spoke warmly of Hilary Cotton. In the fresh challenges we face it is good to have someone of Robert’s calibre.</p> <p>Robert thanked Mike, and looked forward to our first Sunday together again. The meeting ended with the Grace. It closed at 11.29.</p>