

Church of St. Clement of Alexandria, Castle Bromwich

Minutes of Annual Parochial Meeting

Sunday, 28th April 2019

Chair: Rev. Stuart Carter

1. Appointment of Secretary

Linda Pemberton agreed to continue in the role of Secretary – Proposed by Anne Daniels, seconded by Gail Jeffery. – All agreed.

2. Appointment of Churchwardens

Both Gail Jeffery and Annette Somen agreed to continue in their roles as Churchwardens. Also Alison Haywood and Martin Scyner agreed to continue in their roles as Deputy Churchwardens for the coming year. –All agreed.

3. Apologies

There were no formal apologies received.

4. Minutes and Matters arising from last APM

Copies of last year's meeting's minutes were available for those attending the meeting to read. Jenny Sills proposed that these be accepted as a true record of the 2018 meeting, seconded by Alison Haywood. All in favour. There were no matters arising.

5. Electoral Roll Report.

Linda presented the Electoral Roll for 2019. She explained that every 6 years, everyone has to come off the roll and new application forms completed, and this has happened this year. 9 of the previous members were removed from the roll for various reasons, and a couple of changes of addresses were made. However, we had 11 new members apply to be on the Electoral Roll and this brought the number on the roll to 70, 2 more than last year. A hard copy of the report was submitted for the file.

6. Elections

Stuart thanked the PCC for their work in the last year, especially those standing down this year having reached the end of their 3 year term, namely Anne Daniels, Lynne McGuigan and Joan Oliver. This means there are 3 vacancies.

2 nominations have been received:

Anne Parker, proposed by Annette Somen and seconded by Alison Haywood and

Ann Wright, proposed by Linda Pemberton and seconded by Sylvia Barratt.

All agreed by those present

Two of the three current Deanery Synod representatives have agreed to continue in their role for another year, those being Margaret Hayes and Ann Kew. Unfortunately due to the meetings being moved to Wednesdays, Alison Haywood can no longer make the meetings and for this reason has decided to step down.

There have been no new nominations so for the moment there will only be 2 Deanery Synod representatives. All agreed.

7. Appointment of Treasurer

As no one else has come forward, Ann Davey has agreed to continue in this role. Proposed by Gail Jeffery and seconded by Martin Scyner. All in favour.

8. Finance Report and Presentation of Audited Accounts

Ann presented the audited accounts for 2018, which were circulated and a copy is kept on file with the minutes. She briefly explained that we had started the year with £675.50 and ended with £76.74. She explained that we had paid £20,000 apportionment this year, which was still £8,000 short of what was requested by the diocese and it was also down by £2,500 on what we managed to pay last year. This was largely due to the increase in necessary repairs, the largest one being roof repairs, many of which were highlighted in the Quinquennial report as needing to be done immediately. She informed the meeting that Stewardship and collections were up by £1,600 but this money also was needed for repairs. The amount of tax claimed back from the government was also down by £500, but this figure was expected to rise in the next year. She also informed the meeting that the running costs on the building, insurance, gas and electricity have all increased and fire and gas checks were needed this year.

She then asked the meeting if there were any questions. Anne Daniels asked what the £600 for a Management survey was for, and it was explained that it was the result of the discovery of asbestos in the Ticquet Room which has now been safely removed. Ann thanked Kathleen Ensor for continuing to send out invoices to the hirers and for paying all monies into the bank each week. A copy of the accounts and Ann's comments are attached to these minutes. Les Hayes proposed the accounts be accepted, seconded by Alison Haywood. All in favour.

Alison Haywood presented the accounts for Oasis Cafe/Coffee Lounge, there were 2 accounts, one for the weekly running costs of the cafe which stood at £3,154.77 as at 31.12.18. and the second Building fund account which stood at £32,8833.08 as at 31.12.18. Alison said that more money had come in and needed to be added to that and the total was now over £34,000. Jenny Sills proposed that these accounts be accepted, seconded by Colin West. All in favour.

Alf Haywood was thanked for auditing both sets of accounts.

9. Fabric Report

Annette and Gail presented the Churchwardens report for January 2018 to December 2018 for Buildings and grounds. They listed the numerous repairs that had been done this year which had been touched on in the

finance report. A brief resume of the repairs are – Roof repairs, asbestos removal from Ticquet Room store cupboard, repairs to boiler, heaters and lights within the church. A fire inspection was carried out by Horizon, and emergency lights and fire extinguishers were checked, updated and positioned in the correct locations. Gas testing and Pat testing was also done. They went on to list the various activities and groups within the church and the work being done by the worship and missionary teams including Ricky starting his new post as Mission Apprentice. They then thanked Stuart and Wendy for their ministry work and support within the church, all the volunteers, lay readers, healing team and prayer teams, holy dusters, work parties, Sunday school leaders, the PCC, Janet for the arranging the flowers and Ann for her years of service as treasurer. They also thanked Chris Bubb for playing the organ so well at all our church services. The full detailed report is on file with the minutes. Many thanks to both Annette and Gail for doing sterling work this year, their efforts are appreciated.

10. Safeguarding

Stuart reported as follows:

The Parochial Church Council has complied with its duty under Section 5 of the Safeguarding and Clergy Discipline Measure 2016 to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults.

Related policies were considered and approved regarding **Domestic Violence (approved on 8th March 2018)** and **General Data Protection (17th May 2018)**.

Alison Haywood was appointed the Parish Safeguarding Co-ordinator as well as the Parish Verifier for the purposes of Child Protection – DBS checks are currently being processed online. Wendy Carter continues to offer support to Alison. Colin West continues as Adult Safeguarding Co-ordinator. As Andi Thomas was the PCC Safeguarding Lead until his recent departure, a new safeguarding lead will need to be appointed and this issue will be addressed at the next PCC meeting.

11. Vicar's Annual Report

The full report is held on file with these minutes. However, to give a brief resume of the report, Stuart spoke about the different committees, sub committees and teams helping with the governance and leadership of the church, i.e. PCC, fabric sub-committee, social and fundraising committee, Oasis community cafe planning committee, the building development sub-committee and the Worship and Ministry Leadership Team and finally those assisting with the JSP groups and other worship/nurture groups, especially with children and families. He spoke about the worship in the Church and said there had been a slight decrease in the number of regular worshippers on a Sunday morning, these having gone down from 69 to 65. He thanked all those who helped with the organisation and leading of services throughout the year, our curate Andi Thomas, the lay readers Margaret Hayes, Colin West and Anne Daniels and also Wendy Carter. He went on the talk about the development of church's vision, ministry and mission and

listed some of the events that helped with this. He mentioned that PCC had recognised the need to develop ways in which we communicate information and invitations to those living in the parish, and as a result of this the Church website and the 'A Church near you' website were useful tools. He continued with comments about the various groups with young people, children and families. He spoke about the Boys Brigade and Girls' Association and others. He thanked the volunteers who helped with supplying meals when hosting Greater Chapter Meetings in his role as Area Dean of Coleshill. Finally, he thanked everyone who has played a part in supporting the St. Clements ministry and mission, and looked forward to the prospect of developing our building so that we can welcome and bless more and more of our local community.

12. Report from Oasis Community Cafe

Alison presented the report, a full copy of which is kept on file with these minutes. Briefly she spoke about how successful our Fridays have continued to be and said that we had a regular attendance of at least 65 per week and some Fridays we were getting well over 75 people through the door. She mentioned that cafe supported 4 charities last year, but in 2019 were planning to support 6 charities, Pancreatic Cancer, Jo's Cervical Cancer Trust, Marie Curie (Solihull branch), Macmillan, Hope is greater – Lucy and Mark's work with street children in Kenya and our own 'Big Build.' She reported that as a new venture for 2019, the cafe is looking to opening a Dementia cafe every 4/5 weeks and to this end, they have already been to observe one. She reported that the feasibility study was now complete and the planning group are looking at the next stage, the all important Business Plan. She listed some of the fundraising events to take place during the year and went on to thank the core of volunteers without whom none of the above would be possible.

The vicar presented a visual presentation showing the plans for the proposed extensions. These are very different from the original concept of extending out towards Lanchester Way. These plans expand the building all the way around and there would be 2 entrances, the existing one on Green Lane and one on Lanchester Way. There would be a central corridor linking both entrances and the dedicated cafe area, activity areas, separate small rooms for interviews and a rentable office space. It is planned to alter the layout of the main Church building and place the altar at the one end with the possibility of a screen part of the way down the hall to cut that part off and allow the rest of the room to be used for activities if needed.

Annette's husband, David Somen had produced a Video walkthrough the proposed new building showing all the different rooms including kitchens, toilets etc. Many thanks to David for his hard work producing this.

13. Mission Apprentice Report

Ricky gave a short report on his first few months as Mission Apprentice to St. Clements Church. Initially, his mentor was the curate, Andi Thomas but with Andi's departure, Stuart has taken over supporting him. Ricky spoke a

little bit about him working in and around Smith's Wood, which is the most deprived estate in the parish. He is looking toward setting up a place of worship within the Smiths Wood estate as he said that many of the people in that area would have great difficulty walking into St. Clements Church but might be persuaded to attend a more local place. He reported that he had made contact with both the local Infant and Junior schools and has made 22 new relationships within the area. Ricky also described some of the work he is doing in collaboration with the teams and personnel based in St. Clements itself, including giving sermons at the Sunday morning service, some spiritual reflections on a Wednesday morning communion and he is also part of the pastoral team. A copy of his full report is held on file with these minute.

Reports from other Church organisations

Growing Patch report from Jo Sandiford. Jo took over the group formally known as Moms and Mites in September 2018, which had been run by Ann and Ian Wright for many years. Although the group had been very successful under Ann and Ian, Jo felt she wanted to make a few changes. She renamed the group 'Growing Patch'. They had donations of new toys from family and friends, acquired a new sand pit and added an arts and crafts table which enables parents to interact with their children by creating things together. They asked for and received 2 new tables from Mary Bridgeman Trust to allow for the arts and crafts. She has also added refreshments for the adults and the children. She has also set up a facility for young babies, where the babies can be placed on play mats, baby chairs and bouncers, which allows the parents to chat with the other parents. The attendance on average is between 20 to 30 not just locally but from outside areas as well. They gave out books at Christmas and Easter eggs at Easter. Jo has an entertainer already booked for next Christmas and is hoping to arrange some event for July to give variety to their experience. She thanked the help and support from Martin, Malcolm and Mick who helped to set up and clear up afterwards. A full report is held on file with these minutes.

Martin Scyner addressed the meeting, he wanted to thank all those on the Holy Dusters rota who regularly clean the church. They are doing a sterling job but they needed more volunteers to spread the load a little more.

Martin made a request for more key holders to be able to open and close the church at the start and end of hirers' sessions. He again thanked those already doing the job.

He offered his thanks to St. Clements from Kingfisher Food Bank. He said that any request given out in church is always very generously fulfilled and he is very grateful for that. Volunteers are needed to help at the Food Bank and to also help at their warehouse on Cooks Lane, Mackadown Lane.

15. Any Other Business

No matters raised.

The meeting closed with the Grace at 1.15 pm