

Annual Meetings

2019

**NOTICE OF THE MEETING OF PARISHIONERS**

The annual meeting of parishioners will be held at St Andrew’s Church on Monday 29 April 2019 at 7.45 pm for the purpose of electing churchwardens.

Those resident in the parish whose names are on the local government register of electors and those on the electoral roll of the church are entitled to attend and vote.

**NOTICE OF THE ANNUAL PAROCHIAL CHURCH MEETING**

The Annual Parochial Church Meeting will be held at St Andrew’s Church on Monday 29 April at 7.50 pm.

Those on the electoral roll of the church are entitled to attend and vote.

**NOTICE OF PAROCHIAL CHURCH COUNCIL MEETING**

A Parochial Church Council meeting will be held after the conclusion of the Annual Parochial Church Meeting.

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# AGENDAS

The meetings will be opened with prayer.

## A. MEETING OF PARISHIONERS

1. Minutes of 2018 meeting

2. Election of churchwardens

## B. ANNUAL PAROCHIAL CHURCH MEETING

1. Minutes of 2018 meeting

 [The next election of Deanery Synod representatives will be in 2020]

2. Election of four members of the laity to serve on the PCC for three years

3. Election of assistant churchwardens

4. Appointment of sidespeople

5. Financial statements & reports

6. Appointment of Independent Examiner for 2019

7. Parochial Church Council Reports

8. Electoral Roll
[A copy of the roll is available for inspection]

9. Reports on the activities of the parish

10. Buildings, churchyard, goods and ornaments

11. Deanery Synod

12. Parish Priest’s Report
 [Will be given orally]

## C. PAROCHIAL CHURCH COUNCIL MEETING

1. Minutes of 2018 meeting

2. Appointment of Vice-Chair, Secretary and Treasurer

3. Appointment of Electoral Roll Officer

4. Confirmation of date of next meeting

Notes:

The composition of the Standing Committee will remain as Parish Priest, Churchwardens, Assistant Churchwardens, Vice-Chair, Secretary and Treasurer until confirmed or changed at the next PCC meeting.

Co-options will be considered by the next PCC meeting.

# A. DOCUMENTS FOR MEETING OF PARISHIONERS

## Item 1: MINUTES OF THE ANNUAL MEETING OF PARISHIONERS HELD IN THE CHURCH ON MONDAY 16 APRIL 2018 AT 7.45 PM

Simon Taylor opened the meeting with prayer and welcomed everyone to the meeting.

Present: Simon Taylor (Chair), Sue Brown, Felicity Cooke (Churchwardens) and 42 parishioners whose names are held on file.

Apologies: Simon Talbott, and 32 parishioners and/or members of the electoral roll whose names are held on file.

**Election of churchwardens**

Felicity Cooke and Stuart Watt were nominated, and duly seconded (nomination papers are on file). Both had expressed their willingness to serve. There being no further nominations they were duly elected to serve as Churchwardens for the coming year.

Simon thanked Sue Brown and Felicity for their work over the last year, Felicity for standing again, and Stuart for standing.

**Election of assistant churchwardens**

Jacqui Watkins and Chris Cooper were nominated and duly seconded (nomination papers are on file). Jacqui and Chris confirmed their willingness to serve. There being no further nominations they were duly elected to serve for the coming year.

Simon expressed his gratitude to Jacqui and Chris for their willingness to serve, and for their work over the last year.

The meeting closed at 7.50 pm.

# B. DOCUMENTS FOR ANNUAL PAROCHIAL CHURCH MEETING

## Item 1: MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING HELD IN THE CHURCH ON MONDAY 16 APRIL 2018 AT 7.50 PM

PRESENT: as at the annual meeting of the parishioners

APOLOGIES: as at the annual meeting of the parishioners

**1 Minutes of the 2017 APCM and matters arising**

* The Minutes had been circulated in advance.
* The Minutes were approved and signed.
* There were no matters arising.

**2 Election of** **four PCC members to serve for three years**

Nominations, appropriately nominated and seconded (nomination papers are on file) had been received for:

* Alice Barlow
* Oliver Challis
* Lisa MacGregor
* Romie Ridley

There being no further nominations from the floor they were duly elected to serve for a period of three years.

Thanks were expressed to retiring members of the PCC:

* Jeannie Green
* Anand Pillai
* Valerie Powell

**3 Appointment of Sidespeople**

The list of Sidespeople, taken from a recent rota for 2017, was read out (a copy is on file). Names removed from the list were Philippa Jones, who no longer worships at St Andrew’s, and Gwilym and Maggie Luff who have asked to be removed from the list. Simon proposed that those remaining on the list be appointed ‘en bloc’. This was unanimously accepted.

Simon thanked those serving for undertaking this crucial role, including those who have recently stood down.

**4 Annual Report of the PCC**

All reports in the review of the year, which are listed below, were received as read, except where noted below.

**4(a) to (c) Background, Membership and Committees**

Simon led those present through the report, explaining that the structure of the report was set by the diocese and the Charities Commission. It included a list of members of the PCC in 2017-18, structure, governance and management, objectives and activities, committees, and church attendance.

Simon expressed warm thanks to all members of committees, to chairs and to members of the PCC.

**4(d) Electoral Roll**

It was noted that the total membership of the Electoral Roll was little changed.

**4(e) Review of proceedings of the PCC**

The report was inadvertently omitted from the APCM booklet, and is therefore included here in full:

In the course of the year the PCC has:

* Received regular reports from committees and organisations, which have full reports below.
* Continued to collaborate with the parish of Great Shelford via a joint working group from both PCCs.
* Continued to maintain the fabric of the church, and completed the work recommended by the Quinquennial report of 2015.
* Actively supported the work of the Link Committee and the relationship with St Andrew’s, Nachingwea, and the work of the Partnership Committee and its relationship with The Children’s Society.
* Received regular updates on church finances, maintained the budgeting process, and approved investments for church funds. The PCC is grateful to Chris Bow for his work as Treasurer.
* Maintained the Johnson Hall. The PCC is grateful to Sheila Tilbury-Davis who looks after the Hall and administers the bookings.
* Continued to discuss and challenge the allocation of Ministry Shares between the parishes and benefices that make up Granta Deanery, resulting in a gradual reduction of our share to reflect our actual costs while still supporting poorer parishes in the deanery.
* Collaborated with SSYI and supported our youth worker, Zac Britton, whose time is split between SSYI and St Andrew’s (50% of funding for the post comes from the parish).
* Developed the children’s work and greater liaison with Stapleford School.
* Liaised with the Parish Council.
* Participated in the Village Show with a stand on Saturday and a Sunday morning service in the pavilion.
* Continued campaigning for Every Member Ministry, and encouraged participation by regular givers in the Diocesan Parish Giving scheme.
* Continued to review our pattern of services leading to some innovation, including the setting up of Messy Church.
* Encouraged the use of the church and the Johnson Hall for concerts and community events.
* Encouraged full participation in the life of the deanery and diocese.
* Supported the webmaster, Norman Masey, continual updating of the church website.

**4(f) Churchwardens’ Report**

The Churchwardens’ report was received and a question was raised about the Church Inventory which should be in the report. This was omitted in error and the Churchwardens assured those present that the Inventory had been completed and all is present and correct. The report is available for inspection.

**4(g) Reports of Committees and Organisations**

Thanks were given to all who had provided reports which are held on file. They are as follows.

* **Granta Deanery Synod**
* **Ministry in and around Stapleford**

Great Shelford and Stapleford Joint Working Group
Events Committee
Pastoral Care

* **Ministry beyond Stapleford**

St Andrew’s Stapleford-Nachingwea Link Committee
Traidcraft
St Andrew’s/Children’s Society Partnership

* **Children and young people**

Junior Choir
Shelford and Stapleford Youth Initiative
St Andrew’s Stapleford Youth Club
Stapleford Youth Club
St Andrew’s Toddler Group

The report for the Stapleford Youth Club was inadvertently omitted from the APCM booklet, and is therefore included here in full:

The Stapleford Youth Club held on a Friday in the Johnson Hall continues to be successful. We are getting regular attendance of 12-14 young people from a pool of around 20. The new structure of the club continues to be appreciated by the young people, and as in previous years we have invited the year 6 class from Stapleford School to join us after Easter so that we can support them through their transition into secondary school. In the new term we will be trialling a 20 minute discussion slot at the end to promote conversations about life and faith to encourage the young people to take an interest in the work of the church.
Zachary Britton

It was noted that the St Andrew’s Stapleford Youth Club is distinctly Christian. The Stapleford Youth Club is essentially secular, though a short session is being introduced at the end of the club for those who are interested in matters of faith and Christianity.

It was also noted that Jill Ward helps to run the Toddler group.

* **Buildings and maintenance**

Fabric Committee
Johnson Hall and Vergers Cottage
Churchyard

Thanks were expressed to Peter Green for his stewardship of the church building and to Chris Cooper for his stewardship of the churchyard and for organising volunteers.

A question was raised about the employment of a gardener and what their areas of work cover so that there isn’t any duplication of work. Chris explained that the volunteer group could not continue to cover the whole work and so for past 4 to 5 years there have been contracted gardeners who mow the ornamental grass using our mower. The rest is done by the volunteer group. As the boundaries have been redefined further discussions are to be held with gardener.

* **Finance**

Finance Reports from Chris Bow were taken later in the meeting.
The Friends of St Andrew’s
Gift Aid

* **Music, worship and bells**

Choir
Junior Choir
Tower Bell Ringers
St Andrew’s Display Board

Tony Smith reported that there was always a need for more bell ringers, and anyone interested in learning was welcome to contact him.

Thanks were expressed to all involved, with particular thanks to Judith Lee for her hard work and creativity on the display board.

* **House groups, study groups and prayer groups**

Tuesday Morning Bible Study Group
Tuesday Evening Women’s Bible Study Group
Tuesday evening – now called Exploring Faith, Life and Prayer.
Wednesday Evening Homegroup
Shelford and Stapleford Men’s Fellowship
Friday Morning Prayer Group
Stapleford Mothers’ Union

An oral report was also received from Francess Richardson on the Tuesday Evening Bible Study Group. Numbers attending have declined and new members are always welcome to attend to study the word of God with the group. Anyone who has thought about attending a house group is invited to get in touch with her, or any of the leaders of other groups.

The Men’s Fellowship has now become an informal lunch club to be called the MESSY Lunch. The acronym stands for Men of Stapleford and Shelford Yesteryear. Thanks were offered to Chris for running the Men’s Fellowship over so many years.

* **Stapleford Messenger**

**4(h) Treasurer’s Report**

Accounts have been prepared in accordance with statutory and accountants’ rules. Within the accounts the Report of the Trustees was prepared by Churchwardens. Overall the PCC incurred a net deficit of £4,038. However, this is not as good as it seems, as the figure included net gains in investment which are not realised sums until investments sold. The underlying deficit was therefore about £11,000 for the year. The main reason was the significant sum spent on the repairs required by the Quinquennial Report. Despite money being received from Feoffees and the Friends of St Andrew’s there was still a shortfall of funds and this was drawn from St Andrew’s General Fund. Overall St Andrew’s made a loss in 2017 but we remain comfortable in respect of our financial situation.

A question was raised from the floor concerning a discrepancy between the accounts and the budget and it was found that the copied accounts may not reflect the latest up-to-date information. Apologies were given and assurances that this would be checked.

**4(i) Report of Independent Examiner**

Keith Haddow examined accounts in line with the guidelines and his certificate is given without qualification.

**4(j) Budget 2018**

We only prepare budgets for the Johnson Hall, Estate and General Funds. The front page summarises those three funds. There was a net shortfall in 2017 of about £15,000 shown in the figures presented to the meeting (the final correctly adjusted figure is about £11,000). For 2018 that shortfall is reversed and we should return to a positive figure. It is assumed that overall there should be a 3.1% average increase in income. There have been some savings on last year’s expenses ie: reduced printing costs and payments to the Director of Music. Inflationary increases are expected to be between 2.1 and 5%.

There being no questions thanks were offered to Chris Bow for his work and to Sue Brown for her assistance. Their work has enabled the PCC to keep track of all accounts.

**5. Appointment of Independent Examiner for 2018**

Keith Haddow, who lives in Stapleford, is happy to be our Independent Examiner for 2018. Sue Brown assured the meeting that Keith was very thorough in his approach and urged the meeting to appoint Keith again for 2018. Proposed by Simon Taylor and seconded by Sue Brown. The proposal was unanimously agreed.

**6. Any other business**

A question was raised about the possibility of employing a paid Parish Administrator. The cost is likely to be significant, but taking the project forward had been overtaken by pressure of other business. The matter was very much being kept under review. It would be very helpful to have a paid administrator.

A question was raised about the forthcoming General Data Protection Regulation. It was explained that the PCC are aware of the new regulation and a small group are auditing where we hold data and are planning how to ensure that we hold and process data in accordance with the Regulation going forwards. The group will produce advice to the PCC.

**7. Report of parish priest for 2017/18**

This was delivered orally, and was as follows:

Lizzie and I have now been with you for three Christmases and Easters, and feel well-bedded in.

It has been a pretty amazing year. As a church we are finding ways to be faithful to our mission to tell the good news of Jesus Christ to as many people in our community as possible. There is always more we can do, or things we can do differently, and we are in a period of change. Such periods can be difficult. But it has been a fantastic year, in all sorts of ways. I want to start with some highlights.

The most spectacular highlight has been the growth in our younger children’s work. The influx of children and their parents into services after some of the Messy Church sessions has been astonishing and uplifting, and it is having knock on effects our ordinary junior church, and on the number of younger adults coming to other services. I am so grateful to Mary Cooper and the whole team for all their efforts in taking our children’s work forward. If this development continues as it has started it will have effects that ripple outwards into all sorts of areas of our church life, not least the way we do All Age services. People are coming in to the church family by an entirely different route from any we have been used to, with an entirely different set of expectations as to what church is. This will bring its challenges, but is undeniably a very good thing.

Our youth work has also made excellent progress, though less spectacular. The Connect services, still not quite a year old, are gaining traction gradually, we now do have a church youth group on Sunday evenings, and a bigger Friday youth club than hitherto. We have had a youth barbecue in the vicarage garden, a camping trip away, and other trips locally. Like Connect, these are small beginnings with slow growth, but this is still a highlight for me because good signs are there. Zac is doing marvellous work.

Our music has also provided highlights. Two for me were the Rutter Requiem, and the first of our new series of full Choral Evensongs at All Souls’. The Rutter Requiem was terrific. For the performance of the Rutter Requiem, the core was our own choir, and we also provided some of the ensemble. It is a great compliment to our in-house music that some outstanding outside musicians were happy to come and perform with us. The performance drew in lots of visitors who never otherwise experience the church. Events like this, in which we partner with external musicians, build up our own in-house confidence, expertise and capacity. They are part of our developing strategy to make sure that our own musical tradition remains vibrant.

I am really encouraged by the way our church music is going. John Clenaghan and Sarah Needle are doing wonderful stuff and I am very grateful to them. We are all well aware of the challenges of recruitment to our choir and junior choir, of course, and we keep working on that, but every week I hear something at least that lifts the spirits and turns us to God.

Our worshipping life has included other great things too. The Christmas services seemed particularly memorable this year. Christingle, for example, was absolutely heaving. Another particular highlight for me was being alongside Pam as she presided on Christmas Day - more poignant now that we know she is unlikely to do so again. I am so grateful to Pam for her support since I have arrived. Celebrating 40 years of her ministry a few months back was huge fun, and in a couple of weeks’ time we shall celebrate her 80th birthday. Her active ministry will draw to a close, but her contribution to our church life so far will be long and gratefully remembered.

As regards our preaching we have had sermon series the Reformation, on Jesus at the beach, and latterly working our way through parts of Mark’s gospel. We have been able to attract a good variety of visiting preachers. We have been lucky to receive Petra Shakeshaft, now vicar in Hinxton, Jamie Hawkey, the Dean of Clare College - I think his sermon on John the Baptist crying ‘make straight the way of the Lord’ was the best we have had all year - Bishop Stephen who preached at our St Andrew’s Day service, Archdeacon Alex Hughes, Martin Cockerill from the Free Church, Rob Taylor from the diocese, Monica Cameron, curate of St Mary’s Great Shelford, and of course a good number of visits from our own Simon Talbott. His support, wise counsel and encouragement remain invaluable to me.

As well as those preachers we have begun to hear from Sophie Young - what a huge pleasure it is for us to have her as our ordinand - and from Romie Ridley and Alastair MacGregor. A church should have its own team of lay preachers and we are beginning to develop one. In bringing them forward, with their very different styles, and in inviting others from outside, my aim is to ensure that we hear a variety of voices, with a variety of styles and different takes on the bible, because that is good for us.

In the same vein - again more highlights - we have had the first outings of some new service leaders. Suzanne Watt, and, from our youngsters, Grace and Stella, have all brought a freshness to the morning services they have led which has been great, and Liz Megson and Joan King have stepped up to the plate and led some evenings services. In fact young people took all the leading roles in our services for Harvest Festival and Mothering Sunday, and did so brilliantly. There is, incidentally, no element of a patronizing ‘didn’t they do well’ in that remark. I was reminded by all they did that one of our tasks as adults is to invite the young people in to the very centre of what we do in our worshipping community, and as active participants not just observers.

With these successes in mind I am going to go on increasing the diversity of those who lead our services and take other active roles in them. This is particularly important as new people come in to the church. From time to time they must see, at the front and taking active roles, people with whom they might identify. This is now, I believe, a missional imperative.

So, lots of highlights, all wonderful stuff. We should feel really encouraged. I am so grateful to God, and to all those who contribute so much.

First among equals in that regard are, of course, Sue and Felicity. They have done an astonishing variety and number of tasks, often ably and willingly assisted by others, but nonetheless carrying a huge burden themselves. An important part of their role is personal to me. I have needed and really valued their counsel, their critical friendship, and their encouragement through difficulties. I am hugely grateful to them both. My particular thanks to Sue as she steps down. Sue has a marvellous ability to cut to the chase, and is imaginative, creative and kind. I could go on, but really all I need to say is ‘thank you, Sue, from the bottom of my heart.’

So, we are a vibrant church in which wonderful things happen. I have spent time making sure we remember that, because it is worth remembering in a phase of our life in which we are undergoing change. It is also a prelude to looking at some slightly less cheery background data.

May I begin this section of my report with the important matter of the vicarage asparagus bed. Planted last year, as you may recall, and all 12 roots produced shoots last year, but the gardeners among you will know that we were not allowed to eat them. Nor will we be eating our own asparagus this year, though there are already some very delicious looking shoots emerging. And we will only take some of the crop next year. The idea is to let the roots build up, so that a really good crop can be harvested for years on end. It will be 2020 before we really get to enjoy the growth. In the meantime we need to go on feeding and weeding and admiring the shoots, confident that good things are happening beneath the surface.

To look at what is happening beneath in relation to the church we need to turn to our church statistics. So called ‘statistics for mission’ have to be reported each year for each church. I do not know when this system began, but you can find ours going back to 2006 on the Ely Diocese website, or I can provide you with them. What they show, when you add the figures for 2016 and 2017 to those that are publicly available, is that the number of people attending St Andrew’s has been in pretty unremitting decline, with occasional blips in the data, since 2006. The number now attending on a usual Sunday, an ordinary day, is now around 90. It was about 170 in 2006. That is a huge reduction in just 12 years in a 1,000 year history. Moreover, the age of those attending is increasing - again, a marked change. That is the hard data. These trends were certainly continuing through 2017.

I don’t want us to get hung up on statistics, but we would be foolish to ignore them. I said two years ago that we faced a choice. We could, I said, go on as before, not changing anything, but that if we did that the church would die. The statistics make that clear. The alternative I set out two years ago was to decide to do everything we could to buck the prevailing trends and determine to spread the good news of Jesus Christ to everyone we could in Stapleford and beyond. Last year I reported that I thought we had already decided on the second course. This year I am sure of it, and I am sure that in many ways we have already set ourselves on the right course. All those highlights - and I could have listed more - prove it. But - and now you can see why I spoke about my asparagus bed - I am equally sure that we will not see real change in our underlying statistics until the 2019 figures are reported in 2020. Indeed, we may see further decline in the statistics this year, reporting in 2019, as the effect of changes in our evening services are seen. We will not see real fruit from that in the short term.

So we are entering a period in which we need to give thanks to God for the highlights and signs of good things to come, and to hold our nerve. The weeding and feeding needs to go on, because by doing so we will strengthen the roots. Watch for and rejoice in signs of growth, of course, but don’t expect a full harvest just yet.

In some ways I don’t think this waiting is going to be difficult, because there are obvious and encouraging signs of new things happening. Messy Church is the obvious example, but with this and all our various ventures we just need to stick with them and keep supporting them, and we are going to see amazing things happen.

Part of that prayerful work we need to do is, of course, reflected in the changes already underway.

Our review of our services, which took pretty well two years, ended with the PCC adopting most but not all of the recommendations of the working group. The green flier that has been available for a while explains the outline of what has been decided.

Our evening services are the main focus of change. From May we will have one Evensong per month, including full Choral Evensongs two or three times a year, on the first Sunday. We are confident that we should be able improve the musical quality of these traditional services by reducing the number of them, and we hope that the congregation will gradually build. But even if that does not work out we need to be relaxed about it - although all of us involved made our very best efforts it was already, by reason of death, debility and other factors, a dwindling congregation and the whole experience was not a good advert for the church nor good mission to those newcomers who occasionally appeared at it.

As to the other Sundays, the Connect services will continue on the fourth Sunday of each month, at 5.30 pm. Other Sunday evening provision will take a while to settle down, and we will spend some months trying out various things. I think we will be moving to a preponderance of informal non-liturgical worship, as a way of best reaching out to those who do not presently come to church at all, but this is clearly a long term project and one area in particular where we need to hold our nerve and continue to wait on the Lord.

There may be more changes in our services to come. Two areas that I think need attention soon are our 8 am service, which will on present trends cease to be viable in 5 to 8 years unless we do something about it, and what to do about our All Age services, which do not in their current form meet the spiritual needs of those we are now working so hard to attract.

The changes to our services that we have seen, and contemplating any future changes, is very much something that requires consultation and takes time. Even with majority support in the church community in favour of the changes we are now implementing - and there was such support - our PCC rightly took its time and debated matters thoroughly. I am delighted and grateful that in this way and others it is engaging with its most important role, which is overseeing the mission of the church here in Stapleford.

One part of that role, one way of keeping us fresh and active, is encouraging new people to step up and become involved in the life of the church, a function we in the PCC have called ‘succession planning’.

What we have seen over the past year is a number of our stalwarts, to each of whom we owe a huge amount, gradually laying down their roles. So for various reasons Joan Barnes, Ken Dean, Mary Spriggs, Steve and Philippa Jones, and now Pam Reed and Norman Masey, have all stepped aside from their roles, and others have stepped up in various ways that you know about. It is great to see new people being released to make their own particular contributions. This process will keep rolling on. It has not always been a comfortable process, but I hope it will become a natural expectation for those in roles in the church to work with me and the PCC in planning ahead, and for the process of handing on responsibilities and enabling and encouraging new people to take part to be seen as a joyful part of the privilege of serving in and growing our church community.

And finally, looking ahead, before long you will be hearing more about a review of the church’s outreach. A working group has been set up under the leadership of Alastair MacGregor. There will be a wide consultation in some form or other in coming months.

Lots of highlights, some change, and some more to come. That is a summary of where we are.

What is worth understanding as we try to move forwards is this. When it comes to change, any change, there are, on one side, those saying ‘too much, too fast’ and those on the other saying ‘too little, too slow’. And there are extremes: those who oppose any change, and those who want everything to change. Both are wrong, and the statistics I referred to make that clear. The decline in numbers shows that no change is not an option. On the other side, the views of the faithful elderly core, many of whom like things as they are, need to be respected. Part of the keeping our nerve that I have spoken of will be intentionally holding together these disparate views. That means continuing open discussion and plenty of prayer. And in those discussions and when decisions are made, then for those who don’t like change it means being prepared to countenance it anyway, even change of things you personally hold dear. And for those who want radical change it means not expecting every possible change to happen, even those you may think incredibly important. I am confident that we will find the right way forwards if we allow ourselves to be encouraged by the highlights, keep a realistic view of where we actually are - that is the statistics - and keep moving things on bit by bit, remembering the whole time that our primary purpose as a church is to let the good news of Jesus Christ be known as widely as possible.

In the past two years we have done a good deal of the dull nuts and bolts work of sorting out our finances and getting our governance right. We have reviewed our services and begun to make changes. We have employed a youth worker and started a number of ventures under his auspices. We have re-energised our children’s work. We have renewed links with Ridley Hall. There is more to do, always progress to be made in many areas, but I am full of joy and hope.

Why? Because I believe that what we are doing shows that we as a church understand that our first duty is to take the good news of Jesus Christ to those who do not yet know him. Pretty much everything else we do exists as facets of that task. If we do that, and prayerfully follow where we are led, we will see growth. We need to keep our nerve, and wait on the Lord.

Every blessing to you all, Simon

Trish Maude proposed a vote of thanks to Simon Taylor on behalf of the meeting.

The meeting closed with the Grace.

After the meeting Felicity thanked Sue Brown for her service as Churchwarden and in so many other ways. Flowers were presented as a small token of our appreciation. A collection is being organised for Sue. At her request it will go towards an operation to enable her goddaughter Ellice, who has cerebral palsy and is aged 5 years, to walk.

## Item 4: APPOINTMENT OF SIDESPEOPLE

Those who are willing to act as sidespeople are:

**8 am service**John Bryden\*
Adrian Halliwell
Gillian Halliwell
Patricia Maude
Diana Sage
Rosemary Scott
David Shepherd
Hilary Street
Alison Walker\*

**9.45 am service**
Di Barlow
David Barnes
Mary Cooper
Chris Everitt
Margaret Hebden
Judith Lee
Alastair MacGregor
Lisa MacGregor
Eleanor, Sam & Rosie Norman
Angela Pillai
Romie Ridley
Sheila Tilbury-Davis

**Evening service
(in addition to duty wardens)**
Ollie Challis
Jacqui Chalk
John Sherwell

\*additions this year

Retirements in the last year: Liz Crilley, Olwen Seed and Ann Shepherd. Warm thanks to them for their service.

## Item 5: FINANCIAL STATEMENTS & REPORTS

### 5.1: Treasurer’s Report

*Extracted from the Report & Accounts 2018 for submission to the Charity Commission by the PCC. A full copy of this document will be available for inspection at the APCM, and can be provided in advance or subsequently on request.*

**Review of the charity’s financial position at the end of the period**

As illustrated in the financial statements, the church’s financial position continues to be maintained predominantly by regular giving and donations in addition to the income derived from the rental income provided by the Johnson Hall and the village magazine sales and advertising income.

The charity received £7,000 from The Friends of St Andrew’s in 2018 (2017: £18,000).

In addition, during the year, a Listed Places of Worship Grant of £4,865 was received.

**Statement explaining the policy for holding reserves stating why they are held**

Reserves are held where they arise from donations made in excess of annual expenditure for the purpose of future repairs and maintenance spend on the historic church building and to provide short-term relief at times when the church’s annual income drops. Such reserves are also used to provide an annual interest stream through the use of longer-term investments.

**The charity’s principal sources of funds (including any fundraising)**

Personal giving and fees gained for wedding and funeral services (charged in accordance with Ely Diocese procedures), with additional funding provided by rental income, income from the village magazine and interest on investments. A programme of fundraising events augments the church’s funds but are primarily to aid other charities i.e. our link with St Andrew’s Church, Nachingwea, Tanzania as well as a range of local, national and international aid charities.

Two Stapleford charities, namely the Stapleford Feoffee Charity and the Friends of St Andrew’s, provide funds for the long-term maintenance of the church fabric.

### 5.2: Financial Statements For the year to 31 December 2018

*The tables under this heading are extracted from the Report & Accounts 2018 for submission to the Charity Commission by the PCC.*

#### 5.2.1: Statement of Financial Activities

|  | **Unrestricted funds** | **Restricted funds** | **2018total** | **2017total** |
| --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** |
| **Income** |  |  |  |  |
| Donations and legacies | 53,373 | 23,460 | 76,833 | 91,663 |
| Charitable activities | 648 | 0 | 648 | 2,748 |
| Other trading activities | 31,695 | 0 | 31,695 | 24,949 |
| Investments | 4,063 | 0 | 4,063 | 3,688 |
|   |  |  |  |  |
| **Total Income** | 89,779 | 23,460 | 113,239 | 123,048 |
|   |  |  |  |  |
| **Expenditure** |  |  |  |  |
| Raising funds | (29,282) | 0 | (29,282) | (17,695) |
| Charitable activities | (69,702) | (14,068) | (83,770) | (116,529) |
|   |  |  |  |  |
| **Total Expenditure** | (98,984) | (14,068) | (113,052) | (134,224) |
|   |  |  |  |  |
| **Net gains on investments** | (478) | 0 | (478) | 7,138 |
|   |  |  |  |  |
| **Net (Expenditure)/ Income** | (9,683) | 9,392 | (291) | (4,038) |
|   |  |  |  |  |
| **Net movement in funds** | (9,683) | 9,392 | (291) | (4,038) |
|   |  |  |  |  |
| **Reconciliation of funds** |  |  |  |  |
| Total funds brought forward | 149,227 | 13,042 | 162,269 | 166,307 |
| Total funds carried forward | 139,544 | 22,434 | 161,978 | 162,269 |

#### 5.2.2: Balance Sheet

|  | **Unrestricted funds** | **Restricted funds** | **2018total** | **2017total** |
| --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** |
| **Fixed assets** |  |  |  |  |
| Tangible assets | 1,953 | 0 | 1,953 | 0 |
| Investments | 95,530 | 0 | 95,530 | 96,008 |
| Sub-total | 97,483 | 0 | 97,483 | 96,008 |
|   |  |  |  |  |
| **Current assets** |  |  |  |  |
| Debtors | 2,845 | 0 | 2,845 | 3,109 |
| Cash at bank and in hand | 51,533 | 22,434 | 73,967 | 71,394 |
| Sub-total | 54,378 | 22,434 | 76,812 | 74,503 |
|   |  |  |  |  |
| **Current liabilities** |  |  |  |  |
| Creditors: amounts falling due within one year | (12,317) | 0 | (12,317) | (8,242) |
|   |  |  |  |  |
| **Net current assets** | 42,061 | 22,434 | 64,495 | 66,261 |
|   |  |  |  |  |
| **Total assets less current liabilities** | 139,544 | 22,434 | 161,978 | 162,269 |
|   |  |  |  |  |
| **Total net assets** | 139,544 | 22,434 | 161,978 | 162,269 |
|   |  |  |  |  |
| **The funds of the charity** |  |  |  |  |
|   |  |  |  |  |
| Restricted funds | 0 | 22,434 | 22,434 | 13,042 |
| Unrestricted funds | 139,544 | 0 | 139,544 | 149,227 |
|   |  |  |  |  |
| **Total funds** | 139,544 | 22,434 | 161,978 | 162,269 |

#### 5.2.3: Analysis of Income

|  | **Unrestricted funds** | **Restricted funds** | **2018total** | **2017total** |
| --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** |
| **Donations and legacies** |  |  |  |  |
| Donations and gifts | 43,420 | 22,286 | 65,706 | 77,639 |
| Gift aid | 9,953 | 1,174 | 11,127 | 14,024 |
| **Sub-total** | **53,373** | **23,460** | **76,833** | **91,663** |
|   |  |  |  |  |
| **Charitable activities** |  |  |  |  |
| Fee income | 648 | 0 | 648 | 2,748 |
|   |  |  |  |  |
| **Other trading activities** |  |  |  |  |
| Hall hire | 10,133 | 0 | 10,133 | 8,976 |
| Magazine sales & advertising | 15,497 | 0 | 15,497 | 14,161 |
| Grant income | 4,865 | 0 | 4,865 | 0 |
| Other income | 1,200 | 0 | 1,200 | 1,812 |
| **Sub-total** | **31,695** | **0** | **31,695** | **24,949** |
|   |  |  |  |  |
| **Income from investments** |  |  |  |  |
| Interest income | 4,063 | 0 | 4,063 | 3,688 |
|   |  |  |  |  |
| **Total income** | **89,779** | **23,460** | **113,239** | **123,048** |

#### 5.2.4: Analysis of Expenditure

|  | **Unrestricted funds** | **Restricted funds** | **2018total** | **2017total** |
| --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** |
| **Expenditure on raising funds** |  |  |  |  |
| Magazine printing costs | 9,320 | 0 | 9,320 | 11,029 |
| Other trading activities - hall upkeep | 5,828 | 0 | 5,828 | 6,371 |
| Hall repairs & maintenance | 14,134 | 0 | 14,134 | 295 |
| **Sub-total** | **29,282** | **0** | **29,282** | **17,695** |
|   |  |  |  |  |
| **Expenditure on charitable activities** |  |  |  |  |
| Ministry share | 29,369 | 0 | 29,369 | 30,203 |
| Administrative costs | 3,801 | 110 | 3,911 | 7,682 |
| Utilities | 3,291 | 0 | 3,291 | 3,347 |
| Insurance | 1,982 | 0 | 1,982 | 1,346 |
| Repairs & maintenance | 1,918 | 2,091 | 4,009 | 30,202 |
| Events & entertaining | 830 | 0 | 830 | 994 |
| Missions & charities  | 4,775 | 11,867 | 16,642 | 14,356 |
| Upkeep of services | 1,045 | 0 | 1,045 | 819 |
| Choir, robes & music | 10,953 | 0 | 10,953 | 16,438 |
| Youth work & education | 11,554 | 0 | 11,554 | 11,142 |
| Depreciation | 184 | 0 | 184 | 0 |
| **Sub-total** | **69,702** | **14,068** | **83,770** | **116,529** |
|   |  |  |  |  |
| **Total expenditure** | **98,984** | **14,068** | **113,052** | **134,224** |

#### 5.2.5: Funds

|  | **1 Jan 2017** | **Movement during 2017** | **31 Dec2017** | **Movement during 2018** | **31 Dec****2018** |
| --- | --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** | **£** |
| **Restricted funds** |  |  |  |  |  |
| Estate fund | (13,272) | 13,272 | 0 | 11,179 | 11,179 |
| Nachingwea fund | 10,266 | 2,481 | 12,747 | (1,492) | 11,255 |
| Children's Society | 1,244 | (949) | 295 | (295) | 0 |
| **Total Restricted funds** | **(1,762)** | **14,804** | **13,042** | **9,392** | **22,434** |
|   |  |  |  |  |  |
| **Unrestricted funds** |  |  |  |  |  |
| Johnson Hall fund | 20,640 | 2,809 | 23,449 | (9,829) | 13,620 |
| General fund | 69,902 | (21,651) | 48,251 | 146 | 48,397 |
| Legacy fund | 77,527 | 0 | 77,527 | 0 | 77,527 |
| **Total Unrestricted funds** | **168,069** | **(18,842)** | **149,227** | **(9,683)** | **139,544** |
|   |  |  |  |  |  |
| **Total funds** | **166,307** | **(4,038)** | **162,269** | **(291)** | **161,978** |

### 5.3: Budget for 2019

#### 5.3.1: Notes

General inflation assumptions

Energy & water 5.0%
Other utilities 2.5%
General 2.0%
Organist 3.0%

Estate Fund

No quinquennial repairs

General Fund

Magazine profit

* Prudent reduction in sales volume (per sub-editor)
* Advertising revenue confirmed by payments received
* Printing costs allow for significant increase in imported paper
* Administration costs include £800 sub-contract costs in lieu of advertising manager
* Depreciation on computer for sub-editor

Missions & Charities

* Magazine profit plus additional allowance of £500

Water charges

* Back charges resolved but still some uncertainty over future costs

Parish administrator

* Salary cost per initial proposal (from 1st April) and £250 recruitment cost

#### 5.3.2: Summary

|  |  |  |
| --- | --- | --- |
|  | **2019Budget** | **2018Actual** |
| Johnson Hall Fund | 4,043 | 3,945 |
| Estate Fund | 4,200 | 11,179 |
| General Fund | (10,562) | (4,715) |
| **Total** | **(£2,319)** | **£10,410** |

#### 5.3.3: Johnson Hall Fund

|  | **2019Budget** | **2018Actual** | **% increase / (decrease)** |
| --- | --- | --- | --- |
| **Income** |  |  |  |
| Hall Hire | 10,336 | 10,133 | 2.00 |
| Other | 0 | 0 |  |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Electricity | 479 | 456 | 5.00 |
| Gas | 548 | 522 | 5.00 |
| Cleaning & Administration | 3,588 | 3,518 | 2.00 |
| Water | 82 | 78 | 5.00 |
| Repairs & Maintenance | 367 | 360 | 2.00 |
| Insurance | 628 | 616 | 2.00 |
| Other | 600 | 638 | (5.96) |
|  |  |  |  |
| **Net Surplus/(Deficit)** | **£4,043** | **£3,945** | 2.48 |
| NB: 2018 excludes major refurbishment work of £13,775 |

#### 5.3.4: Estate Fund

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2019Budget** | **2018Actual** | **% increase / (decrease)** |
| **Income** |  |  |  |
| Feoffees | 5,000 | 6,060 | (17.49) |
| Friends of St Andrew’s Donations | 0 | 7,000 | (100.00) |
| Miscellaneous | 200 | 211 | (5.06) |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Repairs | 1,000 | 1,102 | (9.22) |
| Architect's Fees | 0 | 990 | (100.00) |
|  |  |  |  |
| **Net Surplus/(Deficit)** | **£4,200** | **£11,179** | **(62.43)** |

#### 5.3.5: General Fund

|  | **2019Budget** | **2018Actual** | **% increase / (decrease)** |
| --- | --- | --- | --- |
| **Income** |  |  |  |
| Collections & Donations | 7,250 | 7,054 | 2.78 |
| Regular Giving | 37,500 | 36,284 | 3.35 |
| Gift Aid | 9,800 | 9,478 | 3.40 |
| Fundraising | 100 | 82 | 21.95 |
| Fees | 650 | 648 | 0.35 |
| Magazine Sales | 3,300 | 3,538 | (6.72) |
| Magazine Advertising | 12,000 | 11,960 | 0.33 |
| Interest | 4,100 | 4,063 | 0.91 |
| Miscellaneous | 1,200 | 1,200 | 0.00 |
| **Total Income** | **£75,900** | **£74,307** | **2.14** |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Secretarial & Office Rent | 250 | 246 | 2.00 |
| Postage & Stationery | 377 | 370 | 2.00 |
| Photocopier Hire | 1,650 | 1,537 | 7.36 |
| Books etc | 361 | 354 | 2.00 |
| Travel & Entertaining | 0 | 0 | 0.00 |
| Other | 238 | 233 | 2.00 |
| Clergy Expenses | 60 | 59 | 2.00 |
| Cottage Maintenance & Repairs | 143 | 140 | 2.00 |
| Cottage Gas | 112 | 107 | 5.00 |
| Cottage Electric | 560 | 533 | 5.00 |
| Cottage Water | 169 | 161 | 5.00 |
| Gas | 1,594 | 1,518 | 5.00 |
| Electricity | 533 | 508 | 5.00 |
| Insurance | 2,022 | 1,982 | 2.00 |
| Water | 489 | 465 | 5.00 |
| Organ Repairs | 536 | 526 | 2.00 |
| Maintenance, Upkeep & Repairs | 1,199 | 1,176 | 2.00 |
| Upkeep of Services | 1,066 | 1,045 | 2.00 |
| Education/Children's Work | 459 | 450 | 2.00 |
| Churchyard | 78 | 76 | 2.00 |
| Organist | 10,132 | 9,837 | 3.00 |
| Choir, Robes & Music | 1,139 | 1,117 | 2.00 |
| Events/ Entertaining | 847 | 830 | 2.00 |
| Quota to Diocese | 28,456 | 29,369 | (3.11) |
| Missions & Charities | 4,800 | 4,775 | 0.52 |
| Magazine Printing Costs | 9,700 | 9,151 | 6.00 |
| Magazine Administration Costs | 1,000 | 169 | 492.31 |
| Depreciation | 712 | 184 | 286.96 |
| Bank Charges | 371 | 364 | 2.00 |
| Gifts | 651 | 638 | 2.00 |
| Youth Worker | 11,325 | 11,103 | 2.00 |
| Parish Administrator | 5,433 | 0 | n/a |
| **Total Expenditure** | **£86,462** | **£79,022** | **9.42** |
|  |  |  |  |
| **Net Surplus/(Deficit)** | **(£10,562)** | **(£4,715)** | **124.01** |
| NB: 2018 income excludes Listed Places of Worship grant of £4,865 |

#### 5.3.6: Magazine Profit & Loss Account

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2019Budget** | **2018Actual** | **% increase / (decrease)** |
| **Income** |  |  |  |
| Sales | 3,300 | 3,538 | (6.72) |
| Advertising Revenue | 12,000 | 11,960 | 0.33 |
|  | 15,300 | 15,498 | (1.28) |
| **Expenditure** |  |  |  |
| Printing Costs | 9,700 | 9,151 | 6.00 |
| Administration | 1,000 | 169 | 492.31 |
| Depreciation | 300 | 184 | 63.04 |
| **Net Surplus** | **£4,300** | **£5,994** | **(28.26)** |

#### 5.3.7: Verger’s Cottage Profit & Loss Account

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2019Budget** | **2018Actual** | **% increase / (decrease)** |
| **Income** | 1,200 | 1,200 | 0.00 |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Maintenance & Repairs | 143 | 140 | 2.00 |
| Gas | 112 | 107 | 5.00 |
| Electric | 560 | 533 | 5.00 |
| Water | 169 | 161 | 5.00 |
|  |  |  |  |
| **Net Surplus/(Deficit)** | **£216** | **£259** | **(16.53)** |

### 5.4: Gift Aid

This year the total reclaimed gift aid amounted to £11,126.52.

The gift aid scheme is vital as it significantly adds to the amounts given by the congregation via the plate donations, yellow envelopes, gift aid bank standing orders and parish giving.

As donations are allocated by the donors so is the gift aid. Of the total £11,126; £9,953 was for the General Fund and £1,173 to support Nachingwea.

I thank Brian Ellis for all his work over the years and his meticulous records which allowed me to continue his good work.

*Stuart Watt*

## Item 6: INDEPENDENT EXAMINER

The Independent Examiner for 2018 was Keith Haddow. He has signed the Report & Accounts 2018 for submission to the Charity Commission. He was extremely thorough in his work. Our grateful thanks go to him.

Keith has indicated his willingness to act again in 2019 and the APCM is invited to make the appointment.

*Chris Bow*

## Item 7: PAROCHIAL CHURCH COUNCIL REPORTS FOR THE YEAR TO 31 DECEMBER 2018

### 7.1: Annual Report of the PCC

*Extracted from the Report & Accounts 2018 for submission to the Charity Commission by the PCC*

**Summary of the main achievements of the charity, identifying the difference which the charity’s work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole**

Worship and Prayer - the PCC offers a range of services and other worship opportunities during the week and in the course of the year. These are regularly three services on Sunday, including an All Age Service on the first Sunday of each month, which caters especially for families and young children, and Junior Church and a crèche on other Sundays. A Messy Church is held monthly in the adjacent Johnson Hall. An informal service of the word is offered on the fourth Sunday evening of the month aimed at young people, but open to all, to which members from parishes throughout the deanery are invited. Special services take place according to the church calendar (e.g. Harvest Festival, St Andrew’s Patronal Festival, Ash Wednesday). In April 2018 there were 165 persons on the Electoral Roll, 95 of whom are not resident in the parish. The attendance on a ‘normal’ Sunday (as reported in the 2018 ‘Statistics for Mission) was calculated to be 94. Attendance increases considerably for major festivals (240 on Easter Day, and 432 on Christmas Eve/Christmas Day). During 2018, 1 funeral and 4 baptisms were held at St Andrew’s. There was one wedding in 2018 between Sam Love and Catriona Davidson.

Deanery Synod - Three members of the PCC, including the parish priest, sit on the Deanery Synod, which provides the PCC with an important link between the parish and wider structures of the church. Discussion has been ongoing in the Deanery about pastoral organisation and ministry shares.

The church and the Johnson Hall/Verger’s Cottage - the church is open 24 hours per day throughout the year. It is made available for community events, including concerts and services for the local (non-church) primary school. The PCC’s Fabric Committee undertakes and commissions regular maintenance and upkeep, including the churchyard. Both church groups and community groups and local service businesses use the Johnson Hall. The Verger’s Cottage provides office space for the parish, a local charitable trust, a youth initiative serving our own and three adjacent parishes, and a local holiday playscheme. A weekly toddler group, supported by the church takes place in the Johnson Hall, as do the weekly Junior Church and crèche sessions on Sundays and the monthly Messy Church.

Parish Magazine - the church publishes a monthly news and events magazine for the village of Stapleford, The Stapleford Messenger, which is available on subscription with copies delivered in the village and in local shops.

Youth Work - a paid church youth worker, Zachary Britton, works half time for the church and half time for the Shelfords and Stapleford Youth Initiative (SSYI), with the costs shared equally.

The Children’s Society - In 2018 the St Andrew's/Children's Society partnership continued to support the work of The Children’s Society (TCS) by praying, acting and giving. Key events of the year were a presence at the Stapleford Village Weekend in June; the annual Children’s Society service in October, with a talk on the 2018 Good Childhood Report by Emily Timmins from TCS head office; the Stapleford Children’s Society Advent Challenge; the Porch Appeal raising funds directly for the Hidden Harm project run by TCS in Essex; and the annual Christingle Service on Christmas Eve.

We continue to devise novel ways in which we can support the vital work of TCS with the most vulnerable and disadvantaged children and young people in the country and we model these initiatives so they can be adopted by other churches. For example, our Advent Challenge was adopted by three other churches.

Link Committee - Together with the local community the church runs a Link Committee with the church of St Andrew’s in Nachingwea, Masasi Diocese in southern Tanzania. Of 37 years’ standing it is thought to be the longest running, continuously active Parish to Parish link in the UK. Fundraising events, including the Christmas fair, May lunch and concert, along with donations from sponsors raised just over £9,000. The Link Committee sent funds for the provision of seed, due to the failure of staple crops; a three-month English course for girls prior to commencing their secondary schooling; support for girls undertaking A level and medical assistant courses and support for children with additional needs. A Safari Group of three travelled to Nachingwea in August with a particular focus on the teaching of English and science.

During 2018 St Andrew’s pastoral committee collaborated with other residents in the parish to develop a Warden Scheme for the village, in partnership with Age UK. St Andrew’s PCC has signed the Service Level Agreement with Age UK, on behalf of the Warden Scheme, and committed to a financial contribution to its running costs for a three-year period.

Local relationships - St Andrew’s works in collaboration with St Mary, Great Shelford, planning combined worship and social events.

### 7.2: Proceedings of the PCC

In the course of the year the PCC has:

* Received regular reports from committees and organisations, which have full reports elsewhere.
* Discussed the Reaching Out to Stapleford Report, taken it forward to a consultation with the congregation and have discussed the findings. The PCC thanks Alastair MacGregor and his committee for their continued work.
* Continued to collaborate with the parish of Great Shelford.
* Actively supported St Andrew’s partnership with The Children’s Society and also with the Link Committee furthering the relationship with St Andrew’s Nachingwea.
* Became a partner with Age Concern (Peterborough and Cambridgeshire), with funding from the Parish Council, to bring to fruition the Stapleford Warden Scheme. The PCC wishes to thank Stuart Watt and Joan King, along with other church members, who have led the negotiations.
* Discussed the need for and agreed that a Parish Administrator should be employed. The PCC thanks Felicity Cooke and the sub-committee for their work in preparing the groundwork for employing an administrator.
* Agreed that Alastair MacGregor’s name should be put forward to the diocese for training as an occasional preacher.
* Discussed the new website and parish database. Both these projects have now been implemented. The PCC thanks Simon Taylor for the research and preparation needed to complete this project.
* Received regular up-dates on church finances, maintained the budgeting process, and approved investments for church funds. The PCC is grateful to Chris Bow for his work as Treasurer and also to Sue Brown who looks after the day-to-day running of the accounts.
* Agreed the refurbishment of the Johnson Hall. The PCC is grateful to Sheila Tilbury-Davis who looks after the Hall and administers the bookings and also to Stuart Watt for his work as project manager during the refurbishment.
* Liaised with the Parish Council.
* Participated in the Village Show with a stand on Saturday and a Sunday morning service.

The PCC has undertaken the following work on policies:

* The Parish is fully compliant with the diocesan /EIG health and safety and safeguarding policies. The PCC is especially grateful to Lisa Macgregor for up-dating and overseeing the process of ensuring the church membership is fully up-to-date with current safeguarding policies.
* Overseen the implementation of the General Data Protection Regulations. The PCC is grateful to Felicity Cooke, Jeannie Green and Wendy Redgewell.

In addition our great thanks go to:

* Claire Kerr for her work as verger.
* Everyone who delivers the Stapleford Messenger every month, along with all those who deliver Christmas and Easter Cards to the Parish.
* Margaret Hebden for secretarial work, including the production of the pewsheets.

*Wendy Redgwell*

### 7.3: Safeguarding

We have made very good progress this year towards completing the Church of England’s *Parish Safeguarding Checklist*. For example, we now display the required information about who to contact in the event of a safeguarding issue and write risk assessments for activity groups.

We have very largely implemented the Church of England’s *Safer Recruitment* requirements including checks and safeguarding training for the roles people play at St Andrew’s. It is heartening that by mid-March 2019, 55 people have fully completed their checks and training, and a further 8 people are part way through. Impressively, of the total of 152 safeguarding training sessions that are necessary for our volunteers, 137 have been completed, with most of the outstanding sessions already booked. Thank you very much to everyone for embracing this important process.

*Lisa MacGregor*

Item 8: ELECTORAL ROLL

The Electoral Roll is fully revised every six years and this revision fell due in 2019. The new roll was completed on 14 April and has been on display in the church since 15 April. The Electoral Roll Officer will give an oral report on the revision at the meeting.

*Jeannie Green*

## Item 9: REPORTS ON THE ACTIVITIES OF THE PARISH

### 9.1: Churchwardens’ Report

The year to April 2019 has felt like an exceptionally busy one. There have been a number of major projects which fell directly into our ambit, and we have (we hope) supported Simon with others which have occupied him, the PCC and the church more generally over the last year.

May 2018 was the implementation date for the new General Data Protection Regulation. Much work followed from that to create a new contact database for our church members, and over the summer we put the final touches to all our GDPR procedures. Spring and summer saw a major refurbishment of the Johnson Hall, which has resulted in a significantly improved appearance and experience for users. Work (and negotiations) are still ongoing about storage both in the hall and the cottage, so that we can maximise use of the hall, and its value to all users. We are grateful to everyone who has helped with this important project.

Stuart has worked alongside Joan King, and the pastoral team, to bring about the new Village Warden Scheme, in association with Age UK. It’s fair to say that there were hiccoughs along the way with this project, and it says much for the St Andrew’s contingent that by December it was possible for the PCC to sign a Service Level Agreement with Age UK (Cambridgeshire and Peterborough) for the scheme. We are delighted to note that the new village warden was due to begin work on 20 March 2019.

Felicity has led a project to appoint a parish administrator, who will support Simon in his role, and also underpin the work of the many volunteers who ensure that St Andrew’s is a thriving, lively church. There are so many people who contribute in this way that we cannot name them all but we notice with gratitude that people are warmly welcomed to services and other events, people contribute in many ways to our worship and music, support the children’s work and Messy Church, bake cakes, arrange flowers, keep the church clean and churchyard tidy and bring richness to our collective life with loving friendship in good times and bad.

We have also assisted with the working group on ‘Reaching out to Stapleford’ and the subsequent consultation. We look forward to the next steps in this important project.

Safeguarding has been a major concern in the last year and we join Simon in thanking Lisa MacGregor for her highly efficient commitment, so that as a church we abide with the Diocesan and Church of England guidelines for this important issue.

Much of the work of the wardens is behind the scenes. We have responded to the regular requests from the Diocese for Statistics to Mission and the Articles of Enquiry. We have industriously counted not just the hymn books but the many treasured possessions of our church - some of them valuable in monetary terms, many of them precious for reasons of sentiment, association and history. We are grateful to all those who help to keep these many items in good repair and good order.

We thank all of you for your support and friendship over the last year.

*Felicity Cooke & Stuart Watt*

### 9.2: Ministry In & Around Stapleford

#### 9.2.1: Events Committee

The Events Committee supports events both for the established members of the church and those which have a more missional flavour, to reach out to the community. The committee would benefit from new members willing to generate fresh ideas and help planning and organising them.

Lesley Ford stepped down from leading the committee in the course of the year. Great thanks to her for her leadership over several years.

During the course of the year we have:

* Started a calendar of events we usually support to try and identify gaps in which missional events can be laid on
* Started a folder of organisational and catering details for each event which can be referred to in subsequent years
* Tried a new ‘Mothering Saturday event’ advertised as ‘crafts, cakes & company’. This was a considerable effort, and a good attempt at a new venture to reach out to Stapleford, though in the event the numbers attending were low.
* Arranged a gig by a Christian comedian, Paul Kerensa, to take place in the church in early June.

The problem that the committee has faced for some years is that the expectation seems to be that its members will not only arrange events but will bear the brunt of running them. This is an unsustainable position and it may be necessary to reduce the number of events we run.

*Simon Taylor*

#### 9.2.2: Pastoral Care

In the past year, much of the discussion time during our pastoral team meetings has centred round the village warden scheme and what we have needed to do, stage by stage, to implement this.

It has truly been a collective effort, in which all have given freely of time and talent and heartfelt thanks are offered to all who have played a part in bringing this to fruition. A separate report on the warden scheme appears elsewhere in this booklet.

Taking home communion to those who can no longer attend church plays an important part in our pastoral provision. We try to be mindful of those in hospital and three of our number are lay volunteers within the chaplaincy service. We’re aware that many other folk also engage in hospital and home visiting, as well as offering support in a variety of ways.

As always, the most important message to convey is that pastoral care lies within the heart of our Christian belief and practice. Each of us has unique gifts to offer and there are many acts of prayerful and practical support which may pass unnoticed in the wider community, but not to the recipient!

Let’s pray that we might all continue to encourage and uphold one another in our offering of pastoral care.

*Joan King*

#### 9.2.3: Village Warden Scheme

More than a year after the pastoral team started talking about the possibility of establishing a community warden service in Stapleford, I’m pleased to report that this has now come to fruition.

We’re glad that St Andrew’s, namely Simon our priest, is signatory with Age UK in an agreement for delivery of the service. Age UK has a wealth of experience over many years in successfully operating warden schemes. New schemes are launching all the time; we are the 11th to do so in South Cambs.

Our Age UK village warden is Donna Allsopp and she works here from 9 am - 12 noon, Monday to Friday. She commenced in post on 20 March and quickly made herself available to those awaiting her services. Donna is also making herself known to the wider community as opportunities arise, eg: attending the coffee morning at Cox’s Close, introducing herself at GP surgery, use of posters around the village. Feedback to date has been positive and Donna reports that she is enjoying working in this community.

 In bringing the scheme to fruition, we are especially grateful for the goodwill of the parish council, who have agreed to contribute £4,000 annually for a three year period; also to South Cambs District Council for the provision of a start-up fund and for their ongoing financial support, shared with other warden schemes around. St Andrew’s has pledged annual funding and we’ve had some donations from local charitable trusts.

Service users pay a small weekly sum direct to Age UK, via the warden, but there will always be the need to supplement this, in order to ensure that the service is fully funded. We continue to seek possible donors and any help in this respect would be greatly appreciated.

We are so thankful to all who have worked with us, through many a trial, to bring the warden service to Stapleford at this time. Prayers have been answered; God’s grace is abundant.

*Joan King* (on behalf of St Andrew’s pastoral team)

### 9.3: Ministry Beyond Stapleford

#### 9.3.1: St Andrew’s Stapleford Nachingwea Link

Amongst other activities in 2018 seven highlights stand out, namely:

* the visit of Carole Lyne, Kasia Pluta and Isobel Hambleton to Nachingwea and Masasi in August
* the May Bank Holiday lunch in the Jubilee Pavilion
* the concert by the Derwent Singers in May
* the Nachingwea and St Andrew’s Celebration Services
* the Christmas Fair
* the Nachingwea page on the new church website and the Link leaflet
* the article in the Masasi and Newala News (February 2019 edition)

Projects to which we contributed in 2018 include:

* 3 month English Course for ten girls in preparation for secondary education
* uniforms for special needs children
* seed supply as a result of failed crops due to drought
* ‘A’ Level and Medical training for girls
* computer supply
* oxygen concentrator

Projects ahead include:

* Communion set for St Andrew’s Church, Nachingwea
* second English communication course for pupils preparing for secondary education
* support for children with special needs
* continued support for girls moving into further education
* VETA course in Tailoring for girls
* first stage in the planning and construction of a community room for St Andrew’s Church, Nachingwea
* support for women’s training in ministry
* continued work on a project for sustainable agricultural practices

The weekly chain of prayer on Thursdays continues.

Thank you for your encouragement and support in all these endeavours.

We look forward to seeing you at lunch in the Pavilion on Monday 6 May.

*Trish Maude*

#### 9.3.2: Traidcraft

Very many thanks to the continued generous supporters and young helpers of the monthly (except August) Traidcraft stall. We think it was begun by Helen Shackleton about 1995!

After trying third Sundays, I have returned to the first Sunday of the month, except for special occasions eg: Mothering Sunday and Harvest. The stall also runs at the Nachingwea Fair, giving 10% of any sales made. From April 2018 to March 2019 I bought £1,050 of goods from Traidcraft and sold £817.50. I can always order goods for you to save postage -and deliver to your door (telephone contact details: 07941 862435 or 01223 842922).

There had been grave concerns about Traidcraft’s future in autumn 2018, but thankfully, a slimmed down Traidcraft continues. Traidcraft Exchange, its sister company, continues to campaign for Fairtrade and now supports traders from whom Traidcraft sadly no longer buys - a very real concern.

Sales direct from Traidcraft still give the best deal for producers although all Fairtrade sales are great. (NB: the Co-op is great for Fairtrade mark goods.) Thanks to donations (small change or greater) and selling at full price rather than at my Fair Trader’s 10% discount or at fully discounted sale prices, the stall continues to support girls’ education projects in Nachingwea, giving £75 in Dec 2018.

The stall also sells beautiful hand embroidered cards for a project amongst the poorest village women in NE Pakistan. (Offers to sell a few elsewhere would be greatly appreciated eg: friends’ churches, workplaces...)

*Romie Ridley*

#### 9.3.3: St Andrew’s Children’s Society Partnership

We continued to support the work of The Children’s Society (TCS) through 2018 by praying, acting and giving. Key events of the year were running a stall at the Stapleford Village Weekend in June; the annual Children’s Society service in October with a talk on the 2018 Good Childhood Report by Emily Timmins from TCS head office; the Stapleford Children’s Society Advent Challenge; the Porch Appeal raising funds directly for the Hidden Harm project run by TCS in Essex; and the annual Christingle Service on Christmas Eve.

We continue to devise novel ways in which we can support the vital work of TCS with the most vulnerable and disadvantaged children and young people in the country and we model these initiatives so they can be adopted by other churches. For example, our Advent Challenge was adopted by three other churches.

I would like to pay tribute to the members of the St Andrew’s TCS partnership committee for their inventiveness and support of these events, the members of St Andrew’s who volunteer at The Children’s Society Bookshop in Sawston as well all those donate and shop there.

*Rob Needle*

### 9.4: Children & Young People

#### 9.4.1: Junior Church

Firstly, I must give a huge thanks to Mary Cooper who, having led Junior Church for over twenty years, stepped down at the end of July 2018. Taking over from her is a huge responsibility and privilege. With our gallant band of helpers we have, most importantly, moved Junior Church from the Verger’s Cottage into the Johnson Hall in order to comply with the latest Safeguarding Policy from Ely Diocese. Compliance has also meant that we have all undergone a range of training courses to bring our knowledge and understanding of safeguarding up to date.

We continue to use the *Roots* teaching materials for the KS1 and KS2 groups which follow the set lectionary readings whilst the creche uses Diddy Disciples, a stand-alone resource for the very young. Numbers have, as ever, fluctuated enormously but the trend is definitely upwards, and the children are enjoying the space available in the Johnson Hall for livelier and combined games and activities.

My grateful thanks to everyone who helps with Junior Church – Chris & Mary Cooper, Eleanor Norman, Lucy Barlow, Moira Kelly, Nikki West, Lisa MacGregor, Sally Stephenson, Lizzie Taylor and Anand Pillai. New helpers would be welcomed; support and training are available to anyone keen to get involved.

*Sue Brown*

#### 9.4.2: Messy Church

Begun by the Junior Church team, who took the opportunity to use the Johnson Hall for occasional larger scale arts and crafts activities, Messy Church launched as an all age service in May 2018. Meeting on the third Sunday of every month our services follow the approved Messy Church themes which operate under the auspices of the Bible Reading Fellowship. This involves a combination of art and craft activities on the theme, a bible story that might include drama or discussion, sometimes we sing, and we finish with prayer. Refreshments are available throughout the session. Our numbers are regularly around the 30 mark and we’ve already enjoyed crossover between Messy and Junior Church children.

Families are invited to join us in church for the final part of the eucharist service and most do, although some choose to go straight home. Preparing and leading the activities falls to a loyal band of helpers and I am grateful to Alastair & Lisa Macgregor, Eleanor Norman, Zac Britton, Chris Cooper, Sophie Young, Lizzie Taylor and Lucy Barlow whilst the celebration/bible story part of the morning has been led thus far by myself, Alastair, Eleanor or Zac. We’ve had occasional help from others too and there’s plenty of room for more - or for anyone to come along to experience our friendly and relaxed sessions.

*Sue Brown*

#### 9.4.3: Youth Groups

The youth work of the Church has been continuing to grow this year with two new regular groups having started in September. We welcomed the year 6’s to the Friday after school club after Easter last year and had almost all of the 30 strong class attending. Within the Friday group we introduced a 20-minute optional discussion time at the end of the group where those who want to can stay and be involved in discussions around faith and Christianity but also around school and other issues. Currently most of the group stay for this. In September we started a new Thursday group as a follow on for the Friday group for those in year 9 and above, and around 12 of the young people that we have known since they were in year 6 have joined this group. Although they are quite a handful we have had opportunities to discuss deeper things including religion within the midst of the activities.

The Sunday group Explore changed slightly for part of the year when we joined with Tilly from the Free Church in Shelford to run the Higher Sessions, some follow up material from the Higher Tour, a school’s mission run by the Message trust. Through this our numbers grew slightly with a few new faces. We have now returned to running the usual Sunday evening sessions with a Christian focus with a small number of regulars. The other new group we started is on the second Sunday afternoon each month for those in years 5-7, to help and engage with those beginning to transition from the Children’s work i.e. Junior Church and Messy Church, into the Youth Work that we run. With this group we have been looking at the Bible book by book.

Alongside all these regular activities we have also run a few events engaging with a wider group of young people, including our Easter, Summer and Christmas Parties where the young people have been able to have fun, hear about the work of the Church and hear someone’s testimony, with around 30 young people in attendance each time. We have also done a few trips to Trampoline Parks, Bowling Alleys and more. The Connect service continues to engage and involve our young people and at the end of April we will be taking two of our youth to Fort Rocky a Christian weekend away run by Cambridge Youth for Christ.

*Zachary Britton*

#### 9.4.4: SSYI

SSYI, founded in 1997 has now been running in the Shelfords, Stapleford and the surrounding area for over 20 years, providing youth activities and support for local 10-18 year olds. Our activities provide opportunities to engage with young people and build relationships, encouraging more positive behaviour, involvement in the community and to support them through informal education. We continue to run multiple youth clubs including our Friday night club which has now been split into two age groups, an earlier group for school years 7 & 8 and an older group for school years 9+, with weekly attendance between both averaging at around 30. We also run *Shred It Up* a group that encourages positive risk taking through Skateboarding and Scootering, and RED a café style club for those in sixth form education.

Alongside our regular groups we have been furthering our relationship with Sawston Village College where most of our youth attend. We do detached work within the school at lunchtimes and run 1:1 sessions with a few pupils in partnership with Romsey Mill. Our relationship with the school enables us to support their work with the young people and better understand the situations the young people are in. We have also been running some alternative educations courses including the Jamie Oliver cooking course and the Arts Award. These particularly benefit young people who struggle with mainstream education.

As a Christian charity we continue to encourage the young people to explore faith and our partnership with St Andrew’s helps to engage them with this. Being able to invite them to some youth events and run some joint activities together. We are very grateful for the support of the Church both financially and in prayer.

*Zachary Britton*

#### 9.4.5: St Andrew’s Toddler Group

We meet in the Johnson Hall Stapleford on Monday morning at 9.15am until 11.30am during term time. During the morning we have baby toys on soft mats, play doh, art and craft, home corner, farm and play house, train set, garages and many more toys to have fun with. Then we all get together and have a music period with songs, rhymes, movement and musical instruments all accompanied by the piano. Afterwards we all enjoy a drink and biscuit. During the summer months we go outside to play on tricycles, trampolines and climbing frame etc.

We have been in existence for sixteen years now and have enjoyed meeting many, many children during that time. We are still a thriving group with forty families on our books at present. We warmly welcome babies and toddlers to come and enjoy our group.

*Lyn Pepperell*

### 9.5: Music

#### 9.5.1: Choir

The world of church choral music is vast, and we bring you just a snapshot of all the various styles and genres that we can. Somewhere in that snapshot, we hope that there has been, and will continue to be, something that allows you to enhance your faith, whether it be in the words, the music, or even just the sound. Perhaps it’s in the highlights of the year: Palm Sunday evening 2018 - John Rutter’s Requiem, with a wonderful instrumental ensemble adding rich colours to the score, or the stunning soprano soloist whose top notes just carry you up to the heights of creation, or the sonority and clarity of the enhanced choir, whose breadth of dynamic contrasts bring such evocative words to life and jump off the page and reach your soul; Nine Lessons and Carols - every year the same, yet every year a different set of choral pieces telling that wonderful news of the birth of our Saviour, with the sensitive yet fully supportive accompaniment from Brian Watkins (massive thanks due as ever), and a choir whose total belief makes it all real; Choral Evensong - such a wonderful service for the traditionalist and modernist alike, because you can have such a wide variety of music in it, yet be part of the wonderful history of choral music-making to God that has happened for centuries and will continue in years to come; maybe you have your own highlight, a particular anthem that we’ve sung one Sunday morning, or a hymn or worship song - whatever you want to call it - whatever it was, thank you for your support and encouragement. Please don’t leave it there; carry on supporting and encouraging. All of us thrive on positive feedback. It gives us heart that we’re doing something right.

By the time you read this we will have had another Palm Sunday evening major performance in Faure’s Requiem, which I’m sure will have been just as much a success as previous Palm Sundays, and I will have played my final service at St Andrew’s. It has been an honour and privilege to serve you as Director of Music since March 1st, 2014. My life has taken turns that nobody would have dreamed of since then. Some of them have been completely out of my control, and still are. However, you have supported me in various positive ways, and it would be churlish of me not to try and find words that completely express just how grateful I have been and still am. From giving me food (even cooked!), to having coffee with me, or just listening, or even just being there - thank you. I am where I am today, personally, partly because of your love and support. Please continue to support your choir, band, organists and whosoever else has a hand in the musical worship here - they need you just as much as I have.

*John Clenaghan*

#### 9.5.2: Junior Choir

The Junior Choir has stopped this year despite great efforts by Sarah Needle, assisted by Alice Barlow, to keep it going. We owe them great thanks, particularly Sarah who has run it successfully for several years, and in that time fed a number of the junior choir into our main choir. Finding some new way to engage young singers in church music that suits the demands placed on modern family life is a priority going forwards.

*Simon Taylor*

#### 9.5.3: Tower Bells

The year has not the best of years, not being able to get a team together every Sunday, but when we can we do a good job and I think the church and the village enjoy listening to the bells. We try to meet every Wednesday evening to practise but again this can be a hit and miss situation. During the last year we had one wedding. This coming year at the moment we have two. One of them is for Ashley Gatward. We trained Ashley to ring so he could obtain his Scout badge. We know one day he will return to us as a member of the group. We also managed to find Phil Gorman, a local bell ringer who repairs ropes, and he made a good job repairing four ropes for us, saving a lot of money. We hope as a group we could ring a lot more on Sundays, so in the coming year we have to see how we go.

*Tony Smith*

### 9.6: House Groups, Study Groups & Prayer Groups

#### 9.6.1: Tuesday Evening Bible Study Group

It has been a year of blessings as we delved into the Word of God together. After Easter we studied to completion the Acts of the Apostles. Then we began Luke’s glorious Gospel, but missing out the Nativity account, which we went back to for our Advent meetings. Since then, we have looked at his caring and insightful telling of the life of his Saviour and ours.

Dishearteningly though, numbers have declined, and were it not for regular support from Mary Cooper and Suzanne Watt, our numbers would scarcely be viable for a house group.

As House Groups are an invaluable way to grow together in the knowledge of the Lord, his Word, one another and praying together, we press on in faith. If this sounds you’re your yearning too, here we are, longing to share with you!

*Francess Richardson*

#### 9.6.2: Exploring Faith, Life & Prayer

Exploring Faith, Prayer and Life (Women’s Group) continues to meet on 1st and 3rd Tuesdays with 10 members, to pray for each other and those we are concerned about, to discuss and then reflect in silence.  We thoroughly recommend the following that we used for discussion and silent meditation in the last year: Ann Lewin's 'Love is the Meaning' on Julian of Norwich which covers - Coping with Troubled times; The Nature of God; Prayer; Sin; All shall be well. (Romie has 8 copies to lend).  Malcolm Guite's sonnets on Jesus' teaching, 'Parable and Paradox'. DVD of ‘The Big Silence’ in which 5 courageous volunteers share their moving experiences of an 8 day silent retreat, accompanied by wise prayer guides, and when continuing at home. For Lent 2019 until July, we are using - Rowan Williams ‘God with Us: the meaning of the cross and resurrection. Then and now.’

*Imogen Ecclestone & Romie Ridley*

#### 9.6.3: Tuesday Evening Women’s Bible Group

We meet every Tuesday evening in term time and have five regular members, with other friends that come more occasionally.

We are all committed to each other as friends and committed to meeting together to read the bible, try to understand more about God and pray together.

In the busyness of life it is so valuable to remind each other of God’s goodness to us and to stop for a little while.

We have almost finished the book of Esther and are going to do a short Lent course.

*Sarah Hackett*

#### 9.6.4: Wednesday Evening Housegroup

Our numbers fluctuate from week to week. Generally we have around 6-8 people attending the homegroup. However, without Mary and Chris faithfully giving two of our members lifts each week our numbers would regularly be lower.

Since the last APCM we have studied 1 Corinthians, the book of John and the Beatitudes. We are currently using a Lent study which looks at 6 different groups of people who witnessed Christ’s crucifixion. We regularly find the passages we read are pertinent to our lives today and it is good to have the opportunity to express and find ways of living out our Christian life now.

For several months one of us tries to attend Francess’ Tuesday homegroup to give her support and encouragement.

*Suzanne Watt*

#### 9.6.5: Friday Prayer Group

So much needs prayer. In an unsettled world it seems we should be working overtime. We consider world, country, local and church issues; remembering occasions for thankfulness. For Advent we used books from our collections and are being creative for Lent. We agreed themes for each week as a focus and are using material as we find appropriate. This takes away the responsibility of leading. Meeting together is important to us. Individual contributions are valued and encouraged rather like being part of a special family trying to make a difference.

*Judith Lee & Mary Antcliff*

### 9.7: Lunch Group

The monthly Bistro Sunday lunches for singles at the Arthur Rank Hospice have now been running for well over a year and continue to be much appreciated by those who attend. We are mostly an elderly group of single people and members of St. Andrew’s. It is a great opportunity to meet with friends from the Church and the community in pleasant surroundings with somebody else doing the cooking!

The highlight of the year was our Christmas lunch - a choice of menu including roast turkey and all the trimmings, followed by mince pies, coffee and the traditional pulling of Christmas crackers. Excellent value for money but perhaps more importantly a special occasion to deepen our friendships and fellowship.

*Chris Everitt*

### 9.8: St Andrew’s Display Board

Sometimes seeing images displayed simply is helpful. It aids reflection. The seasons of the church year are important. By creating empathy or touching deep thoughts individuals may find reassurance, comfort or hope. It is a visual stimulus. Contributions from our Junior Church are valued. Creative achievements, however, often go home to be talked about and the message shared. The board provides an additional means to inform; useful on special occasions. Our Nachingwea Link bring friends from another country closer through brightly mounted words, pictures and news. It is a space to heighten awareness.

*Judith Lee*

### 9.9: Stapleford Mothers’ Union

2018 was busy, as usual. We took part in village and church events - the Nachingwea Fair, the Village Weekend, Compline and Mothering Sunday, and Diocesan events, such as the Diocesan Garden Party in June, Diocesan Councils and the Commissioning Service for new Officers. Two members supported the MU-run Baby Tents at Wimpole and Great Gransden. We again collected toiletries for the Women’s Refuge to support the 16 Days against Gender-based Violence, and organised the World Day of Prayer in March. We had Branch events: the Deanery Advent Service at Sawston, entertaining Milton to the summer Pudding Party, and being entertained by them in October, and two coffee mornings in aid of Branch funds.

We had some interesting speakers: MU members on The Rosie, Thomas Obadiah Chisholm and Banners. We heard about the Link trip to Nachingwea, had travelogues on Tasmania and Canada, and information on how our biennial newsletter ‘The Grapevine’ is edited, and found out about our Founder, Mary Sumner. We enjoyed two Meditations, in Lent and November, and a lovely Opening Service in September. There were Fellowship afternoons on Lady Day and Michaelmas.

We were saddened at the start of the year with the passing of our dear friend and member, Sylvia Sanderson - a faithful MU supporter for many years. We miss her enthusiastic support both in the Branch and on the Committee.

So 2018 was a busy year again and we look forward to 2019 when our theme will be Listen, Observe, Act - in step with God. Even though our group is getting smaller, we feel we still have an important role to play both in the Ely Diocese and our church and parish here at Stapleford.

*Hilary Street*

### 9.10: Friends of St Andrew’s

The Friends of St Andrew’s have had another good year.

Our fund raising activities this year have continued and I can report that we are in a very good financial position to help to with the maintenance of the fabric of the Church when necessary.

The concert given by John Bryden that we held last December was a great success. We hope to hold another one during the coming Summer months.

*Tony Hore*

### 9.11: Stapleford Messenger

It has been another busy year for the Messenger and this one is our first as a full colour magazine. Subscription and advertising numbers remain stable, with circulation and sales in the region of 650 copies every month, and the magazine is therefore financially healthy as well as well-supported by those who live in the village.

*Jon West*

## Item 10: BUILDINGS, CHURCHYARD, GOODS & ORNAMENTS

### 10.1: Church Building

2018 has been a quiet year for the Fabric Committee given that the quinquennial work was completed in 2017.

Ongoing maintenance:

* annual inspection of tower safety equipment
* servicing of the fire extinguishers, 3 being condemned and therefore replaced
* repair to the flaunching in the junction between the roof tiles and gable ends of the Lady Chapel. NB: flaunching is a term used to describe a cement or mortar slope which throws off water.

In time for Remembrance Sunday 2018, the names of the WW2 dead were printed, framed and hung on the wall of the church immediately below the WW1 war memorial.

My grateful thanks go to members of the Fabric Committee with whom I have served over the last 25 years, and in particular to Ken Dean for his expert advice in fabric matters both great and small. Oliver Challis and Chris Cooper continue to carry out various and often unseen maintenance tasks. I am grateful to them.

In the autumn I handed over chairmanship of the Fabric Committee to Stephen Brown. I wish him well in the role and I know that the fabric of church will be in safe hands

*Peter Green*

### 10.2: Inventory of Goods & Ornaments

The Churchwardens have completed a check of the Church Inventory, which is available for inspection at the APCM.

*Felicity Cooke*

### 10.3: Johnson Hall & Verger’s Cottage

This year the big project in the hall has been a major refurbishment, involving dry-lining the hall, to improve both insulation and appearance, followed by redecoration. The hall committee also purchased 20 new padded chairs, with a new notice board to come in the lobby. There have been many comments from users about the improved look of the space.

Junior Church, and Messy Church now use the hall on Sunday mornings. Overall use of the hall is almost at maximum capacity and we are pleased that this local amenity is of such value to the church and the community.

Use of the Verger’s Cottage is also being re-configured . Our new Parish Administrator will work in the office, sharing space with the Cambridge Joint Playscheme (CJP), which uses the office one day a week. The back room is being refurbished for our new curate, who arrives in June. Youth work with Zac continues to take place upstairs.

Special thanks are due to Stuart Watt for overseeing the refurbishment of the hall over the summer, to Oliver Challis for redecoration at short notice, to Chris Cooper who maintains so many aspects of the hall and the cottage, and to Mary Cooper who has cleaned the cottage for many years. She has now ‘retired’ from this work and the hall cleaner is also cleaning the cottage. To Simon also, who has worked very hard to clear the office and build good relations with the CJP. Thanks also the Johnson Hall committee for their ongoing contribution to running this special facility.

*Felicity Cooke*

### 10.4: Churchyard

The churchyard is managed to combine formal and wild areas. The wild areas include dead-wood and ground cover to encourage wildlife, and managed meadow-grass to encourage chalk grassland flowers. It is maintained by individual volunteers and work-parties. Particular thanks are due to John O’Boyle for his botanical expertise and advice in managing new sapling growth to replace mature or ageing trees.

We are trying to remove the century old compost heap (low hill) in the north-east corner. Anyone wanting some excellent soil improver is welcome to cart it away.

Last year we failed to find a gardener to cut the grass, but the dry summer would have given little to do. Anticipating a more normal year to come, we have made an appointment.

Our registered war grave, part of a family plot in the north west corner of the churchyard, has been restored and made accessible. It was visited by a War Graves inspector, who makes maintenance visits on a three-yearly cycle, who advised on cleaning.

The condition of horse chestnut trees along the road is unlikely to improve, and we may lose them in the next few years.

New volunteers are welcome as there is always more that can be done.

*Chris Cooper*

## Item 11: GRANTA DEANERY SYNOD

**Ministry share**
2019 is the final year of a three-year planned funding programme for all of Ely Diocese. Granta Deanery has used the three years to move all benefices to paying a fairer and more transparent share, based on the Diocesan formula for calculating the costs of ministry. This has meant three years of reducing payments from St Andrew’s, as we were previously paying more than our share. For 2020 the Deanery will need to agree a new allocation of Ministry Share between the benefices but we hope that these allocations will continue to reflect the current formula, which is fairer and more transparent than the formula that preceded it.

**YouthInc**
We as a parish and the Deanery as a whole continue to support YouthInc, the Deanery initiative (now functioning as a charity) to provide youth work, services and events for teens and pre-teens across the Deanery. St Andrew’s is heavily involved in this initiative through the Connect services, and Simon Taylor is one of the trustees of the charity. The funds raised at the annual Deanery Fair support this project, which is also match-funded by a grant from the Ely Diocese Parish Growth Fund.

The 2018 Deanery Ascension Day service was held in Hildersham church and included the commissioning of the new Deanery youth development worker - Rachael Went.

**Speakers**
Speakers in 2018 covered topics including workshops on being ‘Confident in Sharing Your Faith’, the work of the Diocesan Board of Education and Christian Aid.

*Rob Needle & Lizzie Taylor*

# C. DOCUMENTS FOR PAROCHIAL CHURCH COUNCIL MEETING

## Item 1: MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING HELD IN THE CHURCH ON MONDAY 16 APRIL AFTER THE APCM

**1 Appointment of the Secretary, Treasurer and Vice-Chair**

The PCC made the following appointments unanimously:

* Secretary - Wendy Redgewell
* Treasurer - Chris Bow
* Vice-Chair - Rob Needle

Wendy Redgewell has agreed also to act as Minutes Secretary, so no separate appointment is needed this year.

**2 Appointment of Electoral Roll Officer**

The PCC unanimously appointed Jeannie Green as Electoral Roll Officer.

**3 Standing Committee and Co-options**

The Standing Committee was appointed as follows:

* Chair of PCC and Churchwardens, these being statutory members
* Vice Chair
* Assistant Churchwardens
* Secretary
* Treasurer

A more permanent membership will be discussed at the next meeting of the PCC.

Co-options to the PCC will be discussed at the next meeting of the PCC.

**4 Dates of next meetings**

The dates of the future PCC meetings:

* Thursday 24 May at 7.45 pm
* Thursday 26 July at 7.45 pm
* Thursday 27 September at 7.45 pm
* Thursday 22 November at 7.45 pm

The meeting closed at 21.33 pm.