

Annual Meetings

2021

**NOTICE OF THE MEETING OF PARISHIONERS**

The annual meeting of parishioners will be held via Zoom on Monday 10 May 2021 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 via Zoom on Monday 10 May 2021 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 2020 meeting

2. Election of churchwardens

## B. ANNUAL PAROCHIAL CHURCH MEETING

1. Minutes of 2020 meeting

Note: the next election of Deanery Synod representatives will be in 2023. The retiring members of the PCC are Alice Barlow, Oliver Challis, Lisa MacGregor & Romie Ridley

2. Election of members of the laity to serve on the PCC

Note: there are five vacancies, four for three years and one for two years

3. Election of assistant churchwardens

4. Financial statements & reports

5. Appointment of Independent Examiner for 2021

6. Parochial Church Council Reports

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

8. Reports on the activities of the parish

9. Buildings, churchyard, goods and ornaments

10. Deanery Synod

11. Parish Priest’s Report

12. Any other business

## C. PAROCHIAL CHURCH COUNCIL MEETING

1. Minutes of 2021 meeting

2. Appointment of Vice-Chair, Secretary and Treasurer and any consequential co-options

3. Appointment of Electoral Roll Officer

4. Confirmation of date of next meeting

Note: the composition of the Standing Committee will remain as Parish Priest, Churchwardens, Vice-Chair, Secretary and Treasurer and two additional lay members until confirmed or changed at the next PCC meeting.

# A. DOCUMENTS FOR MEETING OF PARISHIONERS

## Item 1: MINUTES OF THE ANNUAL MEETING OF PARISHIONERS HELD BY ZOOM ON MONDAY 19 OCTOBER 2020 AT 7.45 PM

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

Present: Simon Taylor (Chair), Chris Bow (Treasurer), Revd Clare Coates (Curate), Mary Cοοper (Churchwarden), Alastair MacGregor (Churchwarden), Nicky West (Secretary), Diane Barlow, Sue & Stephen Brown, John Bryden, Ollie Challis, Felicity Cooke, Chris Cooper, Chris Everitt, Martin Ginger, Jeannie & Peter Green, Adrian Halliwell, Simon Humphrey, Janet Johnson, Joan King, Joan Lintott, Lisa MacGregor, Patricia Maude, Rob Needle, Jackie Nettleton, Anand Pillai, Bill & Valerie Powell, Wendy Redgewell, Romie Ridley, Diana Sage, Lizzie Taylor, Jacqui Watkins, Judith Whale,

Apologies: Mary Antcliff, David & Joy Barnes, Simon Talbott

**Minutes of Previous Meeting**

Approved with one correction. Sue Brown was not a churchwarden in April 2019.

**Election of Churchwardens**

Mary Cooper and Alastair MacGregor were nominated and seconded. Both had indicated their willingness to serve. There being no further nominations they were duly elected to serve as Churchwardens for the remainder of the 2020-21 period of office.

Alastair and Mary were thanked for standing and for their work since their election in 2019.

The meeting closed at 7.55 pm.

# B. DOCUMENTS FOR ANNUAL PAROCHIAL CHURCH MEETING

## Item 1: MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING HELD BY ZOOM ON MONDAY 19 OCTOBER 2020 AT 7.50 PM

Present: as at the annual meeting of the parishioners

Apologies: as at the annual meeting of the parishioners

**Appointment of Sidespeople**

It was noted that the appointment of Sidespeople is no longer a function of the APCM (since the rule change in 2020), and this item had been included in the agenda for the meeting in error.

**1 Minutes of the 2019 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 two Deanery Synod Representatives**

Felicity Cooke and Lizzie Taylor were nominated and seconded. They had indicated their willingness to serve. There being no further nominations they were duly elected to serve as Deanery Synod Representatives for three years until the APCM in 2023.

Rob Needle was thanked for his service in the role over many years, and Lizzie Taylor for her service for the past three years.

It was noted that the role over the next few years was going to be especially important as the Deanery Pastoral Plan falls to be revised.

**3 Election of four Lay Members of the Parochial Church Council**

The following were duly nominated and seconded, and had expressed their willingness to serve.

* Sue Brown
* Janet Johnson
* Anand Pillai
* Jacqui Watkins

There being no further nominations they were elected to serve as Lay Members of the PCC for a period of three years until the APCM in 2023.

The retiring members were Alastair MacGregor (who continues as churchwarden), Eleanor Norman and Alice Rouse. They were thanked for their service.

**4 Election of Assistant Churchwardens**

Romie Ridley was nominated and seconded. She had indicated her willingness to serve. There being no further nominations she was duly elected to serve as Assistant Churchwarden for the remainder of the 2020-21 period of office.

Jacqui Watkins, who is stepping down as Assistant Churchwarden, and Chris Cooper were thanked for their service over the last year.

There is one vacancy. Anyone interested was invited to get in touch with Simon Taylor.

**5 Financial Statements and Reports**

These were presented by Chris Bow.

**5.1 & 5.2 Treasurer’s Report & Financial Statements for 2019**

In relation to the ***statement of financial activities***, Chris pointed out that two lines had been transposed in the first column of the APCM booklet -- net expenditure income and net gains on investment. Net income of the PCC was £916 for year. Net gains on investments were £13,502 for the year. Broadly, income matched expenditure.

Chris explained that we have unrestricted funds i.e. JH and Messenger, and restricted funds i.e. money allocated for specific reasons. Unrestricted funds are in deficit as expenditure exceeds income. The market valuation for the year to end 2019 showed a net gain in our investments of £13,052, but this remains a paper gain only, and would not necessarily be reflected in a valuation now.

The ***balance sheet*** shows that we have £108,000 of investments.

Questions were invited. Stephen Brown asked what the PCC had in mind to bring the loss into break even. It was reported that Chris Bow, Rob Needle and Alastair MacGregor had looked hard at all items of expenditure and identified a number of areas of saving but it was considered that the emphasis had to be on increasing level of income for the church to maintain its level of activity.

Felicity Cooke asked to what extent we are encouraging new people to join giving to church. It was noted that Romie Ridley is encouraging more people to join the electoral roll.

Lizzie Taylor commented that on the service sheet the phrase “donations welcome” could be worded more attractively to emphasize supporting the church’s ministry.

Proposals for increasing giving were mentioned, including a giving service each year and a stewardship campaign.

The ***analysis of income*** was noted to show a drop in donations within restricted funds, but these do not necessarily reflect the full position. Donations in unrestricted funds had remained similar year on year.

Bill Powell raised the question of the Messenger and suggested it could be free but with a delivery charge. It was reported that steps had been taken to try to ensure that the Messenger continued.

A proportion of the profit it has made in the past is earmarked for distribution to good causes. This year there is concern that advertising revenue may decrease. Felicity considered that the Messenger has improved its advertising and physical production. By the beginning of next year, with a new team, its future will be clearer. In time it would be possible to think again about how the magazine is funded and distributed.

**5.3 Budget for 2020**

It was acknowledged that circumstances have changed with the pandemic since the budget was prepared.

There have been very few bookings in the Johnson Hall. But the church received £10,000 from South Cambridgeshire District Council under the small business scheme.

The Estate Fund had had to pay for the church ceiling repair. The Friends of St Andrew’s generously contributed to this cost.

The General Fund figures were mostly built around what we achieved last year. But there were some significant reductions against last year where savings could be made. Taking costs into account, however, the budget anticipated a significant deficit which needed to be addressed.

Chris thanked Sue Brown for her hard work as bookkeeper, and thanks were expressed to Chris Bow for his work.

**5.4 Gift Aid.**

The report from Lisa MacGregor was noted, and Lisa was thanked for her work.

**6 Independent Examiner**

Keith Haddow was thanked for his work in 2019. He had indicated his willingness to continue in the role, and Simon Taylor proposed his re-appointment. He was appointed unanimously.

**7 PCC Reports for 2019**

**7.1 & 7.2 Annual Report of the PCC & Proceedings of the PCC**

These were taken as read and there were no questions.

**7.3 Safeguarding**

Lisa MacGregor was thanked for her report and her wonderful work on safeguarding. Lizzie Taylor echoed those thanks, noting that it is a huge job, imposed by national church with a great deal of detailed work required in local churches.

**8 Electoral Roll**

Romie Ridley updated her written report. The membership of the Electoral Roll is now 113, an increase of four. Romie was thanked for her work as Electoral Roll Officer, and Gillian Sanders was thanked for the great assistance she has given to her in that role.

**9 Reports on the Activities of the Parish**

**9.1 Churchwardens’ Report**

The Churchwardens’ report was taken as read, and the wardens were thanked for their work.

**9.2 Curate’s Report**

Clare Coates’ report was taken as read, and Clare was thanked for her work.

**9.3 to 9.14 Reports of Committees and Organisations**

Thanks were expressed to all who had provided reports and contributed in so many ways. The written reports presented were as follows, with additional comments recorded below.

* **Ministry in and around Stapleford**
Events Committee
Pastoral Care

Joan King has been coordinator and is stepping down. She was warmly thanked for many years of service including in recent years co-ordinating the group.

Community Warden Scheme

The church has committed to contribute £500 per annum for 3 years to scheme, with one more year to go. It was uncertain whether the Stapleford Parish Council would be able meet its prior commitment to funding of £4,000 for a third year.

* **Ministry beyond Stapleford**

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

* **Children and young people**

Junior Choir
Messy Church

Chris Everitt thought it important that families should join main church after Messy Church. Sue Brown said Messy Church is a stand-alone service; families are encouraged to come up to church but can go home straight after if they want. Simon said that Forest Church was introducing a new generation to worship including to a communion service. Thanks were expressed to Sue Brown and Clare Coates and their team for their hard work.

Youth Groups

Thanks were expressed to Zac Britton for his work until he moved full time to SSYI in March.

Stepping Stones
St Andrew’s Toddler Group
SSYI
YouthInc

* **Music, worship and bells**

Choir

Felicity gave a huge vote of thanks to John Bryden and the choir.

SingPlus

This has been on hold but is tentatively re-starting.

Tower Bell Ringers

It was noted with gratitude that the bell ringers have been able to start ringing again in a limited way.

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

A number of groups have managed to meet in homes and gardens. Thanks were expressed to all the leaders who have carried on in difficult conditions.

Tuesday Morning Bible Study Group
Exploring Faith, Life and Prayer
Tuesday Evening Women’s Bible Study Group
Wednesday Evening Homegroup
Friday Prayer Group

* **Eco Church Project**

Sophi Berridge was thanked for her work and leadership.

* **Church Flowers**

Flower arranging returned to the church as soon as it re-opened.

Jackie Nettleton and her team were thanked for their work and creativity. Jackie would welcome new members.

* **Lunch Group**

Chris Everitt was thanked for organising this. It has been ongoing in limited form during pandemic.

* **St Andrew’s Display Board.**

Thanks were given to Judith Lee for organising this, with input from the children’s groups. Stephen Brown raised the subject of the eco Christmas card which could run again this year with more notice. Donations would go to charity as they did last year.

* **Stapleford Mother’s Union**

Thanks were expressed to Hilary Street for her continued leadership.

* **Friends of St Andrew’s**

Grateful thanks were expressed to Tony Hore and the leadership team for their fundraising activities.

* **Stapleford Messenger**

A new team is being formed and the magazine is in better shape than was anticipated a few months ago. The editor and deputy editor, Jon West and Ed Rose, were both thanked.

**10 Buildings, Churchyard, Goods & Ornaments**

* **Church Building**

Thanks were expressed to Stephen Brown for his first full year looking after the church buildings.

* **Inventory of Goods and Ornaments**
* **Johnson Hall and Verger’s Cottage**

Before lockdown the cottage was being used more and it was becoming a friendly hub of activity.

Thanks were expressed to Sheila Tilbury-Davis for her service as hall manager, and to Gillian Sanders for taking over many aspects of the administration.

* **Churchyard**

Thanks were expressed to Chris Cooper and the team of volunteers. Alastair MacGregor suggested it would be good to get younger helpers involved.

**11 Granta Deanery Synod**

The report was taken as read.

**12 Parish Priest’s Report**

Simon Τaylor had video-ed his report and put it on the St Andrew’s YouTube channel and had also circulated it in writing. The report was as follows:

In my report to the APCM last year I was able to articulate the simple vision that I had really been groping towards since I started here in late 2015. I said that that we had to be a church for the whole community. Of course, St Andrew’s always has been that in many ways. But I thought then, and still think now, that we needed to express it openly and to pursue it intentionally.

Being a church for the whole community means a number of things. It means our pattern of worship has to embrace variety. We should aim that our pastoral care reaches out beyond our church family, and that there should be intentional reaching out in other ways too. As we re-develop the church building – as in time I am sure we will – we must have in mind the needs of our whole community, not just the worshipping community. You will remember that these were are all things we were working on before Covid struck.

Now, of course, Covid-19 has changed our world. It is not just our ability to socialize that has changed, but so too have the worlds of work, education, healthcare, legal services, travel, shopping and more. So too has church. But nonetheless, the aim still is to be a church for the whole community. What we have needed to think about is how Covid has adjusted what that might look like. The principle has not changed, but we need to look at the practice.

Normally I would start my report at the annual meeting with my take on what has gone on in the previous year. This time round there seems little point in spending too much time doing that. Suffice it to say that 2019 was a good year. Things settled down from the difficult year before. We continued with our project to reach out to the community in an intentional way, and we began to think about the future of our buildings, coming up with a draft set of principles which we then took to both the congregation and community in surveys. The still relatively new ventures of Messy Church and Connect continued to flourish. We had excellent visiting preachers – remember our Science and Christianity series for example. We were very fortunate to welcome Clare Coates, the first curate in this church in living memory, who has been a great colleague and fantastic addition to our team. And John Bryden took over as Director of Music and hit the ground running – remember the choir gloriously opening his first service with Stanford’s setting of Psalm 150. It was a good year. I am grateful to all those who made it so, chief among them, of course, our church wardens Mary Cooper and Alastair MacGregor. Under their guidance 2019 was a harmonious and purposeful year and they deserve our great thanks.

But that briefest of brief summaries is all I want to say about it. It all seems like ancient history now.

2020 started normally enough, well even. We had a double baptism on the first Sunday in January, started a sermon series on the opening chapters of Acts, enjoyed a very special Candlemas festival as Messy Church did All Age Communion and lots more. The year was going with a swing.

And then it all began to fall apart. Concerns about the virus began to keep people away really from late February or early March. In mid-March, earlier than the Church of England as a whole, and before the government would have compelled us to do so, we – that is to say Alastair MacGregor, Mary Cooper, Clare Coates and I – took an emergency decision to shut down our services and activities. I am hugely grateful to all three of them for this decision, as well as for their immense efforts in the months that have followed. It was courageous, and I suspect that decision prevented some illness and saved some lives in our congregation. I say that because we now know that the virus was among us. Another week of gatherings might have been disastrous.

On the very first Sunday of our lockdown, John Bryden and I put together a very crude online service. We got better at it. We learnt to use the abilities of the technology, making as much use as we could of changes of venue and angles, incorporating words and pictures, including lots of recordings of people reading, singing and praying, and so on. An amazing number of people learnt technical skills and took part both in the Sunday services and in St Andrew’s Juniors – my grateful thanks to Clare for leading on that and on Messy Church online. As time progressed we recognized that we had a new congregation. Those viewing our recorded Sunday and Wednesday worship never fell below 100, and often exceeded 200. This was unexpected. It felt like an endorsement of our decision to present the style of services we had chosen.

The content of readings, sermons and prayers were as challenging as they might have been in any setting, but there was a directness and simplicity, with no layers to navigate to get to the message. There was no expectation that newcomers to worship had to learn some new language or get accustomed to ritual or patterns of dress from centuries ago to be able to hear the gospel.

That approach was, I think, in tune with our times. Some might bemoan a lack of willingness to engage, a certain shallowness in society, the demand for instant satisfaction or however it might be characterized. I don’t. We are ministering here and now, and society and people’s expectations are what they are. To my mind it is clearer now than ever before that the word of God, properly read, carefully explained and applied, leading us into prayer, and surrounded with music of praise is a combination used by the Holy Spirit to draw people into the love of God.

Of course one thing we all missed was gathering together, and specifically communion. We debated several times whether to do an online communion service. In the end we did not. Ministers in some other churches made the opposite decision. For my part I had a visceral reaction against the image of a priest taking communion alone. There are too many bad historical overtones.

In any event, in our worship in lockdown we did two things: we used what we had in the technology and its abilities and our people, and we ensured that the message we delivered was in accessible form. And what we did clearly filled a need both for existing members of the congregation and for others. I hope that for many existing members it was a glimpse into a different way of worshipping from what they were used to.

I should also add my thanks to those who were game enough to get on with using the new technology, and to Gwilym Luff who quietly got on with helping lots of our more elderly members. Going forwards, if you, or someone you know, needs help to get online, please let us know. We don’t want anyone left out if there is a second lockdown.

Now, before moving on to where we go from here I want to touch on other aspects of our work in lockdown.

Pastoral care was a priority. Joan King led a marvellous group of volunteers – both our existing pastoral care group and extra members – who phoned everyone on our database. For those who wanted it those phone calls continued on a weekly basis, and there were offers of practical help too. This arrangement was a lifeline for many in a period of uncertainty and seriously restricted social contact. Joan and those who put it into effect are unsung heroes of what we have been doing.

We also offered our pastoral care services more widely, but there was little uptake outside the church family.

As for our youthwork, Zoe Clayton’s first Sunday was the first day of lockdown. I cannot imagine a more difficult situation for a young person to walk into than that, but Zoe was great and rose to the challenge. She straightaway set up some online provision, which after a little while became a Zoom youth group, and that has proved successful. We are now just about to start our first in person groups since lockdown began. Zoe is working 16 hours a week for us alongside doing a law degree which she has just started.

Zoe’s arrival, of course, was because Zac Britton was leaving us to work full time for SSYI. What a great hire Zac was. I am sorry he did not get a proper send off, but he has our sincere and grateful thanks. It is good that we still see him around.

Music has been important during the pandemic. The contribution of John and all our musicians during lockdown was terrific. And since we have come back he and the choir have been working hard and making a wonderful contribution to our services, sounding, I think, better and better. Grateful thanks to them all, and we very much look forward to the return of those who have had to stay away so far, and to great things ahead. One of our ambitions is to get us once again up to the standard at which we will be permitted to do occasional Evensongs at Ely when their choirs are on holiday. There is work to be done, but it is do-able.

Another person who has been very busy for us all in lockdown is Gillian Sanders, our administrator. As well as continuing routine stuff, she fought the good fight with photocopier suppliers – the contract on our existing machine was due to end in August – and with BT and Virgin to try to get wifi installed in the church. What a saga these things were! Suffice to say that she too has our grateful thanks.

Finally before I turn to where we go from here, I want to mention our safeguarding. Lisa MacGregor has been a massive support as our Parish Safeguarding Officer. The workload is immense, and has been increased in some ways during the pandemic because everything is happening in new ways.

The current detailed system is the national church’s way of putting right past mistakes. The need for a massive cultural change in this area in the Church of England has been all too obvious in recent weeks with the report of the Independent Inquiry. Here in St Andrew’s, Lisa has ensured we are doing things correctly, but we are still in need of our own cultural shift. Collectively we need to stop regarding safeguarding as a negative. It makes a very significant positive contribution to the gospel ministry of the church by ensuring that in this area we love others as we love ourselves and are seen to do so. We can make it easier for Lisa by involving her early in our planning, and then knuckling down to do what she says is necessary. It is never actually very difficult. If I may, for once, be bullish, I have no sympathy whatsoever with complaints about our safeguarding requirements, and even if I did, it would not matter, because they are not discretionary.

Now, back to my main theme. Where do we go from here?

As the months went by in lockdown the question that I with others came back to was how things might be different when we were once again able to gather. At the start of lockdown I had naively assumed that in a month or so, maybe six weeks at the outside, we would be able just to get back together and pick up where we had left off. That is what I thought we would do, and you may have too. But as time went on it became apparent that there were going to be restrictions placed upon us that would prevent that, and it also became clear that it would be positively undesirable to do so.

I perhaps need to put those thoughts in context. A large part of the context is the data. Ours, unlike some other data we hear about, is pretty reliable. It is kept in hard copy and Excel spreadsheets, but we have paid the £100 or so needed for the up to date version and are unlikely to run out of rows any time before Jesus returns. Any local historians reading this report in a hundred years to update our church history book will have to puzzle out what the reference to Excel rows is about!

From our data we know that the church has been in decline since the earliest easily accessible data we have, which is from 2006. Average Sunday attendance then, about 170, contrasts with about 90 just before lockdown.

In 2019, there were some good signs. Specifically there was growth in Messy Church, in Messy Church does All Age Communion and in Connect. These newer services put our overall averages up markedly. Other services which were doing ok were our revamped Evensongs, and struggling along but just about holding its own, was our BCP Communion.

But despite huge efforts we did not see growth in our main morning service. The figures go up and down a little from year to year, but overall the main morning service seems to me to be point of continuing numerical decline.

Those of you who used to come to it don’t really need me to tell you that. It was apparent to us all. We sometimes had fewer seated in the congregation than were robed and participating up front. The figures are a little hard to interpret as both counting and recording methods have changed, but it looks to me as though this decline has been continuing, albeit with temporary ups and downs, since the early 1990s at least.

We must take this and its implications on board. Our task has always been to bring the good news of Jesus Christ to as many people as we can. There was lots of good in the way we did our main morning service. It was traditional, orderly worship. But it occupied that main mid Sunday morning slot that is the most likely time for people to come to church. It had the main slot, but it did not seem to speak to the spiritual needs of our village community. That, I think, is the conclusion we have to draw from the relative popularity of some of the other things we do, set against the attendance at that service. It is worth adding that we have done what we can with that service, within the constraints it has, without being able to change the underlying trend. We have tried and failed.

Now all of that is background. The issue is how things should be different going forwards. I know well enough that a least a few do not want to see any change at all. In some ways I stand with you, not least because it would be easier not to change anything. I also accept that there is something good about robes and processions and liturgy. There is something comforting about them. They take us back to a more orderly time, real or imagined. There is time for reflection within the service. And change is both disconcerting and hard work. All these things are true, but for my part I am convinced of both the need for change and for it to happen now.

So what change should we effect? The answer depends to a degree, I think, on what you think the pandemic has taught us. Here is my take on it, in rather short form because this report is too long already.

I think it has taught us that we are capable of great change. That is obvious, but it has also taught us, reminded us perhaps, that change can be for the good. There are lots of aspects of Covid induced change that society will continue with because they are good, and the same will be true in church.

We have learnt too – perhaps we knew it already – that we are capable, individually and as a society of great kindness. This is to be remembered because it is easy to be insensitive in what we say, especially as pandemic-fatigue really sets in. I have been both perpetrator and victim in the last few weeks. I am resolved to remember to be kind, and I hope you are too.

We have been reminded, too, of the need sometimes – I think it is ok to add the ‘sometimes’ - to put others first. None of us complained when Covid patients in that big first wave consumed so much of the resources of the NHS. Other things had to wait. Likewise, putting others first in our planning for the church may mean a prioritization of someone else’s needs.

The last learning point I would highlight is that public truth and transparency really matter. In our church life I am committed to the truth. I will attempt to give straight answers when I have one – the caveat is because the path is not always clear.

So my Covid pandemic learning points in a nutshell: we can deal with change and we know from experience that it can be good; we can continue to be kind in difficult circumstances; it is sometimes necessary to put the needs of others first; and truth matters and will be honoured.

It will be obvious by now that my view is that continuing with our old pattern of services would be a serious error for the church in its mission. I do not think that our main morning service every Sunday should be a communion service, which at its heart has the flavour of a members-only ceremony. It is good for Christians to take communion, and we do and will provide ample opportunities to do so, more as time goes on. But inquirers cannot fully take part. It would not be good if desires to take communion were so inextricably linked to the main mid-morning slot as to impact on the ability of the church to proclaim the gospel to those who have not yet heard it.

Our robes and ritual choreography were, before lockdown, beginning to look very peculiar as the numbers coming to our main service declined. There were on a number of occasions more people doing stuff up front in robes than in the rest of the congregation. That was an odd state of affairs. Current robes and ritual really only came into the Church of England in the late 19th century. They are a relatively modern invention in the life of this church. They have an honoured place – that variety thing again - but not in every act of worship. We are trying to attract 21st century pilgrims.

We have changed the time of the main service to 10.30 am. There are a few among us that does not quite suit, and I am sorry for that, but it is a better time for families and for many others. Our services are generally quite a bit shorter than when I arrived, so I hope that is some compensation, and we will gradually make an earlier service a more regular occurrence.

Indeed, a good side effect of the mid-morning change in timing is the ability to make the early service a bit later, moving it from 8 am to 9 am. It will, incidentally, remain robed with the full traditional dignity the service merits. I know that we only had our first of those services last week, but they will become more common as things settle down. That change in timing of the early service is, I think, likely to be beneficial, both to present members as they go on in years – past evidence shows that will be so - and to the missional potential of the service amongst older members of our community.

I have concentrated on our services because that is where change is most obviously felt. But there are other things we need to do. We desperately need a church communications officer – I have been going on about this for years – to ensure that we advertise what we are doing in a timely and appropriate way. We need someone to ensure we use our new methods of fundraising well. We need both creative and technical input for bits of filming that could really enhance our mission. At the moment all these things are a bit ad hoc because I am either doing them or organizing them. And on top of all that we need more support for our home groups, discipleship courses, pastoral care group, new outreach initiatives and more. There are so many opportunities, just so many. The bottom line is that whatever gifts you have could be used for the spread of the gospel. Baking and bible study. Beer and theology. New mums support group. Grave talk. St Andrew’s Saturday cyclists. This pandemic will not last forever. What could you do?

Drawing it all together, there is no doubt that this pandemic has shaken us to the core, and though it will not last forever it is not over yet. But there is an opportunity to be seized, a moment in the spiritual journey of our community which will not be repeated. We will continue to pursue our aim to be a church for the whole community. We will continue to reflect on and learn the lessons of the pandemic. Bring these things together, the opportunity with the aim with the learning, and we can be that church we want to be, one which brings the good news of Jesus Christ in word and deed to our whole community.

Every blessing to you all, Simon

The report was opened for questions and comments. Alastair MacGregor thanked Simon Taylor for his inspiring talk during these difficult times. Felicity Cooke thanked Simon, Clare Coates and John Bryden for pulling everything together during lockdown and after.

Simon said that he is very happy to sit down and have a discussion with anyone who had questions or concerns about the report but did not wish to raise them during the meeting.

**13 Any Other Business**

There was no other business.

The meeting closed at 9.05 pm with the Grace.

## Item 4: FINANCIAL STATEMENTS & REPORTS

### 4.1: Treasurer’s Report

*Extracted from the Report & Accounts 2020 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. It is available on our website* [*here*](https://standrewstapleford.org/Groups/313014/Church_Council_Documents.aspx)*.*

**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.

During 2020, the hall's rental income was much reduced due to the impact of the Covid-19 pandemic. However, this shortfall was more than off-set by government small business support amounting to £10,000. Other forms of the PCC's income were largely unaffected by the pandemic.

Before investment gains, the net surplus for the year was £6,858 (2019: £916). The restricted funds were in surplus by £1,516 (2019: £7,657). The church's unrestricted funds (which reflect the normal operations of the PCC) were in surplus by £5,342 (2019: A deficit of £6,741).

The PCC transferred £4,983 of the unrestricted surplus to a new fund - The Messenger designated fund. This amount is a proportion of the surplus generated by the parish magazine. The fund is intended to support local village activities of a charitable and social nature.

Net assets were £187,683 (2019: £175,946).

The overall financial position of the PCC remains satisfactory.

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

It is the policy of St Andrew's Church, Stapleford to hold in reserves the equivalent of three months' general running costs and three years' annual deficit of income versus expenditure (based on recent years' experience). It is also our policy to hold an amount for likely building works arising from the church's next quinquennial inspection. This policy will be reviewed in twelve months' time, unless the PCC determines that the church's circumstances have changed sufficiently to warrant an earlier review. The appropriate sum to hold in reserve for these purposes at the present time is £70,000.

**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 eg: 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.

### 4.2: Financial Statements For the year to 31 December 2020

*The tables under this heading are extracted from the Report & Accounts 2020 for submission to the Charity Commission by the PCC. The full document is available to read on our website* [*here*](https://standrewstapleford.org/Groups/313014/Church_Council_Documents.aspx)*.*

#### 4.2.1: Statement of Financial Activities

|  | **Unrestricted funds** | **Restricted funds** | **2020total** | **2019total** |
| --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** |
| **Incoming resources** |  |  |  |  |
| Donations and legacies | 53,791 | 8,115 | 61,906 | 61,262 |
| Charitable activities | 763 | 0 | 763 | 2,469 |
| Other ordinary incoming resources | 31,069 | 4,139 | 35,208 | 35,001 |
| Investments | 3,740 | 0 | 3,740 | 3,856 |
|   |  |  |  |  |
| **Total incoming resources** | 89,363 | 12,254 | 101,617 | 102,588 |
|   |  |  |  |  |
| **Resources expended** |  |  |  |  |
| Raising funds | (14,563) | 0 | (14,563) | (17,628) |
| Charitable activities | (69,458) | (10,738) | (80,196) | (84,044) |
|   |  |  |  |  |
| **Total resources expended** | (84,021) | (10,738) | (94,759) | (101,672) |
|   |  |  |  |  |
| **Net incoming resources before other gains and losses** | 5,342 | 1,516 | 6,858 | 916 |
|   |  |  |  |  |
| **Gains on investments** | 4,879 | 0 | 4,879 | 13,052 |
|   |  |  |  |  |
| **Net movement in funds** | 10,221 | 1,516 | 11,737 | 13,968 |
|   |  |  |  |  |
| **Reconciliation of funds** |  |  |  |  |
| Total funds brought forward | 145,855 | 30,091 | 175,946 | 161,978 |
| Total funds carried forward | 156,076 | 31,607 | 187,683 | 175,946 |

#### 4.2.2: Balance Sheet

|  | **Unrestricted funds** | **Restricted funds** | **2020total** | **2019total** |
| --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** |
| **Fixed assets** |  |  |  |  |
| Tangible assets | 528 | 0 | 528 | 1,241 |
| Investments | 113,461 | 0 | 113,461 | 108,582 |
| Sub-total | 113,989 | 0 | 113,989 | 109,823 |
|   |  |  |  |  |
| **Current assets** |  |  |  |  |
| Debtors | 1,711 | 400 | 2,111 | 8,671 |
| Cash at bank and in hand | 53,798 | 31,207 | 85,005 | 72,341 |
| Sub-total | 55,509 | 31,607 | 87,116 | 81,012 |
|   |  |  |  |  |
| **Current liabilities** |  |  |  |  |
| Creditors: amounts falling due within one year | (13,422) | 0 | (13,422) | (14,889) |
|   |  |  |  |  |
| **Net current assets** | 42,087 | 31,607 | 73,694 | 66,123 |
|   |  |  |  |  |
| **Total assets less current liabilities** | 156,076 | 31,607 | 187,683 | 175,946 |
|   |  |  |  |  |
| **Total net assets** | 156,076 | 31,607 | 187,683 | 175,946 |
|   |  |  |  |  |
| **The funds of the charity** |  |  |  |  |
|   |  |  |  |  |
| Restricted funds | 0 | 31,607 | 31,607 | 30,091 |
| Unrestricted funds | 156,076 | 0 | 156,076 | 145,855 |
|   |  |  |  |  |
| **Total funds** | 156,076 | 31,607 | 187,683 | 175,946 |

#### 4.2.3: Incoming Resources

|  | **Unrestricted funds** | **Restricted funds** | **2020total** | **2019total** |
| --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** |
| **Donations and legacies** |  |  |  |  |
| Donations & gifts | 43,268 | 7,730 | 50,998 | 50,407 |
| Gift aid | 10,523 | 385 | 10,908 | 10,855 |
| **Sub-total** | 53,791 | 8,115 | 61,906 | 61,262 |
|   |  |  |  |  |
| **Charitable activities** |  |  |  |  |
| Fee income | 763 | 0 | 763 | 2,469 |
|   |  |  |  |  |
| **Other ordinary incoming resources** |  |  |  |  |
| Hall hire | 3,584 | 0 | 3,584 | 11,089 |
| Magazine sales & advertising | 16,285 | 0 | 16,285 | 16,566 |
| Other income | 11,200 | 4,139 | 15,339 | 7,346 |
| **Sub-total** | 31,069 | 4,139 | 35,208 | 35,001 |
|   |  |  |  |  |
| **Income from investments** |  |  |  |  |
| Interest income | 3,740 | 0 | 3,740 | 3,856 |
|   |  |  |  |  |
| **Total incoming resources** | 89,363 | 12,254 | 101,617 | 102,588 |

#### 4.2.4: Resources Expended

|  | **Unrestricted funds** | **Restricted funds** | **2019total** | **2018total** |
| --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** |
| **Expenditure on raising funds** |  |  |  |  |
| Magazine printing costs | 9,248 | 0 | 9,248 | 10,488 |
| Other trading activities - hall upkeep | 4,299 | 0 | 4,299 | 6,041 |
| Hall repairs & maintenance | 1,016 | 0 | 1,016 | 1,099 |
| **Sub-total** | 14,563 | 0 | 14,563 | 17,628 |
|   |  |  |  |  |
| **Expenditure on charitable activities** |  |  |  |  |
| Ministry share | 27,487 | 0 | 27,487 | 28,456 |
| Administrative costs | 10,314 | 45 | 10,359 | 11,658 |
| Utilities | 2,955 | 0 | 2,955 | 2,682 |
| Insurance | 2,439 | 0 | 2,439 | 2,134 |
| Repairs & maintenance | 4,062 | 5,346 | 9,408 | 6,933 |
| Events & entertaining | 0 | 0 | 0 | 740 |
| Missions & charities  | 1,759 | 5,347 | 7,106 | 9,592 |
| Upkeep of services | 608 | 0 | 608 | 997 |
| Choir, robes & music | 8,288 | 0 | 8,288 | 8,196 |
| Youth work & education | 10,833 | 0 | 10,833 | 11,944 |
| Depreciation | 713 | 0 | 713 | 712 |
| **Sub-total** | 69,458 | 10,738 | 80,196 | 84,044 |
|   |  |  |  |  |
| **Total resources expended** | 84,021 | 10,738 | 94,759 | 101,672 |

#### 4.2.5: Funds

|  | **1 Jan 2019** | **Movement during 2019** | **31 Dec2019** | **Movement during 2020** | **31 Dec****2020** |
| --- | --- | --- | --- | --- | --- |
| **£** | **£** | **£** | **£** | **£** |
| **Restricted funds** |  |  |  |  |  |
| Estate fund | 11,179 | 5,855 | 17,034 | 1,423 | 18,457 |
| Nachingwea fund | 11,255 | 1,728 | 12,983 | (308) | 12,675 |
| Children's Society & Warden Scheme | 0 | 74 | 74 | 401 | 475 |
|  |  |  |  |  |  |
| **Total Restricted funds** | 22,434 | 7,657 | 30,091 | 1,516 | 31,607 |
|   |  |  |  |  |  |
| **Unrestricted funds** |  |  |  |  |  |
| Johnson Hall fund | 13,620 | 3,949 | 17,569 | 8,269 | 25,838 |
| General fund | 48,397 | 2,362 | 50,759 | (3,031) | 47,728 |
| Legacy fund | 77,527 | 0 | 77,527 | 0 | 77,527 |
|  |  |  |  |  |  |
| Designated funds: |  |  |  |  |  |
| Messenger Fund | 0 | 0 | 0 | 4,983 | 4,983 |
|  |  |  |  |  |  |
| **Total Unrestricted funds** | 139,544 | 6,311 | 145,855 | 10,221 | 156,076 |
|   |  |  |  |  |  |
| **Total funds** | 161,978 | 13,968 | 175,946 | 11,737 | 187,683 |

### 4.3: Budget for 2020

#### 4.3.1: Notes

General inflation assumptions

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

Johnson Hall

* Income: rental recommences in the summer with slow take-up
* Expenses: normal running costs for the full year

Estate Fund

Income

* Partial recovery of Feoffees income
* No support from the Friends

Repairs

* Ceiling £4,710 plus £500 sundry
* No quinquennial repairs

General Fund

Income

* Similar levels to 2020
* Market expectation of reduced dividends

Costs

* Normal running costs assumed
* Photocopier – new contract

Staff

* Youthworker, Parish Administrator & Director of Music furloughed to 31 March

Magazine profit

* Sales revenue as per last year.
* Advertising revenue confirmed by payments received.
* Printing costs as advised by Ed Rose

Verger's Cottage

* Income until 31 May
* Normal running costs for full year

#### 4.3.2: Summary

|  |  |  |
| --- | --- | --- |
|  | **2021Budget** | **2020Actual** |
| Johnson Hall Fund | (962) | 8,269 |
| Estate Fund | (6,710) | 1,424 |
| General Fund | (2,784) | (9,665) |
| Messenger surplus retained | 2,866 | 3,737 |
| **Total** | (£7,590) | (£3,765) |

#### 4.3.3: Johnson Hall Fund

|  | **2021Budget** | **2020Actual** | **% increase / (decrease)** |
| --- | --- | --- | --- |
| **Income** |  |  |  |
| Hall Hire | 2,500 | 3,584 | (30.25) |
| Other income | 0 | 10,000 | (100.00) |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Electricity | 307 | 292 | 5.00 |
| Gas | 359 | 342 | 5.00 |
| Cleaning & Administration | 1,000 | 1,971 | (49.26) |
| Water | 231 | 220 | 5.00 |
| Repairs & Maintenance | 500 | 1,016 | (50.80) |
| Insurance | 766 | 751 | 2.00 |
| Other | 300 | 723 | (58.50) |
|  |  |  |  |
| **Net Surplus/(Deficit)** | (£962) | £8,269 | (111.64) |

#### 4.3.4: Estate Fund

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2021Budget** | **2020Actual** | **% increase / (decrease)** |
| **Income** |  |  |  |
| Feoffees | 5,000 | 3,405 | 46.86 |
| Friends of St Andrew’s | 0 | 1,250 | (100.00) |
| Miscellaneous | 0 | 2,115 | (100.00) |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Repairs | 5,210 | 5,346 | (2.54) |
| Wifi | 6,500 | 0 | - |
|  |  |  |  |
| **Net Surplus/(Deficit)** | (£6,710) | £1,424 | (571.34) |

#### 4.3.5: General Fund

|  | **2021Budget** | **2020Actual** | **% increase / (decrease)** |
| --- | --- | --- | --- |
| **Income** |  |  |  |
| Collections & Donations | 7,400 | 7,260 | 1.93 |
| Regular Giving | 36,500 | 36,008 | 1.37 |
| Gift Aid | 10,700 | 10,523 | 1.68 |
| Fees | 800 | 763 | 4.92 |
| Interest | 3,400 | 3,740 | (9.09) |
| Verger’s Cottage rent | 500 | 1,200 | (58.33) |
| **Total Income** | £59,300 | £59,494 | (0.33) |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Administration expenses | 1,800 | 1,605 | 12.14 |
| Postage & Stationery | 65 | 64 | 2.00 |
| Photocopier Hire | 1,500 | 1,647 | (8.93) |
| Other | 100 | 97 | 3.09 |
| Clergy Expenses | 178 | 175 | 2.00 |
| Cottage Maintenance & Repairs | 250 | 754 | (66.83) |
| Cottage Gas | 99 | 94 | 5.00 |
| Cottage Electric | 682 | 650 | 5.00 |
| Cottage Water | 164 | 156 | 5.00 |
| Cottage Insurance | 247 | 242 | 2.00 |
| Cottage cleaning | 200 | 216 | (7.41) |
| Gas | 1,382 | 1,316 | 5.00 |
| Electricity | 454 | 432 | 5.00 |
| Insurance | 2,241 | 2,197 | 2.00 |
| Water | 322 | 307 | 5.00 |
| Organ Repairs | 428 | 420 | 2.00 |
| Maintenance, Upkeep & Repairs | 900 | 2,288 | (60.67) |
| Upkeep of Services | 620 | 608 | 2.00 |
| Education/Children's Work | 400 | 353 | 13.39 |
| Churchyard | 392 | 384 | 2.00 |
| Organist | 6,395 | 7,749 | (17.47) |
| Choir, Robes & Music | 550 | 539 | 2.00 |
| Events/Entertaining | 200 | 0 | - |
| Quota to Diocese | 25,530 | 27,487 | (7.12) |
| Missions & Charities | 1,800 | 1,759 | 2.33 |
| Depreciation | 529 | 414 | 27.91 |
| Bank Charges | 251 | 246 | 2.00 |
| Gifts | 22 | 22 | 2.00 |
| Youth Worker | 8,731 | 10,480 | (16.69) |
| Parish Administrator | 5,651 | 6,458 | (12.50) |
| **Total Expenditure** | £62,084 | £69,159 | (10.23) |
|  |  |  |  |
| **Net Surplus/(Deficit)** | (£2,784) | (£9,665) | (71.20) |

#### 4.3.6: Magazine Profit & Loss Account

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2021Budget** | **2020Actual** | **% increase / (decrease)** |
| **Income** |  |  |  |
| Sales | 3,415 | 3,413 | 0.07 |
| Advertising Revenue | 11,000 | 12,872 | (14.54) |
| **Total income** | £14,415 | £16,285 | (11.48) |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Printing Costs | 8,300 | 8,877 | (6.50) |
| Administration | 100 | 372 | (73.09) |
| Depreciation | 149 | 299 | (50.13) |
| **Total expenditure** | £8,549 | £9,547 | (10.46) |
|  |  |  |  |
| **Net Surplus** | £5,866 | £6,737 | (12.93) |
| Distributed | 3,000 | 3,000 | 0.00 |
| **Retained by PCC** | £2,866 | £3,737 | (23.31) |

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2021Budget** | **2020Actual** | **% increase / (decrease)** |
| **Income** | 500 | 1,200 | (58.33) |
|  |  |  |  |
| **Expenditure** |  |  |  |
| Maintenance & Repairs | 250 | 754 | (66.83) |
| Gas | 99 | 94 | 5.00 |
| Electric | 682 | 650 | 5.00 |
| Water | 164 | 156 | 5.00 |
| Insurance | 247 | 242 | 2.00 |
| Cleaning | 200 | 216 | (7.41) |
|  |  |  |  |
| **Net Surplus/(Deficit)** | (£1,142) | (£912) | 25.24 |

### 4.4: Gift Aid

For 2020 we claimed £6,056.91 of gift aid on donations outside the Parish Giving Scheme. Of this £611.25 was for the Nachingwea Link and £65.50 for the Stapleford Community Warden Scheme. A further £5,181.84 of gift aid was received from donations via the Parish Giving Scheme.

Thanks very much to everyone who has gift aided their donations. We encourage anyone interested in giving to St Andrew’s regularly to do so through the Parish Giving Scheme. Monthly, quarterly or annual donations can now be set up on the Parish Giving Scheme website www.parishgiving.org.uk, clicking on the ‘Donors’ tab at the top of the page and searching for “Stapleford St Andrew”.

*Lisa MacGregor*

## Item 5: INDEPENDENT EXAMINER

The Independent Examiner for 2020 was Keith Haddow. He has signed the Report & Accounts 2020 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 2021 and the APCM is invited to make the appointment.

*Chris Bow*

## Item 6: PAROCHIAL CHURCH COUNCIL REPORTS FOR THE YEAR TO 31 DECEMBER 2020

### 6.1: Annual Report of the PCC

*Extracted from the Report & Accounts 2020 for submission to the Charity Commission by the PCC. The full report is available on our website* [*here*](https://standrewstapleford.org/Groups/313014/Church_Council_Documents.aspx)*.*

**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. Prior to the repeated lockdowns caused by the Covid-19 pandemic there were 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 on other Sundays. During periods when the church has been open we have offered between one and four services of different styles on Sundays. When the church has had to be closed for physical services the PCC has continued to offer online worship, mainly pre-recorded worship on YouTube, but with some Zoom provision in addition. Our online provision has included services suitable for adults, Messy Church and St Andrew's Juniors. Worship, whether in church or online, is supported by the Director of Music and the choir and, latterly, by SingPlus, a new junior group focussed on singing but also offering art and other musical activities. A Messy Church was held monthly in the adjacent Johnson Hall prior to the pandemic. When it has been possible to hold physical services those have included a twice monthly Forest Church in the churchyard, including both communion services and Messy Church. The informal Service of the Word continued to be offered on the fourth Sunday evening of the month prior to the pandemic and when church opening permitted. It is 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 2020 there were 113 persons on the Electoral Roll, 52 of whom are not resident in the parish. The attendance during an average week in October (as reported in the 2020 'Statistics for Mission) was calculated to be 81. This represents a reduction from 100 reported in 2019, which reflects the effect of the pandemic. The 'usual Sunday' attendance reported in 2019 was 85. That figure was not collected in 2020. Attendance usually increases considerably for major festivals (250 on Easter Eve/Day, and 449 on Christmas Eve/Day in 2019). Both Easter and Christmas were disrupted by the pandemic in 2020 and no figures were collected. Our online services achieved high numbers of viewers throughout the year, rarely below 100 for any Sunday service and not infrequently above 200, although, as many churches have found, not all viewers watched the whole of any video. During 2020, 7 funerals, 1 wedding and 4 baptisms were held at St Andrew's.

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.

The church and the Johnson Hall/Verger's Cottage - in the past the church has been open 24 hours per day throughout the year. That has continued during the pandemic save for during the first lockdown in March/April. Thereafter, even when not open for services the church has been open for private prayer. It is usually made available for community events, including concerts and services for the local (non-church) primary school, but that too has been impossible for most of 2020. 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, but there has been little use of it or the Verger's Cottage since the first lockdown began in March 2020. The Verger's Cottage provides office space for the parish, including the administrator, curate and youth worker, 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 creche 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, Zoe Clayton, works 16 hours per week for the church. She replaced Zac Britton just as the first lockdown was beginning. Various online groups ran during the year until the young people were overcome by Zoom fatigue. Occasional other activities and trips also took place as circumstances allowed.

The Children's Society- In 2020 the St Andrew's/Children's Society partnership continued to support the work of The Children's Society (TCS) by praying, acting and giving. The key event of the year was a service in October attended by the Bishop of Ely. Other activities were largely impossible.

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 other churches and schools.

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 39 years' standing it is thought to be the longest running, continuously active Parish to Parish link in the UK. Fundraising activities were curtailed. A highlight of the year was an online celebration service in May.

The Community Warden Scheme run by Age UK but sponsored by St Andrew's has continued to run during the year.

### 6.2: Proceedings of the PCC

In the course of the year the PCC has, amongst other things:

* Thought how best to manage risk throughout the Covid-19 pandemic and sustain the congregation through our enforced separation. We thank the whole congregation for its goodwill and support as we have adapted to what was possible in challenging circumstances.
* Made the most of the new web site, Zoom and YouTube to communicate more openly and engagingly with our community. We thank Simon Taylor and Clare Coates for all that they have done make this possible and everyone who has contributed to leading and participating in online services.
* Supported the establishment of Forest Church as it has reached out to new people across our community even when many previous forms of worship were suspended. It turns out that you can worship outside when it is 2℃! We thank Clare Coates, Sue Brown and the whole team who pioneered this work.
* Received regular reports from committees and organisations, which have full reports elsewhere. We thank everyone who contributes to the work of these groups.
* Supported establishment of a monthly prayer meeting on the first Monday evening of the month.
* 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.
* Supported the Stapleford Warden Scheme. The PCC thanks warden Donna Allsop, Age Concern and Stapleford Parish Council.
* 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 and Clare Kerr who looks after the day-to-day running of the accounts.
* Supported the development of Eco Church. We thank Sophi Berridge for her leadership.
* Continued to follow good safeguarding practice, including safe recruitment. We thank Lisa MacGregor for all her work on this and the congregation for supporting this necessary process.
* Supported the transition to a new editorial and production team for the Stapleford Messenger. We are grateful to Felicity Cooke, Martin Ginger, Wendy Little, the rest of the new organising committee, Valerie Powell and the many volunteer deliverers.
* Repaired a plaster fall from the ceiling with the kind help of Friends of St Andrew’s.

We thank Gillian Sanders whose administrative support to the PCC has been invaluable during this challenging year. We thank Nicky West for all that she has done as PCC secretary.

St Andrew’s can only run with the enthusiastic support of the whole congregation. We are very grateful to everyone who contributes to roles visible and invisible. For example choir members and musicians, cleaners, coffee team, sidespeople, servers, prayer leaders, service leaders, children’s and youthwork leaders, Deanery Synod representatives, flower arrangers, Gift Aid secretary, sacristan and verger. Especial thanks to the retiring members of the PCC Alice Barlow, Oliver Challis, Lisa MacGregor and Romie Ridley, and to the new members who joined in 2020, Sue Brown, Anand Pillai and Jacqui Watkins.

 *Mary Cooper & Alastair MacGregor*

### 6.3: Safeguarding

The PCC has complied with its duty to have due regard to the House of Bishops’ Safeguarding Policy and Practice Guide.

Activity over the last year has included updating the Safeguarding Dashboard - an online system that records St Andrew’s compliance with the Church of England’s safeguarding requirements. The PCC has approved a list of regulated activities run by St Andrew’s, the procedure for responding to a safeguarding concern, the procedure for reporting serious incidents to the Charity Commission, a list of non-church activities held on church premises, the process for secure storage of safeguarding records, and a social media policy.

There has been safeguarding input to group/activity risk assessments and several people have been through the Church of England’s safer recruitment process.

The Church of England is in the process of reviewing safeguarding training and the changes know so far will overall make it less time-consuming. It has already much improved two online training modules. There are plans for a couple of the previously 3-hour face-to-face/Zoom trainings to become online modules. The review includes reducing the number of roles required to do some elements of the training. However, it is likely that DBS check renewal frequency will come in line with training renewals and will need to be completed every 3 years (instead of every 5 years).

A fair number of people at St Andrew’s will need to renew their training and confidential declaration forms/DBS checks in the second half of this year. Individuals will be contacted as their renewals fall due.

The safer recruitment requirements vary according to role, so please keep in mind that someone who has already completed the safer recruitment process but then takes on a new role may require additional checks and training.

Item 7: ELECTORAL ROLL

There were 112 names on the Electoral roll at our last APCM in October 2020. One was added in late October making 113. Since then 4 people have managed to move fairly locally, one longstanding member has moved away into a home, and one person has moved into the village and joined the roll, leaving the total at 113.

Of these:

* 59 are resident in the parish of Stapleford
* 33 are resident in Great or Little Shelford including 15 who live nearer to St Andrew’s than to St Mary’s, Great Shelford
* 13 are resident in the parishes of Sawston, Babraham, Duxford, Whittlesford and Newton
* 4 in Cambridge
* 4 live slightly further afield in Histon, Great Cambourne and Six Mile Bottom.

All who live outside the parish have longstanding, close links with St Andrew’s.

*Romie Ridley*

## Item 8: REPORTS ON THE ACTIVITIES OF THE PARISH

### 8.1: Churchwardens’ Report

It has been a challenging year for the whole congregation as we have come to terms with the Covid-19 pandemic. As churchwardens we have worked with the clergy and Diocese to help keep the congregation safe and together, even while physically separated for much of the year. This last year would not have been possible without everyone in the congregation adapting and learning as we have gone along.

We have responded to Diocesan requests about Statistics for Mission and Articles of Enquiry. We have checked the inventory, with the help of Simon and Peter Green.

We are delighted that the choir, Sing Plus, Stepping Stones when it was able to meet, Messy Church and now Forest Church are all bringing new people to our church. Our thanks to John Bryden, Clare Coates, Sue Brown and all their teams for their enthusiasm.

We are grateful for all Clare Coates has brought to St Andrew’s as curate in expanding our mission, ministry and pastoral care, and we thank our ordinand Lucinda Howard for all her contributions to our services.

Gillian Sanders has continued to be very helpful as parish administrator, particularly in booking us all into services.

Thanks too to the Assistant Wardens for helping so reliably at services, as well as to all of those on the rotas, who contribute in so many ways to make church life vibrant and positive. Also a big thank you to the Pastoral team for all the phone calls they have made to try to keep in touch with our church family.

We thank Zoe Clayton for what she has done to continue youth work in Stapleford and beyond. Starting her role just as lockdown hit was very challenging.

Finally thanks to Simon Taylor for his energetic, positive and tireless leadership, managing to do so much in a half-time post with St Andrew’s.

We look forward to the future of St Andrew’s as we are once again able to meet and worship together in church.

*Mary Cooper & Alastair MacGregor*

### 8.2: Curate’s report

2020 has been a year none of us will forget. Covid has presented significant challenges but also opportunities. We have had to adapt to new ways of worshipping and meeting, via our YouTube online services and Zoom services and meetings. I have been on a very steep learning curve: filming, editing and producing regular services has been fun and very hard work! I have been supported by an amazing and creative Messy Church team. Highlights have been the St Andrew’s Juniors and Messy Church Services, and the Christingle Service for Christmas Eve. Forest Church has been another major highlight for me this year – it has been wonderful to worship God together outdoors and this has been a fantastic way of reaching out into the wider community. I am really looking forward to the year ahead. With the warmth of the Spring sunshine has come a deep sense of optimism and positivity. A big thank you to all of you who have supported me and helped me and been so kind to me on my journey as Curate at St Andrew’s.

*Clare Coates*

### 8.3: Ministry In & Around Stapleford

#### 8.3.1: Events Committee

In 2019 we had some terrific events, including a comedy event and a wonderful Harvest Supper – how very different 2020 has looked! The Events Committee has not met and there have been no windows when any significant event would have been possible.

I am sure things will be better in the latter half of 2021, and certainly in 2022.

*Simon Taylor*

#### 8.3.2: Pastoral Care

Pastoral care has been even more important than usual during lockdown and we are aware that members of the St Andrew’s congregation have been wonderfully reaching out to each other, in practical ways, through phone calls and by holding each other in prayer, focusing especially on those in particular need during this difficult year.

A rota was drawn up amongst the members of the Pastoral team so that each member of the congregation was phoned during the pandemic and our thanks go not only to members of the team but also to Moira Kelly, Irwin Kostlich, Sophi Berridge, Judith Whale and Liz Megson who phoned, shopped, fetched prescriptions and assisted so generously when necessary. Plenty of people throughout the congregation have done similarly, amply demonstrating the shared aspect of pastoral care.

Joan King stepped down as chair at the last APCM. We are very grateful for all her excellent leadership over past years. Clare Kerr also left the committee, our thanks to her for her cheerful contributions and support. We are delighted to welcome Romie Ridley and Jacqui Watkins to the team. We have held a Zoom committee meeting and hoped to arrange some Christmas coffee mornings but the second lockdown sadly prevented this.

We have sent out 3 newsletters giving details of what is happening in church, to those who do not access online information, hoping that this will help them to feel included in the life of the church.

Romie undertook a project as part of the diocesan ALM Pastoral course during Feb/March 2021. The plan was to set up small zoom social meetings, particularly for people who are more isolated or have been unable to attend church during the past year.

A letter explaining the project was distributed with the February newsletter to 28 members of the church family who may not access all online communications. Many good conversations were had either at a distance on doorsteps or by telephone. Some understandably did not want to use zoom or feel in need of a group chat, but 13 people volunteered to join in with 10 able to do so. A few zoom lessons followed prior to 4 group meetings, in which Felicity Cooke, Mary Cooper and Jacqui Watkins kindly provided safeguarding support and good conversation. The conversations ranged widely and were fascinating. Many participants had not met each other since lockdown.

Everyone enjoyed the groups. Two people joined in twice and others would like more such groups in the future. A great idea for when it is cold outside and difficult or impossible to meet inside. The future hope is to run actual meetings, at coffee or tea times or for a soup lunch where people can meet together and be welcomed.

The committee will continue to do whatever we can for as long as the pandemic continues. If you are aware of a pastoral need, please do let any member of the team know. Members are Simon Taylor, Clare Coates, Mary Cooper, Jan Croft, Jeannie Green, John King, Jackie Nettleton, Romie Ridley, Jacqui Watkins. We look forward to being able to meet in person as soon as possible.

*Mary Cooper & Romie Ridley*

#### 8.3.3: Community Warden Scheme

This has been a difficult year in more ways than one. The Warden Scheme has been able to continue to support the elderly members of the community but not without difficulties. Donna, the Warden, has had to self- isolate due to her own health issues and has been furloughed for a lot of the time. As from 1 April 2021 she was fully back in her role and we hope there will be now be a period of greater stability. Wardens from other areas have been able to collect shopping and prescriptions etc and Donna has been able to make phone calls, therefore keeping in touch with her members. The members have been quite happy with the way that Age UK has handled the difficulties.

Numbers have dropped since last year. There are several reasons for this. At least two people have died (not necessarily through COVID), one or two have gone into care homes, or have moved for other reasons.

The pastoral team did a leaflet drop to each house in Stapleford in November 2020, advertising the scheme again, and use is being made of social media to draw attention to it. The scheme has also featured in the church weekly newsletters. We sincerely hope that the number of service users will begin to pick up soon. Hopefully now that Donna is back in her role, she will be more able to find new members.

**Finances**

The fees that members pay are now £9 per week (£11 for a couple). We are led to believe that the Parish Council will put £2,500 into the scheme for this year (previously they pledged £4,000) and SCDC have pledged £2,500 this year. The church’s donation remains at £500. There has been no fundraising since March 2020. However we were very grateful to receive a generous donation as a result of the unfortunate folding of the Chestnut Club.

*Jackie Nettleton*

### 8.4: Ministry Beyond Stapleford

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

The Link Committee continued to meet throughout the year, by Zoom and fulfilled the following projects:

* We took time to review the past and customary funding practices of the Link and produced a new Operating Framework, in keeping with current practice and to clarify best practice
* We sent monetary gifts to two retired priests
* Funds were sent to provide uniforms and other support for children with special needs
* We provided cots for the new Maternity Unit at Nachingwea Hospital
* To enable her to fulfil her administrative and teaching responsibilities for the children with special needs and as Link Treasurer, we provided a laptop for Siamini Faraja
* We funded the VETA certificated Catering Course
* Our major project was to continue to add to the target of £10,000, to provide a ‘Next Generation’ Library with computer facilities, for Nambambo Secondary School in Nachingwea, in conjunction with Read International. This project is still ongoing
* We supported the participation of girl students in the 3-month English course, led by Kevin Bushiri, assisted by Neema Mshamu
* We sent a monetary gift to Rev Fr John Buriani, to assist him in his ministry

Unfortunately, the Christmas Fair and the 40th anniversary celebration of the Link due to be held in May had to be postponed due to the Coronavirus pandemic.

Plans are now in hand to hold the 40th Anniversary Celebration Service on Sunday 29 August and the Celebration Lunch on Monday 30 August. We look forward to seeing you there.

Due to the generosity of many supporters, through direct donations, the St Andrew’s Advent Porch project, via a Just Giving page, a gift from Traidcraft sales and the sale of Christmas cards, Link funds have continued to grow, in spite of the curtailment of our customary fund-raising activities.

The Link Committee is most grateful to all who support and donate funds to enable us to help to provide for the many project requests received from the St Andrew’s Nachingwea Link Committee.

*Trish Maude*

#### 8.4.2: Traidcraft

Huge thanks to all those in the church and village who have continued to support Traidcraft, despite the pandemic restrictions, by emailing or phoning me to place new orders and buying much of my existing stock. In the autumn £900 worth of goods were ordered for Christmas. Since last April orders totalled over £2,000 and sale of stock about £750. By selling at catalogue or sale prices the 10% Fair trader discount for food and 20% for eg: bedding, has raised £300 for the Nachingwea Library 2 appeal, given in March 2021. The fact that Traidcraft sales raise funds for Nachingwea has again been highlighted in the Messenger. Wonderful outcomes for the producers, many of whom are being severely affected by climate change, for fairly traded, eco and sustainable products, and for Nachingwea. Thank you all.

*Romie Ridley*

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

The annual St Andrew’s Children’s Society service was held on 11 October. It was a great success, with Bishop Stephen preaching.

The 2020 Stapleford/Children's Society Advent Challenge was adopted and promoted by The Children's Society nationally to all the supporters of the charity. This was also the first year we produced an additional Advent Challenge for schools. Following this recognition and positive feedback from other parishes and organisations we shall produce both versions of the Advent Challenge again for 2021.

*Rob Needle*

### 8.5: Children & Young People

#### 8.5.1: Children & Families

As you might expect, 2020 has been a difficult year with restrictions meaning our contact with our young children and their families has been much reduced.

During the first lockdown, we started ‘St Andrew’s Juniors’, a YouTube presentation with a premier every Wednesday afternoon. These sessions took the form of a bible story, craft activities, a talk, prayers and a song. I am grateful to Revd Clare Coates who organised and submitted each session, and to the whole team who took a role, submitting films to be included in the session. These ended in mid-July as we took a break for the summer and prepared to re-open services.

After much discussion it was concluded that we did not feel it appropriate or safe to use the Johnson Hall as an indoor venue, and decided to begin ‘Forest Church’ for Messy Church type services, in the trees behind the church. Our first service took place on 6 September and continued, twice monthly, until the second lockdown in November, and started again in December until compelled to close just before Christmas. Services took the form of a communion on the first Sunday of each month and a Service of the Word on the third Sunday of each month. Both sessions included craft activities, each led by a member of the Messy Church team.

We took precautions against Covid by reiterating rules for families to stay apart; sanitise their hands upon arrival; providing family bags with craft materials such as crayons, paper, scissors etc. Craft activities were well spread throughout the area with children reminded not to share resources as far as possible.

We had around 30-40 attendees to each service and feedback has been supportive. Since December the team has taken responsibility, through the expertise of Clare, to lead one or two Sunday morning on-line services each month in the Messy Church style. It is our intention to begin Forest Church again as soon as allowed and we are planning for 18 April 2021. We do not, at this time, have any plans to return indoors!

*Sue Brown*

#### 8.5.2: Youth Groups

The youth work has been greatly impacted by Covid-19. Due to multiple lockdowns, all youth groups were required to close or move online for the majority of this year.

Despite the challenges, there has been some great moments this year. We were able to set up a regular online youth group that ran each week from June until December. This group was open to all our youth but particularly aimed at the new year 6’s. We were happy to see 3 girls join us who had previously attended Zac’s in-person youth work. The other 8 new youth joined through Stapleford Primary School. Unfortunately, by December numbers had dropped from around 6-10 regulars to only 1 or 2. The general feedback was that the youth were tired of looking at screens after a long day of online school but would be happy to come to an in-person club when it is possible.

There were a few weeks where restrictions allowed us to run an outdoor youth club. We ran 2 of our Friday sessions in the cottage garden and moved youth online to Wednesdays. Although restrictions allowed it, we realised that people were not comfortable meeting in person and so we chose to continue only with the online group for the rest of the year.

After finishing Youth Online in December due to low numbers, we decided to start up again in January and invited the new year 6’s to join. We had a lot more rules put in place by Ely Diocese that I think young people and their parents found off putting e: parents now must join the online youth club and be in camera shot at all times. We only had 2 young people sign up and so we decided it was not going to be possible to run with such low numbers.

We were able to run a few in person groups across this year. During summer we had 3 “Summer Hangouts”. This was a casual drop-in group where we played sports and had the opportunity to reconnect with some of those that had left the online group. Each session had around 3 young people. This was not able to continue due to Covid/weather restrictions but is a possibility for this summer.

We also worked alongside SSYI to do some detached work. This meant walking around the Stapleford area and connecting with the youth we found hanging about. Although this is a successful technique for connecting with SSYI youth, it was not something that our young people engaged with at all.

Throughout the year, we were also able to run 2 trips. We took a handful of youth to Clip ‘N’ Climb and the Cambridge Ice Rink. Both trips were successful and gave us a great opportunity to check in with the young people in a fun environment.

Connect was also able to run for a few sessions this year. Each session attracted more people than we expected. It was great to see how the young people were able to join with others for a youth service. This was stopped due to new Covid restrictions however should be possible to start again soon.

One of the few good things Covid has done is that is has forced us to get more online. A lot of time recently has gone into the youth social media. Previously, we used social media to simply advertise ministry. Now, we are using it to do ministry. We have seen following increase by over 100 users and likes increase on individual posts from 2 or 3 to 100+. This year has given us more time to learn how to better use this great tool and has proven to be successful.

Looking forward, we have already begun plans to start 1:1 youth mentoring, to go on more trips and begin our year 6 Friday group soon. We also hope we can begin more weekly regular groups once Covid restrictions have eased off.

*Zoe Clayton*

#### 8.5.3: Stepping Stones

Stepping Stones has not been able to meet this year.

#### 8.5.4: St Andrew’s Toddler Group

The Toddler Group has not been able to meet this year.

#### 8.5.5: Shelford & Stapleford Youth Initiative

Shelford & Stapleford Youth Initiative have been providing youth support services, clubs, and activities in the local area for over 20 years. This last year has brought many new challenges both for young people and the youth sector, with the impact of COVID-19 making a significant difference on people’s lives. In April last year we had to move all our delivery online, posting daily video updates on our social media and regularly checking in with around 40 of our young people over the phone. As restrictions eased, we were able to begin outdoor work over the summer and began supporting several young people one-to-one, often providing help with their mental wellbeing. We began doing lots of detached work in the local parks and housing areas and were even able to run a few trips later in the year. A couple of our face-to-face support groups where able to restart in the autumn and have been running since.

In April our Lead Youth Worker, Zac Britton took on a full-time role with us as we expanded our partnership with Romsey Mill to take on the Youth Development Work in Sawston. Romsey Mill continue to oversee our work and their knowledge and expertise is invaluable. Around this time Charlie Trueblood joined our team for three days a week. She has been focused on running our work for vulnerable girls and providing one-to-one support to young people in school and the community. Tina Mogg continues to work with us for one day a week. Throughout the last year she has been helping with detached work and providing some one-to-one support.

Throughout the pandemic we have been following guidance from the National Youth Agency. With the new roadmap out of lockdown we now have dates set for when more of our activities will be able to restart. Our hope is that open-access work restarting will coincide with the completion of the renovations in our Youth Centre. In the first half of this summer term, we are hoping to start an outdoor football group, restart our *Shred it Up*, and *Wednesday Night Dinner* groups and begin some transition work with the local primary schools. Hopefully in the second half of the term we will be able to have restarted most of our clubs, groups, and activities.

We are so grateful for the support of local churches and their members and hope to be able to welcome you to visit our newly refurbished Youth Centre in Shelford in the coming months. We have yet to see the full impact of this pandemic on our local young people, so your ongoing prayers would be appreciated.

*Zachary Britton*

#### 8.5.6: YouthInc

The aim of this charity is to ensure that all young people in South Cambridgeshire have the opportunity to hear the gospel. It does this principally by providing a professional youth worker to run youth groups and give help to those parishes that do not have their own youth worker. In the past it has also run relevant courses for parents and supported the monthly deanery Connect service at St Andrew’s.

The charity is funded by parishes and the Deanery, including benefitting from the proceeds of the Deanery Fair, plus donations from individuals. The Diocesan Parish Growth Fund is matching those contributions.

The project builds on existing work with children and families with under nines. Having started with the Hinkledux parishes it has extended its work to other parishes that have not had the services of a youth worker. There are now groups in Whittlesford, and Thriplow & Fowlmere, and others are in development.

St Andrew’s contributes in three main ways. We contribute £300 pa, Simon Taylor is one of the trustees of the charity and helps run it, and we host the Connect services.

During the pandemic the charity has continued to operate online and in person when permitted. The new youthworker is Sam Graham, now assisted by an intern, Storm Hargreaves, has started to produce newsletters, and online material.

*Simon Taylor*

### 8.6: Music

#### 8.6.1: Choir

Over this tough year the choir has developed new approaches. When we have been able to be in church, after the initial weeks of humming rounds as accompaniment, for example, to Simon’s solo-sung ‘Kyrie’, we have continued our socially-spaced offerings. This meant bold and confident singing - without masks- unsupported (if ever that had been previously relied upon!) by a close neighbour boosting one’s confidence. Ever-bravening souls became more aurally aware as they sang plainsong written before the time of the chancel. We became more adept at singing in turn male and female voices alone, two beautiful and remarkably different timbres- and all this unaccompanied. 'All this’ now included the hymns, in harmony often without organ backing: once again in these unaccustomed times - when the congregation was forbidden to sing - an exciting sound! We have been introducing more music composed over the centuries by female composers headed up by Hildegarde of Bingen. Our climax of this turbulent year were the two Services of Lessons and Carols. We anticipate at the time of writing a further new experience: singing a full service outdoors with a variety of instrumental accompaniment in the churchyard  on Easter morning.

Representing members of the choir who felt unable to sing in church were Bob and Jan Croft in the online services. Our thanks too to the Needle, Barlow, Coates and Watkins families for their regular and heart-warming contributions online. Bob in particular also deserves our thanks for his great patience and skill enabling all our individually-recorded contributions at home to be combined on screen for well-loved hymns: some achievement technically indeed!

*John Bryden*

#### 8.6.2: SingPlus

Those of us who were able to be at our SingPlus gatherings on Wednesdays in between lockdowns have had fun - adults as well as children. I must say a big thank you to Francess Richardson who has entered into every activity with glee! And Alice Barlow has helped very much with our singing, so big thanks to her too.

We usually begin with our signature tune: ‘Wide , wide as the ocean‘, awakening our minds, bodies and spirits! The book ‘Tom’s Midnight Garden‘ has been a great focus. We read it out loud together in the chancel, socially distanced, and then discussed its imaginative content, linking it to our own church clock and on one unforgettable day visited the author’s daughter down King’s Mill Lane, opposite St Mary’s Church, Great Shelford, where the book was written. With our umbrellas and wellingtons and two captivated mums we explored the area near the Mill and the Miller’s House which gave Philippa Pearce the inspiration for this famous book. Her daughter was so welcoming and pleased by our enthusiasm. None of us will forget her pet goat, Blossom. The wet afternoon had begun with an inspection of the beautiful paintings by our own very talented Francess of scenes in the village placed right for all to see beside Shelford Railway Station!

Other regular activities in various parts of the church are singing, story-writing, drawing, organ-playing and hand-bell ringing. This last-mentioned we put into practice at the Christmas Lessons & Carols Service at which Ella read the first lesson very well, after plenty of willing practice in SingPlus.

*John Bryden*

#### 8.6.3: Tower Bells

There is not a lot to record for the last year. We have only rung approximately three times. In the meantime some maintenance work has been undertaken and we hope to start ringing again after 12 April all being well.

*Tony Smith*

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

#### 8.7.1: Tuesday Evening Bible Study & Prayer Group

The title of the group seems as though it is from an age ago! No meetings for over a year! I’ve missed it, and have prayed regularly for each person and was blessed by the love and prayers of others. One day soon we will be back to meeting and studying the Lord’s word. Meanwhile, some of the group joined the singing outside my home, and then in church, kindly offered by Simon. It kept us going until … one day soon! Come and join us. We’ll have much to share about what we have learned of the Lord as we were alone with him.

*Francess Richardson*

#### 8.7.2: Exploring Faith, Life & Prayer (Women’s Group)

Once lockdown 1 began, the group kept in touch by email and telephone, sharing reflections, meditations, Biblical passages, online services and websites that members were finding helpful. Half the group live alone and one wryly commented, Lockdown is a little like a long silent retreat but we have to do our own cooking and housework!

In May Simon encouraged us to try meeting on zoom. The start of the first few meetings involved telephone conversations between members using the same type of device in order to successfully track down the relevant icons! We have enjoyed meeting twice a month since then, sharing our joys and challenges to better pray for each other and our concerns, alongside discussing and reflecting on various issues and extracts. We managed one summer celebratory garden meeting, when allowed, thankfully on a warm evening.

During the autumn we reflected on some psalms and used meditations based on women in St John’s gospel. In Lent we have enjoyed some very thoughtful reflections from ‘Homely Love’ by Sr Penny Roker, based on the words of Julian of Norwich and the Biblical passages on which she was meditating. Group support, prayer and silence have particularly encouraged us this past year. Summed up for us in the words of Julian of Norwich, whose experience of God during plague and great unrest was, *“He said not 'Thou shalt not be tempested, thou shalt not be travailed, thou shalt not be afflicted,' but he said 'Thou shalt not be overcome' “.*

*Romie Ridley*

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

The Tuesday Evening Women's group continues to meet weekly via Zoom.  We have been using a Lent prayer book by Joyce Rupp, which has encouraged us to think differently about prayer.

As Lockdown continues and some of us are living alone or working from home we all really feel the need, more than ever, to get together via Zoom and encourage one another.

*Sarah Hackett*

#### 8.7.4: Wednesday Evening Housegroup

Members have wanted to meet in person rather than on Zoom so we managed four sessions during the summer using ‘The Prayer Course’ by Pete Greig, a combination of video and discussion. Highly recommended. We have kept in touch at other times in person or with phone calls.

Once we are able to meet again in person, we will probably switch to the afternoon rather than the evening. All welcome. Tel 01223 842127

*Mary Cooper*

#### 8.7.5: Friday Prayer Group

We have made contact with each other via 'phone or email. For Advent to Epiphany and Lent to Easter we selected a favourite book from the past, linking and anchoring us. In addition prayers and poems are sent regularly. At our meeting time we light candles. We look forward to getting together.

*Judith Lee*

### 8.8: Eco Church Project

It has been a quiet year or so on the Eco Church front due to the pandemic but we have made some progress. Several key members of the church were involved in drafting our Eco Church resources policy which has become a reality. I look forward to seeing the impact that this can make on the day-to-day running of the church as we return in person.

Other members of our church community have stepped forward to help with bits and pieces. Stephen Brown once again sorted out the wonderful 'Christmas Card Board' in 2020;  Mandy Jeffery has pledged to taking the crisp packet collection in the porch to be 'terracycled'; Eleanor Norman made sure that her family's 'winter tree activity' for Forest Church was all made from environmentally-friendly resources; Junior Church have made some 'bug-hotels', have put up bird feeders and have been engaging in all sorts of other activities designed to make sure that our juniors are more aware of God's earth and the necessity to care for it properly; Romie Ridley committed us to being a  'Fair-Trade Church'  and we now have a certificate to demonstrate this. Several other church members are involved with the local environment group 2G3S (Green Groups in Stapleford, Sawston and the Shelfords) and we have been able to promote some of the 'walks and talks' organised by them to the congregation.

We continue to push ahead with the great work on our 'land' with Chris Cooper and co maintaining the compost heaps and overseeing sensitive management of the churchyard, and John O’Boyle undertaking a wildlife audit showing that it has 51 herbs, 9 shrubs, 8 grasses and 13 species of trees, which indicates a good existing biodiversity. With regards to buildings, I believe we swapped to a renewable energy provider at the start of this year. Thanks to Stephen Brown for sorting this out.

I have been in touch with Great Shelford Free Church about their Eco-Church project and we hope to talk more when restrictions are lifted about how we might support one another. I have also had some conversations with a church in Duxford after having been recommended their online environmental talks over the Christmas period.

This year I am determined that we achieve our bronze award and a little effort should ensure this. A survey has been sent out to members of the church to ascertain where people's interests lie and gain a better understanding of the 'eco' habits of individuals. We are contemplating an event in the summer with a celebratory 'green' theme when we are all able to meet once again and maybe some smaller initiatives such as a local litter pick.

*Sophi Berridge*

### 8.9: Church Flowers

The team of flower arrangers hasn’t been as proactive as we would have liked during the past year for obvious reasons. However we managed to provide flowers somewhere in church most of the time whilst the building was open. Apart from Advent and Lent, flowers were placed in the chancel for anyone wishing to come into the building for quiet reflection and private prayer. We were able to decorate the main body of the church for the festivals of Harvest and Christmas. At Christmas time, flowers and foliage that were placed on the communion table and in the porch lasted until Lent. Amazing how long some flowers and foliage last when there is no heating on!

At Easter the flowering cross which stood outside for all to see was ably prepared again by Gillian Halliwell and people were eager to add their contribution on Easter Day. It looked such a joy that some people used it as a photo opportunity after the service.

As part of our contribution towards the Eco Church project we have agreed not to use any more Oasis (which is non bio-degradable) in our floral decorations once our current stocks are used up.

 Our numbers are dwindling so we’d love to have more people join us, as hopefully we’ll become busier again as the year progresses. Please do speak to Jackie Nettleton (07773 423388) if you’re interested. Arrangements don’t need to be elaborate. Indeed, a vase of flowers is all that is needed.

*Jackie Nettleton*

### 8.10: Lunch Group

Sadly we have had very few meetings this year.

However, when the "rule of six" came in we were keen to continue enjoying the hospitality of the Arthur Rank Hospice Bistro and gathered on two or three occasions when permitted with six attending on each week.

Since the second Lockdown Sue Wiles has been sending out a friendly regular monthly emails as a means of keeping in touch with our membership which consists predominantly of the single elderly people of St Andrew’s. Sue's emails have been much appreciated.

We look forward to the time when all the current restrictions are removed and hopefully in July as our Sovereign has stated ‘We will meet again’.

*Chris Everitt*

### 8.11: St Andrew’s Display Board

Seasonal displays have been put up by Junior and Eco Church and me. They have hardly been seen due to Lockdown situations. We hope for better times.

*Judith Lee*

### 8.12: Stapleford Mothers’ Union

Despite the circumstances, the Branch has managed to keep in communication since March, with regular emailing about the Thursday Prayer services and the Ely Newsletter. We had to cease meeting together in mid-March.

The first three months of the year went well, with speakers such as John Bryden in January, who gave a very entertaining talk called ‘The Light-fingered Pianist’ with beautiful musical interludes. This was followed by Suzanne Watt’s thoughtful ‘Reflection’. In February we enjoyed ‘A journey to Israel’ from Frances Clifford on a DVD presentation, followed by the slides in preparation for the World Day of Prayer on 6 March, prepared by the women of Zimbabwe, on the theme of ‘Rise, take up your mat and walk’. Our last spring meeting together was the World Day of Prayer service at Cox’s Close.

However, we did manage to have an Opening Service on 17 September in St Andrews, ably led by our curate (and member), Clare Coates – it was a joy to be able to meet together again, if only briefly. There were one or two ‘garden meetings’ in the summer (complying with the ‘rule of six’), so at least some members had a chance of fellowship.

In October we were saddened to hear of the death of our dear friend and member, Audrey Webb, who moved a few years ago to a care home near Knebworth. Audrey was an enthusiastic MU member and had many talents (particularly handcrafts) and we all have lovely memories of her.

We look forward to brighter times ahead in 2021; we are hoping that we can start group meetings again by the spring, when the weather should be better and restrictions loosened.

*Hilary Street*

### 8.13: Friends of St Andrew’s

This year due to the Covid pandemic our usual activities and fund raising have been put on hold.

Hopefully by this time next year we will be operating as normal.

*Tony Hore*

### 8.14: Stapleford Messenger

In the last year production of The Stapleford Messenger has changed. Until December 2020 Jon West was editor, with Ed Rose as deputy editor/production manager, with printing outsourced. Between them they had brought the Messenger to a very high standard of both content and finish. After giving a substantial period of notice in December 2020 Ed ‘retired’ and Jon stepped down as editor. Responsibility for producing the Messenger passed to a group of village volunteers. Jon is part of the group, and currently plays an essential role in producing the magazine, as lockdown has prevented full handover to the new team. Ed is also supporting the process. The team is not fully functional in what is hoped will be its final format, but is fast developing skills and experience. Feedback for the first three editions of 2021 suggests that the handover has been successful in terms of both content and production. The team of eight includes three regular churchgoers (Felicity Cooke, Bill Powell and Frank Jacot) as well as Jon, who has a close association with St Andrew’s.

The PCC recently confirmed the relationship between the magazine and the PCC with regard to finance, with ongoing liaison between those responsible for advertising and subscription income and the Treasurer. The PCC has also set out principles for content management so as to ensure that no content is inconsistent with the doctrine and purposes of the Church.

There have been recent discussions with the Parish Council (PC) about extending the reach of the magazine to the entire village, so as to enable the PC to disseminate its news throughout the village, but it has not been possible to bring these to a successful conclusion. The PC remains supportive of the magazine, and will continue to provide regular council updates for inclusion.

*Felicity Cooke*

## Item 9: BUILDINGS, CHURCHYARD, GOODS & ORNAMENTS

### 9.1: Church Building

The normal order of the church has been disrupted by the pandemic. The routine safety surveys and repairs to the fabric of the church have also suffered.

We did manage to get the routine safety surveys completed, albeit a little later than usual in some cases.

The Quinquennial Inspection was undertaken in August and the report is being reviewed and actioned, lockdowns notwithstanding.

**Quinquennial report**

* The church was commended for completing the list of repairs referred to in the last inspection.
* Items listed as urgent:
	+ The major items to be addressed is the plaster in the nave ceiling.

There was a fall of some plaster in June which has been repaired by patching over with boarding. This type of plaster failure has happened before, and we cannot be sure if or when this might occur again. The Fabric Committee’s initial way forward, approved by the Standing Committee, is to fit some safety netting below the purlins and down to the boarding. This is an interim safety measure. We are obtaining estimates for this work.

* + There are some roof tiles that have slipped and a damaged ridge tile over the porch. There is no concern about the integrity of the building.
* Work within the next two years:
	+ A small area of loose plaster, at low level, in the Lady Chapel. This has been removed and will be replaced in due course.
	+ Small amount of plaster to be repaired by the main door.
	+ Some redecorations of the vestry window and flaky plaster work.
* Work to be carried out within five years:
	+ Re-decorate ceiling plaster in North aisle.
	+ Replace cellar door.
	+ Remove cement rendering and mortar repairs to north aisle and Lady Chapel plinth.

**On-going maintenance**

* Annual:
	+ February - tower earthing rod inspected.
	+ May - tower safety equipment safety checks.
	+ August - church gas boiler serviced.
	+ October - fire extinguishers safety checks.
* 5 Yearly – Quinquennial preparations

January - pre-Quinquennial inspection of the electrical systems (EICR) and PAT testing of electrical items. A few electrical items failed PAT testing mainly due to their plugs not being up to standard. These items were brought up to standard and then all electrical systems/items passed these inspections.

* Inspection of the bells and bell frame

The bell tower and bell frame inspection were carried out by Ian Hamilton of Ely Diocesan Bell Ringers. No major items of concern were noted but a number of smaller items were noted eg: stays were secure but not all fixed in the best manner. The stays have already been attended to.

* Other works
	+ The main entrance door handle was stolen in June. A new handle has been manufactured and fitted.
	+ Remedial tree works were caried out in March as per the recommendations of the tree survey of October 2019.
	+ Four wasps’ nests were treated in October.

**Working parties**

Two working parties took place in July and December. Our thanks to Chris Cooper and Oliver Challis for arranging these.

**Photovoltaic panels on the Johnson Hall roof**

As a result of the Green Energy Survey and as part of St Andrew’s Eco Church Project we have been investigating the possibility of placing 18 photovoltaic panels on the Johnson Hall roof. The hall is in a conservation area so this would require planning permission. Pre-planning advice was sought from South Cambridgeshire District Council. They were slow to reply, but eventually advised was that a planning application was unlikely to be approved. This has not been pursued further at present.

 My thanks to the Fabric Committee for their help and support.

*Stephen Brown*

### 9.2: Inventory of Goods & Ornaments

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

*Mary Cooper*

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

Due to the pandemic, the Johnson Hall (JH) and Verger’s Cottage (VC) have been very lightly used throughout the year. For 2020, total income was £2,656 and expenditure was £3,606 resulting in a deficit of £950.

South Cambridgeshire District Council made a grant of £10,000, which is excluded from these figures. We should not expect further grants in 2021.

We are grateful to Gillian Sanders for handling bookings during the year.

It seems unlikely that we will be able to use either the JH or VC much during 2021, at least until most of our community has been vaccinated. Even then, social distancing is likely to be required, not least because of the emergence of more easily spreadable variants of COVID-19.

The JH and VC are valuable parts of our church and community. We will need to be creative to find good uses for them in the year ahead.

In previous years, the JH and VC have made a substantial contribution to church finances. This is unlikely to happen during 2021.

*Alastair MacGregor*

### 9.4: Churchyard

This year has been very different for the churchyard, both in its management and the way it has been used.

There have been few opportunities for normal work-parties, but individual contributions from members of last year’s team, and the usual, contracted-out lawn-mowing, have resulted in keeping on top of things. Volunteers include non-church members with specific botanical interests or plain enthusiasm. They have listed wild plants and labelled trees for the interest of those wandering through.

It is noticeable how much more the churchyard has been used this year. The front path has been used as an informal one-way alternative to the roadside path, and people have made frequent detours round the back of the church, or stopped to rest on the benches around the memorial plot (thanks to Jackie Nettleton for maintaining this).

The introduction of Forest Church has given a new purpose to the churchyard which so far has not conflicted with the conservational needs. There are a variety of spaces designed to create different habitats, some quite happy to be trampled on at particular times of the year.

The churchyard and Johnson Hall garden are included in St. Andrew’s Eco Church project, to extend the provision for botany and wild-life and encourage awareness, particularly by the young. In fact, the present churchyard environmental plan has been running for the best part of 25 years.

Hopefully it will be possible in the coming year, to involve more people in maintaining and appreciating the churchyard.

*Chris Cooper*

## Item 10: GRANTA DEANERY SYNOD

The year has obviously been dominated by responding to the pandemic. But Synod has also carried on considering these topics:

* Reimagining the use of church buildings, where existing use is not working or sustainable financially
* Deanery finances
* Clergy vacancies in our deanery
* YouthInc’s work and youth ministry
* Update from Revd Canon Simon Talbott on General Synod’s work during the year

Deanery Synod members had an update from Diocesan Synod’s meeting in December 2020, covering:

* The importance of engaging well on *Living in Love and Faith*. Bishop Stephen firmly emphasised the need for everyone to feel safe and respected in these discussions.
* Rev Canon Alison Myers introduced the Church of England’s terrific *Pastoral Principles for Living Well Together*, a humbling resource which will be very helpful as a tool for the LLF discussions.
* Deanery Planning – how the first stage will involve meaningful consultation at Deanery level, as well as how it will be organised.
* Rev Canon Brian Atling gave an update on the Diocese’s financial situation, which has been managed through the pandemic by cost cutting centrally and other measures. He and others at the Diocesan office have expressed enormous gratitude to our parishes for their continued financial contributions.

*Lizzie Taylor*

# C. DOCUMENTS FOR PAROCHIAL CHURCH COUNCIL MEETING

## Item 1: MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING HELD IN THE CHURCH ON MONDAY 19 OCTOBER 2020 AFTER THE APCM

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

Present: Simon Taylor (Chair), Chris Bow (Treasurer), Revd Clare Coates (Curate), Mary Cοοper (Churchwarden), Alastair MacGregor (Churchwarden), Nicky West (Secretary), Sue Brown, Ollie Challis, Felicity Cooke, Simon Humphrey, Janet Johnson, Lisa MacGregor, Jackie Nettleton, Anand Pillai, Romie Ridley, Lizzie Taylor, and Jacqui Watkins

Apologies: None

The new members, Sue Brown, Janet Johnson, Anand Pillai and Jacqui Watkins, were warmly welcomed.

**1 Appointment of Secretary, Treasurer, Electoral Roll Officer and Lay Vice Chair**

The PCC made the following appointments:

* Secretary – Nicky West
* Treasurer – Chris Bow
* Electoral Roll Officer – Romie Ridley

Chris Bow was co-opted to the PCC.

No appointment was made to the post of Lay Vice Chair. The appointment will be made at the next PCC meeting in November.

**2 Standing Committee**

The Standing Committee for the time being will consist of the statutory members, namely the parish priest and churchwardens, with the secretary and treasurer.

Other members will be appointed at the next meeting of the PCC. It was noted that previously the Committee included the Lay Vice Chair and two other members of the PCC, a total of eight members.

**3 Co-options**

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

**4 Date of next meeting**

Monday 23 November at 7.45 pm

The meeting closed at 21.14 pm.