

**Minutes of the Annual Meeting of Parishioners  
and the  
Annual Parochial Church Meeting  
on  
Sunday 23<sup>rd</sup> April 2017**

The Vicar, the Reverend Steve Newbold, welcomed everyone to the meetings and thanked them for coming.

With 53 people in attendance, the proceedings were opened at 6:35pm with a period of sung worship and prayer.

**ANNUAL MEETING OF PARISHIONERS**

This meeting opened at 6:53pm, chaired by Steve Newbold.

Steve began by thanking both Rosemary Beardow and Geoff Thomas for their friendship, support, encouragement and hard work as Churchwardens over the last year. It has been really good to see how they have both carved out their roles following their interests and playing to their own strengths and gifts. Steve said that he has valued their support of him and their co-leadership in the church.

Those attending the meeting showed their appreciation to both Rosemary and Geoff.

**ELECTION OF TWO CHURCHWARDENS**

There were two nominations: Rosemary Beardow and Geoff Thomas.

<u>Nominee</u>	<u>Proposer</u>	<u>Secunder</u>
Rosemary Beardow	Sally Horattides	Jen Whadcoat
Geoff Thomas	Morgen Edwards	Andrew Dixon

There being no other nominations, Rosemary and Geoff were declared elected for a one year term.

This first meeting closed at 7:06pm.

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# ANNUAL PAROCHIAL CHURCH MEETING

Steve Newbold was Chair of this meeting which opened at 7:06pm.

## 1) Apologies

Apologies were received from the following members of the congregation: Andrew and Jen Whadcoat, Jonas and Urmila Kurkalang, James Hird, Val, Harry, Hal and Holly Harrigan, Peter Charlton, Georgina Ledwith, Barbara Suker, Pete, Jane, Lucy and Clare Devereux, Mary Stratton and Youwen Yang.

## 2) Minutes of Meeting held on Sunday 17<sup>th</sup> April 2016

*Proposal to approve the minutes of the Annual Meeting of Parishioners and of the Annual Parochial Church Meeting 2016*

Proposed by Sanjay Joshi; Seconded by Janet Sehgal

The meeting agreed unanimously to take the minutes as read. They were signed by the Vicar as an accurate record of that meeting.

## 3) Matters Arising

None.

Steve proposed that the order of the Agenda was changed to bring forward the election of members to the PCC as a vote was needed.

## 4) Elections to the PCC

Until now there have been 12 elected PCC members who each serve a three-year term, with 4 members retiring each year, replaced by 4 new members. However a decision was taken at the annual meeting in 2016 that the number newly elected each year would be reduced to 3 to make the PCC a more manageable number.

Therefore this year there were 3 full term vacancies and 1 one-year vacancy to replace Ken Taylor who retired from PCC early. Steve thanked the Church Council, particularly those standing down: Georgina Ledwith, Janet Sehgal, Karen Stovold, David Gillingham and Ken Taylor.

The following people were proposed as new members of the PCC for a three year term:

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Sue Charlton	Enid Barron	Dinos Horattides
James Hird	Sally Lamond	Martyn Verity
Ian Jamieson	Rosemary Beardow	James Barron
Urmila Kurkalang	Jane Maffett	Sophie Johnson
Ann Toley	Barbara Luland	Caroline Jamieson

The three candidates with the highest number of votes would be elected for the full three-year term and the fourth candidate with the next highest amount of votes would be elected for the one-year term. The fifth candidate will not be elected. All candidates present were given an opportunity to speak briefly, then members of the electoral roll present voted for their preferred candidates, by paper.

On this basis, those **declared elected** were:

Three year term: Sue Charlton, Ian Jamieson and Ann Toley

One year term: Urmila Kurkalang

## 5) Report of Electoral Roll Officer

*(verbal update provided by Morgen Edwards, Electoral Roll Officer)*

The 2016 Electoral Roll stood at 212 members and after the revision before the 2017 meeting the number has decreased to 203. In 2016 we had 25 removals from the list, seven of whom died, 14

moved away and four either stopped attending church or moved to another church. We have had 16 additions to the electoral roll.

## 6) **Written Annual Church Report**

*The Annual Report of the Parochial Church Council (PCC) for the year ending 31<sup>st</sup> December 2016* was taken as read. The Annual Report had been approved at the last PCC meeting. Church members were encouraged to read the report. No questions or issues were raised.

## 7) **Report on Church Fabric, Good and Ornaments**

*The Annual Report on the Church fabric, goods and ornaments*, which had been approved at the last PCC meeting, was taken as read. Geoff Thomas gave a verbal overview, highlighting that the chairs in the church had been replaced. Building work had been carried out in line with the quinquennial report. More works was required to the south wall, to be done at a later time and plans were being developed for new toilets, hopefully to start in the summer. There were no questions.

Steve offered grateful thanks to Geoff and all those involved in building work.

## 8) **Election to the Deanery Synod**

Steve offered thanks to those retiring from the Deanery Synod, Margaret Ainsworth, Barbara Suker, Liz Cooper and Matt Goodman.

There has been a restructuring across London in the places allocated to churches on the Deanery Synod. Therefore we only have three places available going forward. We have three nominations for three places:

<u>Nominee</u>	<u>Proposer</u>	<u>Seconder</u>
Liz Cooper	Simon Beards	Sally Horattides
Mary Ann Auckland	Rosemary Beardow	Caroline Jamieson
Matt Goodman	Jason Johnson	Simon Beards

There being no other nominations, Liz Cooper, Mary Ann Auckland and Matt Goodman were **declared elected**.

## 9) **Appointment of Sides persons (Assistant Wardens)**

Geoff Thomas read out the names of the current Assistant Wardens who he has proposed for re-election:

Noreen Barnes-Hoggett, David Gillingham, Simon Beards, Carol Travers, Mary Sandison, Mary Ridgeon, Murray Langton and Dele Fasanya.

The meeting concurred. Steve offered thanks to the Assistant Wardens for all that they do.

## 10) **Finance Report**

### **a) Independently examined accounts of the Council and statement of funds and property for the year ended 31<sup>st</sup> December 2016**

Sanjay Joshi (SJ), Treasurer, reported that the accounts were approved by the Independent Examiner, Valerie Steward and approved by the PCC at a special meeting on the morning of Sunday 23<sup>rd</sup> April 2017.

- SJ started with an overview. Income was up 27%, Expenditure up 17%, Giving up 8%, Total given to Mission Partners and other charities up 32%. A very encouraging year.
- The St Luke's Fund was started in 2016, with quarterly payments to St Stephen's of £10,000 from the St Luke's Trust, a very welcome addition to our income, which has enabled us to take on extra staff and support other initiatives.
- Overall income for 2016 was £278,000. Almost 60% of that was from Stewardship, Tax Refunds and Cash Collections on Sundays.
- Planned Giving was up almost 6.5% to £135,000 in 2016.

- Hall Lettings were down by almost -4%, mainly due to an increase in Church based activities using the space. The aim for 2017 is to increase hall lettings.
- Special Mission Collections, such as Lent/Christmas were almost £9,000.
- Expenditure – our largest expenditure was as usual the Diocesan Fund at £84,000 which was up by 5% on the previous year and is set to rise again in 2017. As a relatively wealthy church the policy of the PCC is year on year to seek to increase our Common Fund payment.
- Missionary and Charitable Giving was up to a total of just over £39,000 which makes up almost 16% of total expenditure.
- Maintenance costs were almost 10% of the overall expenditure which included the roof being fixed and other essential items.
- Church Management/Admin was up by 15% of overall expenditure but mainly down to a new role of Worship Minister (funded from the St Luke's Fund).
- Reserve Funds – due to the generosity of the congregation we were again able to put money aside for future building work into the Maintenance Reserve Fund stood at over £30,000 – this will be used towards the 'west wing' development. The Special Project Fund (which recently covered the costs of the new chairs) stood at over £20,000. The St Luke's Fund started in mid-2016 and carried forward just over £18,000 into 2017.
- The General Fund, which is our day-to-day reserve, is now at about £40,000.
- This gives us a total unrestricted fund of just over £200,000.

There were no questions.

SJ offered thanks to the Standing Committee, the Finance Committee and to the two Churchwardens.

#### **b) Appointment of the Independent Examiner**

Because the income is growing and is projected to be over £290,000 in 2017 we have to ensure we comply with the evolving accounting practises including greater reporting oversight. We have now changed our Independent Examiner to a fully qualified and practising accountant, Valerie Steward who was recommended to the PCC by Martyn Verity.

##### **Proposal that Valerie Steward is accepted as our Independent Examiner**

Proposed by Sanjay Joshi; Seconded by Dinos Horattides and agreed unanimously.

Steve offered thanks to SJ who has done an enormous amount of work with the accounts.

#### **11) Vicar's Report**

- Steve stated that every annual meeting provides a chance to reflect and look forward.
- He was conscious that in the last year we have lost seven members who have died: Philip Beoku-Betts, Beverley Jackson, Celia Aldridge, Ivan Poulton, Robert Alwyne, Sheila Bruce and Tinnie Williams.
- He stated that despite this sadness there had been many positive things in the past year - new people joining, coming to faith in Jesus and getting baptised.
- There have also been new staff and new initiatives.
- Average Sunday attendance has increased by 55% since 2009 – rising to about 170 people across both morning services now.
- Steve stated that this 150<sup>th</sup> anniversary year is a year to celebrate and leave a legacy for future generations.

## **Reflecting on the past year Steve noted...**

### **Discipleship**

- Last year we hoped to have more Connect Groups and now have two more in place – one for parents during the day and one for those doing the Bible Challenge.
- Last year we ran an ESOL Alpha course as well as the usual Alpha in the autumn. As a direct result we baptised a large group.
- We have launched a Bible Challenge and about 50 are involved.
- We have set up a Pastoral Care Team to help in pastoral support across the Church, especially for those not in Connect Groups.

### **Worship**

- The 9 and 10.30 services have continued to grow and confidently own their different but complementary styles. And throughout the week we have a range of traditional and less formal worship times.
- Last year the PCC decided to appoint a Worship Minister and we were thrilled to appoint Ash Abbott who has proved a real blessing to us and helped take forward our contemporary worship as well as develop other musicians.

### **Outreach**

- Last year we didn't hold a Community Fete but focussed on a number of smaller events – Queen's 90<sup>th</sup> Birthday party and Church Picnic plus a Holiday Club for children – a new initiative for us. All brought people from outside and those on the fringes of our church into contact with God's work in this place.
- We hoped to start a mid-week afternoon Café for older people in the local community and Tea Timers was launched in February.
- *The Grove* missional community was planted on the Gurnell Estate in 2016 and it was good to see people from St Stephen's involved with their work. Jane Maffett and Steve Newbold will be Trustees on the new Grove Trust, once the charity is formed.

### **Children and Youth**

- Over the past year we have seen a steady increase in the number of children coming – regularly around 40 on Sunday am and have reorganised groups to make more space.
- Shining Stars, our mid-week Toddler Group, has also continued to grow with over 30 children with their parents or carers coming on a regular basis.
- Although our children's work is going well we have continued to struggle with our youth work and so the PCC have decided to appoint a Youth and Older Children's Minister which is currently out to advert.
- For the second year running we have held Experience Easter in church for local schools. Earlier in the year the Saturday morning families brunch (POLOS) has continued and in the spring we ran a Parenting Course to help families with young children.

### **Support Issues**

- In 2016 we again had a balanced budget - our planned giving has increased by £80k (130%) since 2009. We reorganised our support staff and appointed Morgen Edwards as our new Communications Manager.
- We have achieved the first level, Bronze, of an Eco award.
- We have new church chairs and many have commented how much more comfortable they are.

- Last year we had an inspection of the Church building by the Diocese and as result have undertaken some major repairs to roof and gutters.

### **So what of the future?**

- In all that we do are seeking to put our vision statement into action – Worshipping Jesus, Growing Together, Reaching Others.

### **150th Year**

- In this anniversary year we have already had some special events and big name speakers with more to come. On 11<sup>th</sup> June we mark the anniversary itself with special services a Hog Roast and Victorian themed afternoon. Our Community Fete is planned for 2nd July.

### **Discipleship**

- Alpha will run again in the autumn.
- In November, 25 people are going to the Holy Land.
- The Bible challenge continues and we will seek more Connect Groups and other ways of engaging with God.
- We need to refresh our Men's and Women's Groups with fresh impetus and leadership.

### **Worship**

- We need to expand the base of musicians for both the band and organ/piano as we continue to develop the distinctiveness of different services.
- In May/June we will participate in the Archbishops initiative *Thy Kingdom Come*.

### **Outreach**

- We aim to look at how we can be more overtly evangelistic at the Community Fete and other events (including those for 150<sup>th</sup>).
- We will continue to support *The Grove* Missional Community and aim to appoint an intern that will work half time here and half time on Gurnell.
- Also planning a Holiday Club again in August.

### **Children and Youth**

- It is important that we find a way to keep our young people. We have some great leaders but we need to do more to attract and keep young families, introduce children to Jesus, help young people to find their place in the church and to encourage their faith.
- Hence our decision to appoint a Youth and Older Children's minister – someone who will do the youth work but also work with older children as they transition to youth and see them through those crucial years.

### **Support Challenges**

- Steve stated that we have a good team here who make so much happen but the impending move of Andrew Dand to St Mary's Hanwell will have an impact.
- Andrew will not be replaced in the short term and so for first time in 7 years we are going to have to get used to have only one full time ordained person on staff. As Steve continues with his Area Dean work, that will inevitably affect what can be achieved and need to ask others to step up more.
- Steve informed the meeting that we now have planning permission for our building work and plan to replace our existing toilets and back vestry with gender neutral toilets, baby changing

facilities, a disabled toilet and a quiet room for meetings/prayer etc. At the moment we are inviting tenders and hope that work can start in July.

- Steve outlined that we still need funding to complete this work. It is estimated that the works will cost around £180k and we have about £75k in place. A Diocesan loan will help but we will also be launching an appeal so that we can all contribute through:
  - One off gifts
  - Interest free loans (many have capital in bank earning little interest)
  - Increase giving (over and above current planned giving) for the project.
  - In house fundraising e.g. Auction of Talents

### **Conclusion**

Steve concluded by thanking all those who have enabled the past year to be so successful. There are so many people involved here and all are appreciated. He particularly thanked the Leadership Team – Andrew Dand, Caroline Newbold, Enid Barron, Ash Abbott, Geoff Thomas, Rosemary Beardow and Jane Maffett.

## **12) Any Other Business**

a) Question – Carol Travers:

- i) What is the actual shortfall for the toilets? If you think it's going to cost about £180,000 what have we currently got available?
- ii) The plans are great and we can see why the basins are outside but we are concerned about the noise from the modern day hand dryers.

Response – Geoff said we have about £75,000 earmarked for the project. We don't know exactly how much it is going to come to but are estimating £180-200,000. When the tenders come back in we will have a more realistic idea. We can cover it with a loan from the Diocese but we don't want to do that as we will be paying 2% interest over a 5 year period. As to the noise it is something that we can't avoid, but will soundproof as much as we can the doors into church.

b) Geoffrey Nolan: Asked about using the St Luke's Fund to pay for the West Wing Project.

Response – Steve said that might be considered against other possible uses.

c) Question – Alan Hanley: Are the corridors in the plans wide enough for wheelchair users?

Response – Geoff confirmed that the corridors will be wide enough for wheelchair users.

d) Comment - Dinos Horattides: Mentioned that there are further works required under the quinquennial that will need to be actioned in the next five years that will also be expensive.

e) Comment - Matt Goodman commented that we had thanked everybody except Steve and expressed his thanks and commented that we should all seek to help him in future once Andrew Dand had left.

Response – Steve said thank you.

f) Question – Noreen Barnes-Hoggett: What are the plans for the house in Drayton Gardens once Andrew and Susy have moved out?

Response – Steve said that there is nothing definite in place and Steve is meeting with the Churchwardens this week to discuss it. St Stephen's is not going to have a curate for the year ahead though we were hopeful for the following year. We've spoken to St Mellitus about having an ordinand – a trade-off might be they would not be paid but would be able to stay in the house free of charge. It could also be used as accommodation for an intern or youth worker but they

would pay rent. There is even the possibility of renting it out if we don't need it as a church building.

e) Comment – Geoff Thomas: gave thanks again to Steve and the leadership team.

Response: Steve said thank you but offered particular thanks to Caroline who is so supportive.

No further questions or comments.

Meeting closed with sung worship and a prayer at 8:20pm

Signed as record..... Date.....