

# The Parish of St Laurence, Northfield

## Annual Vestry and Parochial Church Meetings

18<sup>th</sup> October 2020 (delayed due to Coronavirus pandemic)  
To be held (hopefully) in church at 9.30am within worship and via Zoom

### Agenda

#### The ANNUAL PAROCHIAL CHURCH MEETING to include Annual Vestry Meeting

1. Apologies
2. Minutes of the previous Annual meetings held on Sunday 11th April 2019.
3. Consideration of the new Electoral Roll
4. Appointment of Scrutineers
5. Election of Churchwardens.
6. Elections of Members to the Kings Norton, Moseley and Shirley Deanery Synod (4 vacancies / 3 year term)
7. Election of Members of the Parochial Church Council (4 vacancies /3 year term plus 3 / 1 year only)
8. Annual Report of the Proceedings of the Council
9. Annual report of the financial affairs of the Parish
  - a) Examined accounts of the council for year ending 31 December 2019
  - b) Examined statement of the funds and Property of the Council
  - c) Appointment of Independent Examiners for 2020
10. Presentation of the Terrier and report of the fabric, goods and ornaments of the church
11. Report of the proceedings of the Deanery Synod (page 5 in the full reports)
12. Annual reports for Parish Organisations (see below re how to access full reports )
13. Rector's statement to the meeting
14. Any other business (and date of next APCM.....!)

Note that this meeting is being conducted under the Church Representation Rules 2020.

This means that it is now the responsibility of the PCC to appoint sidespeople not the APCM.

**In the previous 'Congregational Coronavirus Pack' we gave notice of the APCM** and how to obtain paper copies of the Annual Reports which were prepared back in February. They are also on our web-site under 'Contact/PCC.'

Below are papers needed for the actual meeting

1. Summary of Minutes of Annual Meetings 2019
2. Church wardens' report
3. Update on the goals the PCC set. Please note this refers how things were for 2019 with updates up to April 2020. It all feels a very long time ago now!
4. Statement of Financial Activities for the year 1.1.19 - 31.12.19

#### I. **Summary of Minutes of Annual Meetings held on Sunday 7<sup>th</sup> April 2019**

39 people were present and 10 apologies were received

Minutes of the 2018 meetings were accepted as a true record of the meetings

#### **Consideration of the Electoral Roll (2019 was the year when a new roll was compiled.**

Ruth Clarke (Electoral Roll Officer) reported that last year there were 146 names on the electoral roll. This year there are 119 and a few more are expected to be added in due course.

**Elections of Church Wardens (at Vestry Meeting):** Roy Pouncett was proposed as Church Warden by Roy Dutton and Seconded by Elaine Clements. Debbie Keeves was proposed as Church Warden by Roy Dutton and Seconded by Elaine Clements. Both candidates were declared elected.

**Election of members to the Parochial Church Council.** There were 6 Vacancies.

Sandra Reynolds (co-opted in 2018): Proposed by Anne Pycock seconded by Chris Andrew

Elaine Clements: Proposed by Roy Pouncett seconded by Debbie Keeves

Linda Powell: Proposed by Debbie Keeves seconded by Roy Pouncett

Gerardine Merrick: Proposed by Debbie Keeves seconded by Roy Pouncett

Ruth Clarke: Proposed by Dorothea Matsveru seconded by Jean Whittle-Wills

All candidates were declared elected.

**Election of Sides-people** It was agreed that all current volunteers would be re-elected:

A very full booklet of **Annual Reports** from the Church Wardens, PCC and parish activities was presented.

### **Annual Report of the financial affairs of the Parish.**

Elaine Clements has done a lot of excellent work on the accounts. We are now caught up in many areas including reclaiming gift aid. Full 2018 accounts are nearly ready

**Appointment of Independent Examiners for 2018 & 2019** Polka Dot & Ellis were re-appointed

### **Terrier and Report of the Fabric, Goods and Ornaments of the Church**

Debbie Keeves reported that the Terrier is all up to date, she will be tidying it up but it is available for inspection. Debbie has also taken some records to be archived in the city centre Library. There is a link on the website to see everything that is there.

### **Report of the Proceedings of the Deanery Synod**

Janice Wones read some highlights from the Annual Report. Canon Janet gave an overview of People and Places and what it means for St. Laurence including the common fund increase which is likely to be around £20K. Q: What happens if we can't meet common fund payment? A: there would be a cut of £20K somewhere within the Diocese. Under P & P we are 'entitled' to 0.87 of over-sight ministry 0.37 contextual ministry. Self-supporting ministers are not counted in this allowance nor are curates. We are looking at taking on a curate and if we do, we would be responsible for expenses but not housing and pay.

Q: Could we promote Gift Aid more and especially on weddings. A: we can't claim Gift Aid on wedding fees but we are working on encouraging giving as it's now our responsibility to look after the church for future generations.

Planned giving enables us to budget and it was noted that the most efficient way to give is through BACs and a Gift aid form can be filled in to go alongside this

Q: if common fund not paid how this would affect the upkeep of the building and any repairs. A: repairs are not paid for with the common fund and that there are grants which we can access for this purpose. We now have a Listed Places of Worship Officer in the Diocese to support us with this. We can also claim back VAT on certain works including work partially paid by grant as we are a Listed Building.

### **Rector's statement to the meeting**

Canon Janet talked about the restoration and reordering, explaining that although it seems progress is slow, things are happening. The Quinquennial report has come back with very few points needing attention, various repairs have been taken care of, the accounts are being tidied up, discussions on the position of the font and low altar are ongoing and we have progressed with the plans for the interior porch. She expressed pride in all our fundraising for other charities which amounted to over £3,000.

Thanks were given especially to those who have fulfilled various roles for the last year and plants presented to Church Wardens, Secretary, Treasurer, Associate Priest, Reader & Safeguarding Officer

**Certificates of Appreciation** were presented to those stepping down from various posts

### **Any other business**

Questions about whether there be an evening service during summer months, and whether we could trial positioning the font in the middle of the main aisle. These have been passed to the Worship Committee. (where gospel is read) as everyone is gathered around so would be less segregated.

## **2. Church Wardens' Report**

Roy has completed his second year as church warden and has continued to work on most of the fabric and building responsibilities, working closely with Elaine and other members of the Fabric Committee. Debbie has just completed her sixth year as church warden and will be stepping down this year to let someone else take on the role. We would both like to thank the deputy wardens Roger Bannister, Rowena Nicholls, Elaine Clements, Linda Orchard, Martin Corns and everyone else who has assisted us throughout the year.

We have said goodbye and good luck to Father Paul Cho and his family as he took up a new role at St Anne's, West Heath. Father David Pycock (Associate Priest), Father John Richards (ministering in retirement), Claire Whitmore (Ordinand) and Janice Wones (Lay Reader) have continued to support Canon

Janet Chapman (Rector) and the congregation for which we are truly grateful. We have enjoyed working alongside Canon Janet and have been thankful for her hard work and always being at the centre of everything going on, ensuring that things go smoothly!

Church attendance on a Sunday has increased slightly from last year, with around 138 adults and children attending across both services each week. Rise and Shine is still a huge success and continues to be held once a month in the Pastoral Centre. Thank you to everyone who helps at these busy services! The quieter service on a Wednesday is still attended by a regular number of 10-15 people each week.

We have welcomed over thirty families who have attended church to secure a place at St Laurence Infant School, and are happy to see that many have continued to worship with us after the number of services required has been reached. Good connections with the local YMCA have been made, with evening prayer and bible study being held there weekly, and at Christmas Gifts were donated by the congregation for YMCA residents and their families. We have held several services at the community gardens in Masefield Gardens, and the Beer and Hymns continues to be popular at the local pub.

We continue to try out new ideas within the church to enhance worship, and look forward to plans for the internal porch being put into action. It has taken a while to happen but needed a lot of careful consideration and funding to ensure we get it exactly right.

Thanks from both of us to:

- the organists
- servers, lesson readers, Sunday school leaders, lay administrators and those who do home communion for the housebound
- sidespeople, welcomers and coffee makers on a Sunday
- those who collect and count gift aid, Children's Society and other donations
- those who sort out church supplies, wash linen, change the colours, clean the church and the Flower Guild for their lovely displays
- the people who open the church for visitors on a Saturday morning and at other times
- all those who give lifts to people and who keep in touch with people who are not at church
- everyone who organises the Tuesday coffee mornings
- those who help to maintain the church, Pastoral Centre and churchyard
- everyone involved with fundraising and social events including Gridiron
- those who have donated to and arranged for the distribution of the food bank
- and anyone else we have missed!

Many thanks to our Parish Administrator, Lorraine, who works behind the scenes to ensure that the Church and Pastoral Centre are well organised, and for dealing with pastoral matters, which are often unplanned and unexpected. Thanks also to Barry, who works tirelessly to make sure the buildings and grounds are well kept.

We pray for God's presence and guidance in the year ahead as a new warden is appointed, and look forward to all the future holds for St Laurence Church, Northfield.

*Roy Pouncett & Debbie Keeves (Churchwardens)*

And a PS from Debbie..... Thank you to everyone for the support I have received from the church family during my time as church warden, and for the patience shown when it has often been challenging to fit in the role around work and family life. Thanks especially to Canon Janet, Elaine, Roy and Hilda for their support, friendship, love and laughter! I pray that the next Church Warden will bring new ideas and talents to the role, and enjoy their time as much as I have.

### **3. The goals set by the new PCC of April 2019 : -**

- a) Installing an interior porch: although this is still not installed, we have received further funds towards it namely £750 from the W.A. Cadbury Trust and £2,000 from the Edward Cadbury Charitable Trust and £10k from the National Lottery Heritage Fund (within the #Northfield Revealed grant – see c) below. We have also completed the faculty process so now have the necessary permissions in place and the project is out to tender.
- b) To register as an Eco church and achieve bronze accreditation: completed April 2020
- c) Complete the 'Know Your Church, Know Your Neighbourhood' process and increase community use of the church: we completed the former in September 2019 have undertaken a mapping of the parish, prayer walked almost every street and made a presentation to the whole congregation.

Increasing community use of the church is more challenging with it being so cold in the winter but well-timed organ recitals and pottery workshops are proving popular and we are building up those trained to lead tours. In January 2020 we were delighted to learn that we had been awarded a grant by the National Lottery Heritage Fund to enable 15 months of community events linked to the local conservation area (which includes the church) called '#NorthfieldRevealed.'

#### 4.Statement of Financial Activities 2019

<b>Income</b>	<b>2019</b>	<b>2018</b>
Planned Giving	37,969	37,638
Gift Aid	12,052	3,509
Collections	12,849	13,060
Grants	1,110	3,900
Legacies	1,000	0
Other Donations	11,012	23,604
Long term Rent	11,879	13,140
Community Income from PC	30,525	23,151
Weddings & Funerals	24,496	25,675
Fundraising	6,628	9,508
Interest	137	189
Dividends	4,263	4,139
Tea & Coffee	587	702
Candles, cards, books	603	471
<b>TOTAL INCOME</b>	<b>155,110</b>	<b>158,686</b>
<b>Expenditure</b>	<b>2019</b>	<b>2018</b>
Grants		2,865
Diocesan Common Fund	51,720	49,498
Ministers' exps, travel & Training	810	516
Church heat & light	7,222	8,450
Church insurance	7,091	6,916
Church Maintenance & Repairs	1,984	7,542
Upkeep of churchyard	2,787	2,129
Services inc Organist fees	4,844	6,067
Flowers	423	637
Legal & Professional fees	1,898	1,062
Children's ministry	384	590
PC & Barn Heat, light, water	8,672	6,241
PC Cleaning & refuse	3,255	2,919
PC Insurance	716	686
PC Maintenance & Repairs	7,688	10,296
Depreciation	371	105
Employment costs	29,944	29,868
Printing, Post, stationery, Phone	8,207	8,771
Charitable activities	285	2,299
Other	3,498	3,464
<b>TOTAL EXPENDITURE</b>	<b>141,799</b>	<b>150,921</b>
<b><u>Net surplus/deficit</u></b>	<b><u>13,311</u></b>	<b><u>7,765</u></b>

The full accounts have been inspected and signed and are on display on the Charity Commissioners' Website. If you would like a full copy of the accounts by e-mail or to collect please contact the church office : - 0121 475 1518 email: stlaurence@btconnect.com