

St John the Baptist

the church in Windlesham

Loving God. About People. For You.

APCM 2019

Agenda & Minutes of Previous Meeting

Annual Parochial Church Meeting – 24th March 2019

APCM Minutes - 18th March 2018



APCM Minutes - 18th March 2018

Opening Worship

The morning commenced with the 9.00 Service of Worship during which the Rector delivered his address to the APCM.

Meeting of Parishioners

Election of Churchwardens

2 nominations have been received for Church Warden, this is great news.

Karen Ciupak is staying on and Jo Wilkins is standing - both received with great joy by the meeting and a warm welcome extended by the Rector to both.

The Rector also expressed thanks to Lesley Morris for her assistance to Karen Ciupak this year, in the absence of a second warden.

This concluded The Meeting of Parishioners (10.53am).

Annual Meeting

1. Apologies for Absence

Apologies were received from:

John and Corinne Wilson, E. Rogers, Stephen Ball, John Munday, Debbie Sawyer, Lyn and Graham Howland, Pearl Olliff, Phyl Woods, Fiona Griffin.

2. Minutes of the 2017 APCM (as printed)

The 2017 APCM minutes were approved with no edits or changes. Proposed by Charlotte McLean, seconded by Steve Ciupak.

3. Matters Arising

There were no matters arising from the 2017 APCM minutes.

4. Election of the Parochial Representatives of the laity to the Parochial *Church Council (PCC)*

There were a total of 6 vacancies for this year. The Rector had received 2 nominations:

- Nicola Joynes
- Lesley Morris

We now have 4 casual vacancies moving forwards with the opportunity to fill those in the future. We have no second representative for Deanery Synod representation.

The Rector expressed his thanks to Lesley and Nicola.

All were duly elected to the PCC with all hands shown in favour. Roles will be decided at the next PCC meeting.

Annual Parochial Church Meeting – 24th March 2019

APCM Minutes - 18th March 2018



5. Church Stewards for 2017

The following have agreed to serve as Church Stewards for the forthcoming year. We are happy to receive these people to serve as Stewards in the next year, with all hands shown in favour. The Rector expressed his thanks to Audrey Nice for taking on the coordination of Stewards for 2018.

Regulars:		Reserves:
Ken Petersen	Guy Harrison	Fiona Stokes
Audrey Nice	Rachel Harrison	Caroline Grist
Nigel Westwood	Phyl Woods	Morrison Thomas
Sandy Thorniley	John Woods	Sue Williams
E. Rogers	Brian Pickthall	Marion Grover
Anne Follett	Andrew Hill	Sam Lea
Jean Sheard	Lynne Hill	John Grant
Rob Truefitt	Janice Hills	Nigel Goddard
		Jane Jennings
		Chris Sanderson
		Fiona Stokes
		Caroline Grist
		Morrison Thomas
		Sue Williams

6. Adoption of Safeguarding Policy

The PCC and St John's will continue to follow the Diocesan Guidelines for Safeguarding.

Question from Helen Connolly regarding GDPR – the new data protection regulations coming in during May. Training is being offered by the Diocese, we have started work on this ourselves and we expect to be compliant by the time this comes in.

Show of hands, all in favour for the adoption of the Diocesan Safeguarding Policy.

7. Church Electoral Roll Report

The Rector encouraged people to join if they have not yet done so. It was also noted that members of the PCC and Deanery Synod must have been on the Electoral Roll for at least 6 months.

8. Report of the PCC for the year ended 31st December 2017

Copies of the Annual Report had been made available to Church members in advance of the meeting; no questions were raised by attendees at the APCM.

9. Hon. Treasurer's Report for the year ended 31st December 2017

John Woods presented highlights of the 2017 Accounts to the meeting, paying particular attention to the difference between restricted and unrestricted funds.

- £22,087 deficit in 2017
- Income - £244,986 increase of £28,857 on 2016
- Summary of donations provided (see report for details).

John expressed his thanks for the continued financial support of our church family.

Annual Parochial Church Meeting – 24th March 2019

APCM Minutes - 18th March 2018



Expenditure was up by £26,200 (excluding the additional Quinquennial costs) - largely due to tax implications of Youth Worker's occupation of Poplar Avenue, the irregularity of which came to light during the year. (Youth Worker is not deemed to be clergy.) John gave an overview of how the tax should have been calculated.

John also summarised other areas of cost, including outside refurbishment at Poplar Avenue, investigations into floor problems in St John's Hall and the new WiFi installation.

Charitable Giving - 10% of regular income continues to be set aside each year.

John expressed his thanks to the team of people who have helped him: Robin Bateman, Esther Westwood, Jo Wilkins, Terry Mitchell, Paddy Thomas, John Wilson

Andrew Hills expressed his thanks to John and the finance team for such a great job. % PCC Interest in Poplar Avenue was questioned by Andrew, John Woods confirmed that our position remains the same. The points were then made that the PCC has covered 100% of the costs for repairs and maintenance over the years, and that this should be recovered at some point. Karen Ciupak explained the background and confirmed that the Rosaline Eastes Trust has no cash, as all the trust money was tied up in the property purchase. A proposal has been made by the Rosaline Eastes Trustees to the PCC, pending decision the property will be let for short-term. Lynne Hills noted that assurances had previously been given that the trust would share the cost of retrospective repairs bill, Karen Ciupak confirms that legally it is the PCC who is liable for these costs. The Rector confirms that the PCC will benefit from their % share of the monthly rental income. This is a complicated situation that has been well progressed and understood this year and a good forwards plan is in place. Karen Ciupak then explained the background to the Rosaline Eastes Trust setup and that the benefit of the trust should be for poor clergy. Helen Bateman asked how we know we will not be led down the wrong path again, having received misguided advice as to what was appropriate use of the property in the past. Reassurance was received from Karen Ciupak, we have consulted lawyers used by Diocese of Guildford to ensure we are doing the right thing.

Andrew Hill expressed thanks to the team for looking into this and that he understands this is a difficult and challenging situation.

Paul Howard enquired whether one-off donations should be taken into account for the 10% of regular giving currently assigned to Charitable Giving. John Woods explained how this all works.

The Rector expressed his thanks to John Woods and the team. John stepped down as Treasurer during the year and Jo Wilkins has replaced him as Treasurer, however John has continued to help throughout the remainder of the year and will continue to offer support and advice as a member of the PCC.

10. Fabric Report

Karen Ciupak gave an overview of the issues regarding the hall floor. It is likely that we will need a new floor which will require some kind of specific fundraising or grant to help cover the costs, as these are not planned for in 2018. The foundations are sound. A lightening conductor was also installed (with surge protection).

Annual Parochial Church Meeting – 24th March 2019

APCM Minutes - 18th March 2018



Thanks from Karen expressed to: Lesley Morris, working hard behind the scenes.; Sue Mainwaring, Julie Taylor and others who have helped. Also to the Ministry Leadership Team and PCC for their support and sometimes difficult decision-making. Karen asks for thanks from all at meeting to the PCC. Thanks also to office staff and to the team who clean on a Monday morning.

Audrey Nice noted that we require more Sides-people/Stewards - especially for the 3rd Sunday in the month (10.45am service).

11. Deanery Synod Report

Richard Harbord delivered a brief report.

3 meetings took place as follows:

- Frimley - meeting Bishop Jo.
- Bisley - social event to get to know one another following elections
- 3rd meeting - eco church focus

Key highlights:

Deepcut has been a big focus for planning both of parish church and housing.

Parish share - certain parishes are unable to meet their share, but the new system should help those churches meet with the deanery for support.

Farewell to Area Dean - Mark Wallace - JH was duly appointed end of November 2017, looking forward to an exciting 2018!

Thanks were expressed from the Rector to Richard for his time and commitment. The Rector encourages people to speak to either himself or Richard to find out more about being part of Deanery Synod.

12. Any Other Business

- Confirmation that appointment of treasurer takes place in PCC meeting.
- JDW proposed Frances as Independent Financial Examiner. All hands shown in approval.
- Jean asked about the floor in chancel - will it remain without carpet or will this be replaced? Karen Ciupak confirmed that a decision has yet to be made. Eila Savill - notes the strong links to Windlesham of the Royal Family. Notes that the prayer desk has been pushed to one side against the wall and should be in pride of place. JH says this is under consideration but that we are lacking in space.
- The meeting sang happy birthday to Janet Hole.
- Final thanks from the Rector to Karen Ciupak, teams and individuals throughout church –of whom there are too many to name. We should give thanks to and for each other, we all are Church and all have a part to play. He encouraged the meeting to pray daily for the growth of our church.

13. Closing Prayers

The 2018 APCM closed with prayers and The Grace at 11.50am.

