

**Minutes of Annual Parochial Church Meeting: Sunday 28th April 2019, 1pm
(To be confirmed at the APCM in April 2020)**

The formal meeting followed the morning service, when Bishop Michael preached on 1 Corinthians 12:12-31 where St. Paul talks about all parts of the body cannot be told that they are not a part of the body. He said that it would be disastrous if as parts of the body, we try to say that we do not need other parts. V12 states '*The members of the body that seem to be weaker are indispensable, and those members of the body that we think less honourable we clothe with greater honour, and our less respectable members are treated with greater respect*'. Bishop Michael said that this was an extraordinary challenge as to how we live our life together as a Church. About how we prize everyone – but most especially the vulnerable, the marginalised, the silenced, those usually ignored.

He continued that St Luke's was at a most important time, appointing a new Vicar and dreaming dreams about the future of our Church. He said that Christ has no body now on earth, no hands, no feet, no eyes except ours. Through us the compassion of Christ looks out on the world, our feet our doing his good and our hands are used to bless his people. He said that he loves this Church; its people, its values and its actions. He encouraged us to pray that we would be inspired by Paul's words in these days to live out the calling to be Christ's body in this part of Watford and in the places where members of this Church go.

MEETING OF PARISHIONERS

1. **Apologies for absence** were received from 52 people (as shown on the apologies list). There were 51 people present.
2. **Minutes of the last Annual meeting (22nd April 2018)** had been available for the past year on the church website and displayed in the Gathering area for the past two weeks. It was proposed by Graham, seconded by Anne and unanimously agreed, except for one abstention, that the minutes were a true record and they were signed by Cate.
3. **Election of Churchwardens.** Anne expressed gratitude to Graham for having fulfilled the role of churchwarden over the past four years and who was now standing down and for helping and advising her. She then presented him with a card of thanks.

Cate reported that had been two nominations for the role of Churchwarden for the coming year; Anne, proposed by Margaret and seconded by Jeremy, and Phil, proposed by Steve and seconded by Cate. There were no other nominations, and Cate therefore proclaimed Anne and Phil as Churchwardens for the coming year, thanking them for their willingness to take on this role.

ANNUAL PAROCHIAL CHURCH MEETING

1. **Apologies for absence** were accepted as for the meeting of Parishioners above. Again, there were 51 people present.
2. **Minutes of the last meeting (22nd April 2018)** have been available for the past year on the church website and displayed in the Gathering area for the past two weeks. It was proposed by Jeremy, seconded by Tim and unanimously agreed, except for one abstention, that the minutes were a true record and they were signed by Cate.
3. **Electoral Roll Report** Margaret reported that this was a revision year when everyone had to re-apply to be added to the Electoral Roll. The total on the Roll now stands at 186, of which 49 are resident and 135 non-resident. This was a reflection of the change of cultures and religions now living on the Cassiobury Estate. As this number is now below 200, we are only allowed to have 12 members of the PCC of which 2 are ear-marked for Youth, unless there are no Youth nominations. In which case these places can be taken by adults. Youth could then be co-opted during the year.

4. **Safeguarding:** Mary, as Safeguarding Officer stated that the report on safeguarding for the year 2018 was in the Annual report and that she was not going to repeat that. She thanked Angela, who as Lead Recruiter, did the lions share of the work. She said that they were trying to follow the Church of England guidelines and have rolled out a program of training for the C0 module. She thanked everyone who had completed the training. It sad when people have to be removed from the rota if they do not do the training. There are at least four people who have completed the safer recruitment training. She encouraged us to pray for appointments which need to be made this year. Cate thanked Mary and Angela for their hard work on our behalf.
5. **Data Protection:** Steve referred people to the report in the Annual report. He reported that regulations are being enforced and that we need to be careful with data. He gave some examples of large firms and organisations who have not been fully compliant with the regulations. On the whole failures are due to accidental misuse or by disgruntled employees.

Steve said that our greatest risks were: -

- Loss of data through theft (e.g. loss of laptop) – this is a reportable breach
- Accidentally sending emails and revealing email addresses (reply to all)
- Computers getting hacked

We all need to vigilant and keep these possibilities in mind. If you are a member of the Church, then you are also responsible for its data. We need to keep moving forward, keep up the training and be aware that new staff are the greatest risk.

The law on GDPR was written for firms and organisations. St Luke's are doing a great job applying it to us.

Cate thanked Steve and the team for working so hard on GDPR.

6. **Elections:**

Parochial Church Council. Cate thanked those who were standing down from the PCC and wished AYO luck in his upcoming examinations.

Cate reported that as there were no Youth nominations, that these places would be available for adults for one year. In addition, there are 4 vacancies, and these members would serve for three years. Five nominations Jeff (proposer Anne, seconder Tim), Paul (proposer Jeff, seconder Margaret), Joy (proposer Anne, seconder Geoff), Susan (proposer Marina, seconder Jean), Cate (proposer Graham, seconder Anne), had been received. These 5 people were declared elected to the PCC and Cate nominated herself to take the youth place for one year in the Youth place. It was noted young people once they had joined the electoral roll, could be co-opted by the PCC as one of the 3 available co-option places available.

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Helen was proposed by Margaret and seconded by Jeremy for the one place available. There were no other proposals, so Cate announced that Helen was duly elected.

7. **2018 Annual Report**

- a) **Brief Introduction.** Cate said that in reading the report, she was amazed at how much went on in the Church each week and that she found it really encouraging. She thanked Margaret for all her work in producing the 2018 Annual Report, which was in two parts; the first part reporting on the various aspects of Church life and the second part giving the more formal reports and Accounts. These reports have been available on the Church website for the past two months and have also been displayed in the Gathering area of the church for the past two weeks.

Cate said that the Church owed huge thanks to the S__ family for all that they have done with regards to Children's work. She said that they are having various meetings to work out how to handle the children's work without Jenny. Regretfully the submission of the report on Urban Saints was missed. Cate thanked Neil for his tireless work with Youth and also all Children and Youth leaders. She thanked Adrian and his team with their work on Heroes. She encouraged us all to find out more about it and also to see whether we can help in that or any of the Children and Youth groups.

The Building and Technology group (Paul, Tim and team) were also thanked for the huge amount of work they carried out in the Church.

Cate said that there were so many other people to thank and she named a few: John and Simon for their work on the Parish Profile; Jackie and Brian for Fairtrade; Jean; Pat and Jack; the Leading and Preaching Team and Caryl for the rotas.

Cate told everyone that Wendy has been accepted for Reader Training and have agreement of the PCC to support her. Please remember her in your prayers.

Cate finished by apologising in advance for anyone she has left out.

b) **The Accounts.** Paul had presented the highlights of the year during the Service. He said that we thank God for his blessings: -

- The generosity of church members as our total income including appeals increased to £310,500 (2017 £296,000)
- Despite a fall in general giving, the surplus of £12,100 on our operating fund before transferring £14,000 to specific reserves
- A one-off grant from the Diocese which offset the fall in general giving over the year
- More than 77% of our income continues to come from church members
- Meeting all our running costs, before reserve transfers, of which 78% were related to people
- Successful appeals for kitchens, Namibia/Uganda and Santa's Helpers (£30,000+)
- Giving away £41,200
- Healthy reserves, to maintain the buildings and to support current staff for three years
- Let's thank all church members too for prayerful and sacrificial giving

In the APCM meeting Paul talked more about the figures and highlighted points from the Annual Reports and Accounts. He explained that money in the Restricted funds was money given for a specific purpose such as for the Partnership Fund, or donations to the earmarked funds. Unrestricted Funds is money given for the Church to spend where it is needed. Restricted Funds are nil, as we take in and pay out exactly the same amount. Other points he raised included: -

- 63% of Giving is Gift Aided
- The General Fund pays for Staff costs and every day running expenses
- Expenses were less than expected as we had received a one-off grant from the Diocese. This has reduced the costs of staff.
- £14k has been transferred to other Funds. This is money that we have put aside for Long-Term maintenance (such as boiler replacement etc.) and Staff Support Fund (which will help maintain our current staffing levels at for the next 3 years)
- With £100k being paid to the Diocese, £71k spent on staff and £26k paid to our Missionary Partners. This means that a total of 78% of income is spent on people.
- We gave away £41k

Challenges for 2019 include; -

- Lots of costs are uncontrollable
- We have a target of increasing Giving by 5%. At the end of 2018 Dave and Paul had both asked people to reassess their Giving. These seems to be bearing fruit.
- Target £8.5k deficit and try and keep it as low as possible.
- We need to ensure that we can support our staff over the coming 5years

Cate thanked Paul for his hard work. Paul shared the credit to the Finance team; Angela (for paying out monies), Steve (for doing the banking), Brian (for sorting out energy and insurance), Tim and Colin (for counting the money) and John (for doing the Gift Aid).

c) Paul asked for questions

- Paul asked whether the Diocesan contribution goes down in an interregnum? Paul replied that it does but only by a small amount; about 20% for the period of the vacancy
- Does it go down by a percentage due to the lower Electoral Roll? It would if everyone else stayed the same, but it is likely that everyone's Electoral Roll will also go down.
- Jack asked why they had given us a one-off grant. Paul said that we had applied for this as a contribution towards the costs incurred while Jeremy was not with us the previous year.

Cate thanked Paul for his presentation and Paul and his team for their hard work over the year. Mave proposed, Bill seconded, and it was agreed unanimously that the Annual Report and Accounts for 2018 be accepted.

d) **Independent Examiner:** Paul proposed, Paul seconded, and it was agreed unanimously that Gary of Howard Wilson be appointed as our Independent Examiner for the 2012 Accounts

8. Report on Fabric and Ornaments:

Graham reported that all the fabric at St. Luke's is listed in two inventories, which are checked and amended annually by the churchwardens. These have been reported in the Annual Report which he read out. He then thanked everyone for their donations towards the financing of the new kitchen.

9. Appointments.

Deputy Churchwardens. Anne thanked the deputy wardens for all their work individually and as a team supporting the wardens. She said that it was good to be able to rely on them. She added that there was always room for more. The Deputies for next year are Ann, Colin, Fran, Joy, Margaret, Mitch and Tim.

Sidespersons. Anne expressed thanks to all of who had served as sidespeople over the past year. The Sidespeople for the following year will be Basil, Brian, Brian, Chris, Fiona, Helen, Janet, Jean, Jean, Jill, Karen, Marion, Mike, Paul, Penny, Peter, Peter, Sue, Tad and Yvonne.

Welcomers: Anne expressed thanks to those who had served as 'official welcomers' in 2018 and to those who have agreed to serve for 2019: Alyson, Ann, Bill, Bryan, Carole, Christine, Geoff, Glenice, John, Jos, Joy, Katie, Lorna, Mave, Mo, Pat, Paul, Phil, Susan, Tony and Veronica. She said that there were never enough Welcomers, especially at the 9:15 service.

Anne also thanked the team of people who polished the silverware and cleaned the purifiers.

10. Results of Elections: there were no elections needed, therefore no results of elections to be announced.

11. Interregnum: Cate reported that the Job advert has now been finalised and ready to go into the Church Times. The Parish Profile was awaiting the letter from the Bishop. Anne had spoken to him after the services and he assured her that he is getting it done. When we have inserted this into the Profile, it can be sent together with the advert to the Diocese and CPAS. At that time, it will also be posted on the Church website for people to view. Anne and Phil have been elected by the PCC to be our Parish reps.

The PCC had had an informal meeting with the Bishop, Arch Deacon and CPAS representative to discuss the vacancy. They had given us some ideas about the interview process, and we are hopeful that a date for the interviews will be confirmed this week. The congregation had been asked for their ideas on who we should be looking for and most of the points written on the post-it notes were included in the profile.

At the last PCC meeting the PCC had passed a unanimous decision to not ask for only male applicants.

During the vacancy things will be very difficult, especially with Jenny leaving as well and particular with regards to Children's work. Cate reminded us that we are all part of the body of Christ here on earth and that we all have different gifts which we can share. The vacancy is a great opportunity for people to use those gifts.

Anne added that the vicarage will not be rented out as we are hopeful that it will be occupied within six months. We need to get the Vicarage ready. We will need volunteers to assist with this and also to cut the Vicarage lawn.

12. Any Other Business:

Graham then gave us an 'Ode to being a Church Warden'

'It's been four years of highs and lows as one of your Church Wardens. An honour to serve you.

The Church is a family of loving and caring people with a servant heart. This is indeed important to illustrate the love of Christ. Though we are not perfect, but jars of clay with God's love shining through the cracks

I would like to give thanks to all St Luke's volunteers who keep the building and family functioning. Our volunteers from Church Wardens to tea makers are of one in Christ.

We remember the newly installed Arch Deacon Dave and his family, and all they brought to our lives. May God bless them and keep them safe in his new ministry.

Do not forget that we are not alone. God has a plan "*I know the plans I have for you*" declares the Lord. "*Plans to prosper you and not to harm you, plans to give you hope and a future*" Jeremiah 29v11.

So, during the vacancy and continuing into a new leadership with our next Vicar. Let's love one another, help one another and pray for and with one another.'

13. Adrian brought the meeting to a close by leading us in prayer before we shared the Grace.