

Holy Trinity, Knaphill with St Saviour's, Brookwood

Annual meeting of Parishioners

and

Annual Parochial Church Meeting (APCM)

Thursday 23rd March 2023,

7:30pm at Holy Trinity, Knaphill, Woking, Surrey

Present: 46 members of the Church Electoral Roll, plus Rev Neil Hopkins, Rev Dr Julie Levett and Rev Dawn Lucas.

Chair: Rev Neil Hopkins

The reports will not be being read, relying on members of the congregation to read the reports which will be online for another week.

The meeting opened with prayer and worship. The APCM is an act of worship, worshipping the Lord for gifts which have been received throughout the year.

Apologies: 32 apologies received

Election of Church Wardens

Thank you to Church Wardens Jon Darley (with responsibility for Policies) and Mike Veness (with responsibility for Church buildings) for their work behind the scenes over the past year.

Both Jon and Mike are standing for election again. As no other nominations were received, Neil proposed that they be accepted as Church Wardens. All in favour.

Approval of the minutes of the 2022 APCM held on 29th May 2022

Mike Veness proposed that the minutes were an accurate reflection of the meeting. Seconded by Simon Holroyd. All in favour.

Election of PCC Representatives

The number of people on our electoral roll entitles us to have 12 people on the PCC, along with clergy, and 3 Deanery Synod members.

Thanks to Jill Robson, Thomas Bowman and Sue Kaufman who are standing down as PCC members. Becky White will continue the role of PCC secretary. Jon Darley and Mike Veness will continue in the role of Church Warden. Karen Moses, Steve Parsons, Mark Tyas and Julie Gale are standing for PCC. As no other nominations were received, Neil proposed that the following be accepted as PCC members. All in favour.

Mike Hawkins nomination form has not yet been received. Instead the Neil will suggest to Mike that he be co-opted at the first meeting of the PCC.

Members of PCC: Neil Hopkins (Chair), Elaine Tisdall (Treasurer), Rev Julie Levett, Rev Dawn Lucas, Jon Darley, Mike Veness, Bob Bailey, Kevin Grieve, Wayne Halls, Ros Webster, Christina Hunt, Becky White (Secretary), Karen Moses, Steve Parsons, Mark Tyas, Julie Gale

Neil thanked Jill Robson, Thomas Bowman and Sue Kaufman

Election of Deanery Synod

Mike Hawkins is stepping down from Deanery Synod. Bob Bailey is standing for re-election to Deanery Synod. We have two spaces remaining. Neil thanked Bob and Mike for attending and representing us a church. As no other nominations were received, Neil proposed that Bob be appointed as Deanery Synod representative. All in favour.

Appointment of Independent Examiners for the Accounts

Kevin Grieves proposed the appointment of Brewers Chartered Accountants as the independent examiner for the accounts. Seconded by Justin Boorman. All in favour.

Church Reports

Finance

Neil invited Elaine Tisdall (Treasurer) to present the accounts for 2022. Elaine thanked Helen Simmons (Payroll and Pre School), Kevin Grieve (Treasurer 2), Maxine Grieve (who is stepping down as Book Keeper), Christina Hayhoe (Banking). Thanks, also to Leslie Tisdall for his help and support, to Caroline Bowen and to Shirley Durrant, who will be helping with the book keeping from after Easter. Elaine referred to the Annual Report containing the Balance Sheet and Statement of Financial Activities for the year ended 31st December 2022. The finances of the church are the responsibility of the whole PCC, not just the Treasurer.

An error had been spotted in the financial report. Note 10, at the top of page 26, second column heading should read 2022.

The budget for 2022 suggested that we would end the year with a deficit, but in fact this year we have made an unrestricted surplus of £34,000. The main reason is that the church received a Legacy of £42,000. Elaine floated the suggestion that members of the congregation could consider leaving a Legacy to the church when they are updating their wills.

11 people moved onto the Parish Giving Scheme in 2022. This really reduces workload and Elaine encouraged others to consider joining the PGS - there is no commitment to automatically increase giving each year. Approximately 80% of people on the electoral roll give regularly. Overall regular giving remained at broadly the same level as 2021, with a net monthly increase of just £140 over the year. However, even excluding the refurbishment costs of St Saviour's House, our costs increased by 10%.

This year (2023) we are expecting to end with a planned deficit of £40,000, and this will be offset by using our unrestricted and designated reserves. However, longer term the running expenses of the church should be paid for by income not reserves. By far the largest proportion (almost 75%) of our unrestricted income comes from donations.

Looking forward we hope to:

- Increase the overall levels of regular giving - both numbers of givers and levels - using the Parish Giving Scheme where possible
- Be able to meet the full year impact of the increased costs of outreach, including youth, children and families work, housing for our curate, our interns, our new utility contracts and eco church meet the rising costs of what we want to do, including being able to meet the full year impact of increased costs of outreach including

youth, children and families work, our curate, our interns, our new utilities contracts and eco church.

- Increase the income from our hall lettings taking advantage of the new booking system.
- In line with our vision for the future, be able to set a growth budget for 2024 in the autumn, confident in our growing levels of regular income.
- Continue to steward our finances as faithfully and prayerfully as we can.

Questions

- Mark Hookins – How can one increase their giving through the parish giving scheme?

Elaine – This can be done in via your personal account accessed through the Parish Giving Scheme website.

- Simon – Has anything been allowed in the budget for work that needs doing to Holy Trinity Church Hall?

Elaine – Yes, there is an amount budgeted for buildings maintenance. There is a restricted reserve of £25,682 for buildings and grounds, and a designated reserve of £86,212

Neil – When we looked at improving the buildings there were phases to go through – first the heating, then the work at the front of the church. Now things are starting to go wrong all at the same time which is why the sound system has been replaced. The next phase is to think about extending out from the west end of the church. The fourth phase is to think about what we do with the hall and how to make it fit for purpose. We need to consider how to continue to run the pre-school should major works be done to the hall, which is the reason for doing the work in the order we are.

The accounts were signed off by Neil and by Elaine. However, the whole PCC approved them and had the opportunity to ask questions before they were submitted to the Charity Commission.

Wayne Halls proposed that we accept the accounts, seconded by Mark Hookins. All in favour.

Energy bills

Neil informed us that when the time comes to renew our energy contracts, we are looking at anything between a 200-400% increase in our energy bills. God will provide, and we are the people of God.

Electoral Roll

We continue to pray for Caroline, our electoral roll officer.

Neil advised that there are currently 137 on the electoral roll, with 95 living within and 42 outside of the Parish, 105 are from Holy Trinity and 32 from St Saviour's. Neil asked if there were any questions about the Electoral Roll. None raised.

Safeguarding (see written report)

Events which have happened in the past have come to light and not all C of E clergy have behaved correctly. It is right that we protect children and vulnerable adults. Churches should be safe places.

Julie Gale has stepped forward to fill the role of Safeguarding Officer. Jill stood down from the role of Safeguarding Officer. Thanks were offered to Jill Robson for her work over her time in the role.

The Safeguarding team work with the Safeguarding Officer, meeting approximately three times per year to talk through and work through safeguarding situations. The team has dealt with a number of incidents over the past year. Neil thanked the safeguarding team for all they do.

We had our archdeacon visitation and are working on the third and final level of the parish dashboard.

Annual policies for adoption by the PCC: The PCC Safeguarding responsibilities, Policy Statement for the Safeguarding of Children and Vulnerable adults in line with the Church of England.

Safeguarding is serious. It is a duty of care of the PCC under section 5 of the safeguarding and clergy discipline measure 2016 (duty to have regard to the house of bishops Guidance on Safeguarding children and vulnerable adults)

Neil is responsible for Safeguarding. If anything goes wrong, he will be subject to disciplinary procedures. As a result, and because it is right to protect our children and young people, he is strict about safeguarding procedures.

For someone to help out with Glo on a Sunday morning there is a process which must be followed:

- Fill in Volunteer Application Form and Self Declaration Form, including two references.
- DBS clearance taken up.
- Safeguarding training required – basic and foundation level
- Only once this is all in place can someone start to volunteer.

DBS needs updating every three years

Training needs updating every three years

We do this for the protection of children and the protection of our leaders.

If you volunteer in a capacity requiring a DBS, when an email comes from Julie Gale (Parish Safeguarding Officer) deal with it immediately. If your DBS runs out, you will not be able to continue with your role until it is renewed.

Question

- Josephine Boorman – Is it possible to sign up to the Update Service to make the process easier?
Neil – yes, although if you have a DBS for a different role which is at the wrong level for what is needed for your role at church we can't access your DBS through the Update Service.

Buildings (see written report)

No questions raised.

Vicar's address

Thanks to Rev Dawn Lucas, Caroline Bowen, Pete H and Rev Dr Julie Levett for the wonderful work they have done over the last year.

A lot has happened this year:

- Dawn has started with us, she is an asset to us as a church, and we are part of her journey as she moves to where God is calling her.
- Life groups continue to grow.
- The new online hall booking system is developing – thanks to Caroline, Claire, Kevin and Nick for locking and unlock the halls and pressing buttons on the online system.
- Updated AV system at Holy Trinity and looking at improving the system at St Saviours.
- Defibrillator installed (thanks Caroline). It's the first free access defibrillator in the area.
- The Pastoral team is growing.
- Warm spaces initiative was a success, with a steady trickle of people coming to stay warm. It has been a blessing to the community
- There was a trip to Oberammergau.
- Silver stars is growing.
- The Knaphill Community Fridge is growing.
- The Bereavement Journey course is developing.
- At Christmas we held both Campfire Carols and the traditional carol service
- We marked the Jubilee and the passing of Queen Elizabeth II
- We are a welcoming church

We are moving forward into new areas and not just catching up to where we were before the Pandemic. God wants to give us a pat on the back and encourage us to keep going

Priorities for this year – living the full life (John 10:10). We want people to discover it, live it and give it away through acts of service, through proclamation of who He is.

Transforming church transforming lives – churches were asked to choose between three and five of twelve points. The PCC has been looking at our priorities for the coming year. There are many things we could do but we needed to seek what God wanted us to focus on:

- Creation Care: We have a creation care team headed up by Julie and Richard Levett. We want to increase the team, so we can support the church corporately and individually, to become more environmentally friendly and reduce our carbon footprint. Our long-term goal is to reach carbon zero. Every life group should have a representative on the creation care team.
- How we operate effectively as a church: Holy Trinity used to be its own parish, and then St Saviours joined the Parish. Lots of good things have happened over 20+ years together, but the parish still feels like two churches. 15000 people live in Knaphill and Brookwood. On a generous day we may see 200 people coming to the two services, leaving 14800 untouched. We are not closing any churches down. We have two amazing buildings in this parish which can be used for God's kingdom growth. We need to ask God how we should be operating as a church in order to be able to grow. We will have consultations with life groups and the congregations of the two churches. It will be a vulnerable and fraught process which will take at least a year. This is exciting! It's about Kingdom growth. It's a natural tendency to resist change, but we have to be prepared to listen to God.
- Focus on children's and young adults work: We will be beginning an intern programme, giving two young people some experience of ministry within the church to test their calling.

We started the process of advertising for a children's minister, but we don't want to appoint a children's minister if the job description may change as a result of the process outlined above. There is a shortage of people seeking the role of children's minister – there are approximately 400 children's and youth ministers in the country, across all denominations. This means we need to invest in the children's work as it is at present and ensure we **are** supporting the children. They aren't the future of the church, they are the present. We currently do not have enough people to run the groups every week.

- In 2017 Neil used the analogy of the church as a hot air balloon at the APCM – the purpose of a balloon is to go up while sand bags keep it on the ground. There are certain things which prevent the church from going up
 - Prayerlessness – the church needs to gather in prayer.
 - Nostalgia – certain things are right for a time, but not necessarily now. Our job is not to allow the rose-tinted glasses of the past to affect the future, but to stand on the shoulders of the saints who came before us and seek what God has for us next.
 - Grumbling – this is different to constructive criticism.
 - Selfishness – this is Christ's church, not my church, it's not about me it's about us. We are the church looking to grow the kingdom of God and this means not focussing on our own agendas and desires.

We are blessed as a church and don't want to take it for granted. We will be supporting Bisley church who are struggling.

Your Questions

- Thomas Bowen – Thanks to Neil for bringing His word and encouraging us to bring His light to this community.
- Shirley Boxall – There is no mention of the other Christians in Knaphill. Neil spoke of C4K and how we witness to Knaphill – just doing services is not great witness. What is it that can unite us as Christians in Knaphill, what is possible together?
- Julie Stern – There are no bus services going to Brookwood which makes it hard for people to get there. Neil – Sharing lifts could relieve this difficulty. We have to wrestle with the question of how we do things; this is what the PCC will be discussing over the next year. There may be historical reasons for the way things have been done which no longer hold true. We are one parish. How do we work that out?

Next APCM: 25th April 2024