

ST MARY WITH ST ALBAN APCM – SUNDAY 17 MARCH 2024
IN ST MARY’S PARISH HALL
LANGHAM ROAD
TEDDINGTON

ANNUAL PAROCHIAL CHURCH MEETING AT 12 NOON
AGENDA

1. Minutes of 2023 APCM and Matters Arising
2. Electoral Roll and appointment of Electoral Roll Officer
3. Elections:
 - Deanery Synod By-election
 - PCC
 - Sidespeople
 - Independent Examiner
4. Vicar’s’ Report
5. Report of the Proceedings of the PCC
6. Fabric & Finance
 - a) Annual Finance Report
 - b) Building Anew
 - c) Church building and Churchyard
 - d) Parish Hall
7. Reports on Parish Activities
8. Looking Ahead
9. AOB

PARISH OF ST MARY WITH ST ALBAN, TEDDINGTON
Minutes of the Annual Meeting of Parishioners (Vestry Meeting)
Held on 25 April 2023 at 7.30pm
At St Mary's Parish Hall & via Zoom

Present: Revd Caroline Halmshaw Chairman
 Carla Maroussas Churchwarden
 Robin Field-Smith Churchwarden
 Mrs Katherine Matthews Honorary PCC secretary
 And 48 members of the congregation.

Rev Caroline Halmshaw extended a welcome to all attending the meeting and Rev Mary Hawes opened the proceedings with prayers.

1. It was confirmed that the notice convening the meeting had been displayed on the main doors of the church.

2. Apologies for absence

Apologies were received from Sheila Insley, Jean Howard, Susan Jacobs, Clare Rider, Sarah Rae, Alex Ruffer, Sarah Williams & Susan Wilmington.

3. Minutes of 2022 Meeting of Parishioners

The minutes of the Meeting of Parishioners held on 26 April 2022 were accepted as an accurate record of the meeting. There were no matters arising.

4. Election of Churchwardens

Caroline reminded everyone of the “tradition” at St Mary’s of churchwardens being elected to serve for a period of 4 years, although they do need to be formally re-elected each year. Robin Field-Smith has now served for 5 years having agreed to serve a further year since no candidate came forward last year to take his place. Robin is however going to retire from the role this year.

Adam Woods had however put his name forward for election to the role of churchwarden

Carla Maroussas has now served for 3 years and was willing to stand for re-election.

Adam spoke about his background with St Mary’s dating back several years starting with an informal conversation with Rev Joe Moffatt. Both Carla & Robin also spoke of the privilege of having the role as churchwarden, acknowledging its challenges, the support from others and the inspiration and spiritual growth which comes with taking on such an important role in the church. They both encouraged others to consider taking on the role when the next vacancy arises and Robin reported that he had produced a folder of useful information for future holders of the post.

Caroline also acknowledged the support of Hilary Adamson and Nick Fenton who have been offering support as deputy churchwardens over the past few months. Hilary is now stepping from this role.

Carla & Adam had each secured a nomination and seconder and, following a vote by those present at the meeting, were-elected unanimously. Both were given a warm round of applause for their decision to take on this demanding but fulfilling role.

The meeting closed at 7.55pm.

Signed
Chairman
Date

PARISH OF ST MARY WITH ST ALBAN, TEDDINGTON
Minutes of the Annual Parochial Church Meeting
Held on 25 April 2023 at 7.45pm
In St Mary's Parish Hall & via Zoom

Present: Mrs Carla Marousas Churchwarden
Mr Robin Field-Smith Churchwarden
Mrs Katherine Matthews Honorary PCC secretary
And 48 members of the congregation.

The meeting was chaired by Carla Maroussas.

1. Minutes of Annual Parochial Church Meeting 2022

The minutes of the 2022 Annual Parochial Church Meeting held on 26 April 2022 were accepted as an accurate record of the meeting by all present.

2. Electoral Roll and Election of Electoral Roll Officer

The Electoral Roll officer, Jennifer Paynter, had revised the Electoral Roll and she presented her figures as at 22 April 2023.

Of the 364 names on the Roll, 127 were in respect of people who reside outside the parish who habitually attend public worship in this parish. The names removed from the Roll related to 2 people who have died, 2 duplicate entries and 10 who have moved away.

Jennifer Paynter had put her name forward for re-election as Electoral Roll officer and following a proposal by the Carla, Jennifer was elected unanimously. Carla thanked Jennifer for the hard work she continues to do in her role and Jennifer also wished to acknowledge the support given by Suzanne, our office manager, who ensures GDPR compliance.

3. Elections

Deanery Synod

Elections of lay representatives to Deanery Synod are due this year for which St Mary's is allocated 5 places.

Malcolm Eady, Fred Squire & Suzie Gordon were willing to stand for re-election. Hilary Adamson & Sue Stevens wished to step down. Hilary first stood for election for Deanery Synod in 2006 and although she has not served continuously, she has been actively involved in the church since then including roles as deputy warden and Health & Safety officer. Hilary is stepping down completely from the PCC and she was thanked for her support and dedication to the church over the last few years. Sue Stevens will be standing for election as an ordinary member of the PCC.

Nick de Mattos and Sarah Rae were willing to stand for election to Deanery Synod. Nick has been an active member of the church choir for many years. Sarah has been on the PCC as an ordinary member since 2017 besides acting as church accountant for several years and leading the community café since its inception.

Malcolm, Fred, Suzie, Nick & Sarah were elected unanimously. Deanery Synod members become ex-officio members of the PCC.

Elected members of the PCC

5 members of the PCC – Kay Cassidy, Ruth Chaperlin, Jennifer Paynter, Sarah Rae & Sarah Williams were up for re-election this year, having served for at least 3 years. Kay, Ruth & Jennifer were willing to stand for re-election. Sarah Rae is standing for Deanery Synod and will become an ex-officio member of the PCC. Sarah Williams is leaving the parish and therefore she did not stand for re-election. Kay, Ruth & Jennifer were willing to stand for re-election.

Peter Stevens and Anthony Cooper had decided to resign from the PCC. Peter has been on the PCC for several years besides and held the role of churchwarden between 2012 and 2016 and he was thanked for his unstinting support and advice over the last few years. Ant has been on the PCC for 2 years and has decided to retire due to other commitments.

Jean Howard, Jo O'Hagan & Sue Stevens had offered to stand for election to the PCC. All are currently active members of our church community and the PCC is very much looking forward to their involvement and input at future PCC meetings.

All 6 candidates had secured a nominee and seconder and following a vote by those present at the meeting, all were elected unanimously.

A moment of reflection followed as all present remembered Paul Hammond, a much-loved & respected member of the PCC and of our church community, who died in August 2022. Our love and thoughts go out to his children, Matt & Katie.

Sidesmen:

The churchwardens currently take on the responsibility of arranging the sidesmen's rota although the administration has been eased following the introduction of *ChurchSuite*. Carla acknowledged the hard work and dedication of all who offer to act in this role All sidesmen have expressed their willingness to continue and all were re-elected.

Independent examiner:

Jason Hughes is willing to continue as the independent examiner. His election was approved unanimously.

4. Churchwardens' report

Carla summarised the churchwardens' report (which took the place of a vicar's report this year due to the interregnum). She acknowledged the support of the PCC over the last few months since Joe's departure particularly regarding the work on the parish profile and the advert for the incumbency. Carla also expressed her thanks to the Rev Mary Hawes, Rev Caroline Halmshaw & Suzanne Parker, who alongside her & Robin, have formed the Senior Management Team which has overseen the running of the parish since July 2022. Mary and Caroline, with the support of Ros, John, David, Chris and + Martin, have led our services and mission with grace and love and she expressed the congregation's appreciation of all they have done in the past year.

Robin reiterated Carla's words and emphasised the importance of the parish profile as a reference document for anyone new to the parish or coming onto the PCC, etc. It is testament to the history and life of our vibrant parish which benefits so much from a strong team of lay volunteers.

5. Report of the Proceedings of the PCC

The report was taken as read as an accurate statement of all decisions taken by the PCC during 2022-2023. Carla thanked Katherine Matthews for her work as PCC secretary.

6. Fabric & Finance

a. Finance - Annual Finance Report:

Fred Squire, treasurer, presented the Annual Finance Report to those present.

The key features of 2022 were:

Income of £324,164; (2021: £297,860)

Reported costs, including depreciation, of £376,864; (2021: £312,686)

Deficit of £52,700; (2021 Deficit of £14,826)

Cash in bank of £255,831; (2021: £299,984).

Fred noted the significant increase in hall rental income during the year – up to £72k from £46.7k and he expressed his appreciation of Suzanne and all those working in the office for their hard work. The total income figure also includes rental income from Flat 4, Bychurch End – income which we now receive following the dissolution of the SPSP although this addition to our income is reflected in a higher Common Fund contribution so we do not gain any benefit from it.

Of concern however is the amount raised from planned giving which in 2022 was £102k, a reduction of £7.5k compared to 2021. This is mainly due to the loss of 2 planned givers who together gave £915/month. It is the 1st time in many years that we have suffered a reduction in planned giving and we also correspondingly lose the relative amount we can claim on gift aid. Fred summarised the 3 ways most people in the parish now donate to the church: the majority give via the efficient Planned Giving Scheme but some givers still donate via CAF donate or via standing order to Barclays. Fred encouraged those who still give via Barclays to consider changing to PGS since there are costs associated with the former method and the process of claiming gift aid is more complex.

The most significant costs were the Common Fund contribution of £122k and parish office costs including hall repairs and higher energy running costs. Church development costs amounted to £47k reflecting the amount of work required to prepare all the documentation for the submission for planning permission. Church development costs will continue to increase next year as we move towards the construction phase and fund-raising will be crucial.

Fred acknowledged the work undertaken by Sarah Rae who has responsibility for the overall bookkeeping and accountancy function of the church. Sarah is due to retire from the role shortly and a replacement is being sought.

b. Building Anew

Steve Randall, chair of the Governance Group which is overseeing “*Building Anew*” had written a further summary of the progress of the project.:

The focus of the governance group during 2022 was the work required to submit the building plans to LBRUT for planning permission. This was duly granted in December 2022 and was testament to 3 years’ hard work by the project team

It is expected that a fund-raising campaign will be launched in summer 2023 and the hope is that construction will commence before the end of 2024. The new vicar, Rev

David Cloake is very supportive of and enthusiastic about our plans and the governance group is looking forward to welcoming his input following his induction in September.

Steve expressed his thanks to all those who offered their knowledge and advice over the last few years, particularly John Ramsay. All have demonstrated a high level of commitment to ensuring that our plans for a church extension reach fruition.

Fred Squire proposed a vote of thanks and appreciation to Steve for his leadership of the governance group and this was recognised with a round of applause for all those involved.

c. Church Building & Churchyard:

Robin Field-Smith had written a comprehensive report on the work done to repair and maintain the church building during the past year and he particularly recognised the 3 groups of volunteers who regularly offer their time to ensure that the church remains open and ready to welcome all who wish to enjoy our church building for whatever reason.

Similarly, the churchyard is a well-used resource for the local community and its maintenance and development is similarly a reflection of the work of several volunteers who devote time and knowledge to its upkeep. The creation of the Sensory Area has been well-received and the church will once again be marking *Love your Burial Ground* week in the summer.

d. Parish Hall

Jo O'Hagan, chair of the Hall committee, had written a comprehensive report for the Annual Report. She had nothing to add other than to say that a review of the hall lighting was due in 2023 due to the cost of replacing bulbs in the current lights (around £150 each time)

Carla expressed her thanks to Jo for her work as chair of the Hall committee.

e. Recording St Mary's:

Sue Stevens reported that she was optimistic that the work on this long-standing project will be complete by the end of this year. It was been a fulfilling and engaging project and will result in a record likely to be of both local and national interest. It will be wonderful to be able to present the completed report to our new incumbent when he starts in September.

Carla expressed her thanks to Sue for the hard work on this project.

7. Worship & Nurture

a. Safeguarding:

Mary Field-Smith, our safeguarding officer, expressed her thanks to all those involved in the safeguarding team and to everyone who diligently complete the required paperwork and ensure that all those involved in the church complete the required CofE safeguarding courses.

Safeguarding is everyone's responsibility.

Carla thanked Mary and her team for their commitment to this role and for keeping abreast of all safeguarding requirements.

b. ***Children's Ministry***

Ruth Chaperlin, Children's Champion, summarised her report by commenting on the many wonderful activities which revolve around children on a Sunday morning whether it be at the 9am service, the Coffee 'n' Craft or the 10am service! She expressed her thanks to all the Children's ministry team particularly Sophie Edgington and Sidony Kennan but, as ever, more volunteers on the team would be welcome.

Appreciation to the clergy team for their support was added by Cathy Randall who oversees the running of Church Mice on Wednesday mornings.

7.3 Choir & Music

Derek Saunders, choir director was unable to attend the meeting but Carla expressed her appreciation for the wonderful music offered by the choir each Sunday and in a particular at the recent Passiontide service.

7.4 Churches Together

Malcolm Eady had once again written a detailed written report of CTT activities during the year. He spoke of the many years in which he has been involved with CTT and the pleasure he receives from working with churches of other faiths in Teddington. He particularly acknowledged the work led by Anne O'Neil in coordinating the CTT response to *WarmWelcomeUK*.

7.5 Nurture courses

Rev Caroline Halmshaw noted the high & regular attendance on the various nurture course and she acknowledged the time for preparation, delivery and follow up given not only by members of the clergy but by our ordinands, Sarah Williams and Sarah Rae and also Clare Rider. Caroline mentioned Margaret Squire who had written a lovely report on the gatherings via Zoom for Morning & Evening prayer and encouraged others to join.

Mary Field-Smith acknowledged the wonderful work carried out by the serving team and encouraged others to join. She is particularly pleased by the dedication shown by some younger members in our congregation.

8. Pastoral Care

Sarah Williams has written a comprehensive report on the work of the pastoral care team.

Of note was the nomination for a LBRUT Community Heroes Award for the community café led by Clare Rider and Sarah Rae. Carla was pleased to announce that the café had won the award as the APCM was going on. Congratulations and a round of applause were given by all present!

9. Diversity & Inclusion

Cathy Randall expressed her thanks to those who had been involved with this group over the year and was pleased the PCC had ratified the Diversity & Inclusion policy put forward by the group. She also noted that several of those who lead intercessions reflect the church's commitment to Diversity and Inclusion and was pleased by the support overall offered by the clergy and churchwardens. More members on the team would be welcome.

10. Sustainability

The sustainability festival had been a great success in September. The team hopes to repeat the event but more volunteers will be needed. Carla reiterated that the focus on sustainability remains a responsibility for the whole church and indeed the Capital Vision 2030 highlights it as a priority. The church is moving closer to achieving the A Rocha Silver Award.

11. Links

a. St Mary & St Peter's CofE Primary School

Rev Mary Hawes has continued as chair of the board of governors and was particularly pleased to report that the school was judged to be Outstanding following the most recent Ofsted inspection. She offered her congratulations to the whole school community.

b. Hampton Deanery Synod.

Hilary Adamson had written a comprehensive summary of 4 Deanery Synod meetings this year. The issues discussed during the year have ranged from National Trends in Youth, Safeguarding, Vocations & Children's ministry.

c. ALMA

Suzie Gordon has continued as our ALMA rep during 2022. She had written a detailed report on the activities of the group during the year, a particular highlight being the Alma Sunday service at St Paul's Cathedral in July.

Suzie would welcome more volunteers to support her in this role.

d. Welcare

Margaret Squire continues to be the church representative for Welcare and she was pleased to report that St Mary's had continued to support the charity by raising funds with Carols at the Anglers and the Lent Lunch. Her report provided more information on the expansion of the support Welcare seeks to offer and provided links for those wishing to donate directly to the charity.

12. Looking Ahead

There remains much to look forward to in the coming weeks. The Coronation of King Charles III will be taking place on Saturday 6 May and the church will mark this on Sunday 7 May with a festival service at 10am and hymns in the churchyard in the evening. Christian Aid week will commence with a special service on Sunday 14 May and Ascension Day will be celebrated on Thursday 18 May. The Eco Concern club is due to be launched and *Love Your Burial Ground* will be taking place in June.

We are sorry to be shortly saying “Goodbye” to both Rev Caroline Halmshaw who is taking up a new post in Chiswick and Sarah Williams who is leaving the parish. However, at the same time, the arrival of our new incumbent in the summer is highly anticipated. Carla acknowledged this time of great change at St Mary’s and the corresponding sense of the unknown. She encouraged everyone to keep all our clergy in our prayers at this time and is confident that our church will continue to flourish and grow.

13. Any Other Business

There was no other business.

Robin Field-Smith proposed a vote of thanks to the talented and committed clergy team who, led by Mary and Caroline during the interregnum, have ensured a consistent pattern of worship throughout offering us all inspiration and spiritual support. All at St Mary’s are grateful for their presence, reliability, joy at times of celebration and comfort in times of need.

The meeting closed at 9.20pm following prayers led by the Caroline and the Grace.