

MINUTES of the PARISHIONERS & APCM Meetings of St Mary's Woburn 2016

Date of meeting	Tuesday 12th April 2016
Time of meeting	7.30 P.M.
Meeting Venue	Crypt, St Mary's Church, Woburn

AGENDA POINT	
1.	Meeting of Parishioners
1.1	Steve opened the meeting by reading from Ephesians 1 followed by a prayer.
1.2	Steve explained that the Parishioners meeting is open to everyone living and worshipping in the parish and is only for the election of Wardens.
1.3	<p>Election of Church Wardens</p> <p>Steve told the meeting that this had been John Miller's seventh and final year as a Warden. He reminded everyone that at the last APCM he had explained that George Atkinson-Clark would replace John at this APCM. Steve was happy to confirm that George was still willing to stand. He then explained that Alison Macpherson is willing to continue in office but this will be her seventh year as Warden. The normal tenure of a Warden is 6 years and therefore the meeting needed to approve Alison's re-appointment for another year. Steve proposed that Alison be allowed to continue for one more year, Mai seconded and everyone was in agreement. As there were no other nominations the meeting agreed to these appointments.</p> <p>Steve thanked John for all the help and support he had given him during his time as Warden. He noted how much work John had undertaken on behalf of the church and particularly regarding fabric matters.</p> <p>At this point Alison thanked John for all his hard work and support over the last seven years and presented him with a gift from the church for his service.</p> <p>The meeting was then closed.</p>
2.	Annual Parochial Church Meeting
2.1	<p>Apologies for absence.</p> <p>Apologies for absence were received from, Ros Kennedy, Reg & Tamar Rennles, Sarah Atkinson-Clarke, Julie Stokes, Andy Law and Chris Langford.</p>
2.2	<p>Minutes of the meeting of 23rd April 2015</p> <p>Acceptance of the minutes of last years meeting was proposed by Alison, seconded by June Vyse. There was a unanimous vote in favour by all those who had attended the meeting.</p> <p>Elections</p>
2.3	<p>Election for Places on the PCC</p>
2.3.1	<p>Ann & John Miller had both previously given notice that they would be resigning from the PCC and George Atkinson-Clark was taking on the ex-officio role of Warden. This meant there were five "laity" vacancies on the PCC. Roger Lander, Pauline Adamson and Ian Wayment were all due to be re-elected and had all submitted nomination forms. Additionally, nomination forms had been received from Victoria Milsom, Knud Blaesberg, Richard Langford and Sean Stokes. As there were seven nominations for five places a paper vote was taken.</p> <p>Those voted onto the PCC were: Roger Lander, Pauline Adamson, Ian Wayment, Richard Langford and Sean Stokes.</p>

2.4 Reports

2.4.1 Presentation of the accounts and report on the proceedings.

David Knapman had previously distributed by email, and placed copies in church, of the "Report and Financial Statements, 31st December 2015". Additionally they had been posted on the church website.

He introduced his report by explaining the purpose of the report was for the accounts and report of the activities of the year to 31st Dec 2015 to be accepted by the APCM. He also explained that whilst we are not required to comply with full statutory information, as a matter of good practice, they have been prepared on an accruals basis in line with the relevant accounting and legal requirements for Charities.

He then outlined for the meeting the processes in place to ensure all aspects of the church finances are handled with accuracy, honesty and openness and that the PCC ensures good financial Governance. These include:

- Pre counting and recording cash collections before passing to the Treasurer
- Two signatories on all cheques.
- Transactions are supported by 3rd party documentation
- PCC approval is needed for major items of expenditure
- Regular quarterly management accounts monitored against a budget pre-approved by the PCC
- The PCC reviews and approves the Statutory accounts for presentation to the APCM.
- Annual examination of the books of account, records and Statutory accounts by Independent Examiner.
- Annual accounts and financial return are sent to the Diocesan Board of Finance
- Members of the Church are welcome to look at the accounts and records and discuss them with the Treasurer at any time.

David gave a brief summary of the contents of the report which were:

- Page 1 Objectives and mission of St Mary's, Structure, Governance, Management and membership of the PCC
- Pages 2-6 A review of the main activities of the church over the 12 months to 31st December 2015, including the Electoral Roll. The report also contains a note that the PCC's income was in excess of £100,000 for the first time due to the exceptional donation income for the bells re-hanging. David reported that he had clearance from the Charity Commission that the PCC did not need to register as a standalone Charity at this stage.
- Page 7 The independent examiner, Peter Wilkinson, who has provided a clean report.
- Page 8 The statement of financial activities (SOFA) of which the main point was that in 2015 there was a surplus £24,232. David explained that this large surplus was mainly due to a donation of £16,000 plus gift aid of £4000 from Prof. Angela Newing for the purpose of re-hanging the bells.
- Page 9 Balance Sheet setting out assets and liabilities, showing net assets of £79,870, boosted by the Bells re-hanging donation.
- Page 10 onwards. The rest of the document sets out accounting policies, notes supporting the SOFA and Balance Sheet as well as summaries of the Designated and Restricted Funds.

David informed the meeting that the 2016 budget has allowed for a deficit of £13,600 to help fund the development of the planned activities and mission work. He explained that the PCC was very aware that ongoing budget overspends could not continue forever and that in recognition of this a Stewardship campaign had taken place which people had responded to very generously. It had resulted in increased giving as well as new Standing Orders. He also assured the meeting that we were still operating within our "reserves" policy and in his role of Treasurer he would not have allowed this overspend unless he was happy it did not jeopardize the finances.

David warmly thanked everyone who has supported the church financially over the last year and encouraged giving by standing order as well as using Gift Aid wherever possible. He also reminded the meeting that we should all consider leaving a legacy to the church when making or amending our wills.

Opportunity was given to the meeting to raise questions but there were none.

David formally proposed the report and accounts for the year to 31 December 2015 be adopted, this was seconded by Roger Lander and unanimously approved.

He concluded by thanking the meeting for the wonderful gift they had given to himself and Judy earlier in the year to mark his 21 years as treasurer. He said they had recently used the gift, two nights at Baslow Manor hotel Derbyshire, and had a most enjoyable stay.

2.4.2	<p>Appointment of independent examiner of the accounts for 2016</p> <p>David Knapman proposed Peter Wilkinson as independent examiner of the church accounts for 2016. The meeting ratified this proposal. This was seconded by Pauline Adamson. Unanimous vote in favour.</p>
2.4.3	<p>Electoral Roll Report</p> <p>Ann Miller gave the following update of the electoral roll:</p> <ul style="list-style-type: none"> • This year there are 85 members on the Electoral Roll of this Church, comprising 25 residents of the parish and 60 non-residents.
2.4.4	<p>Adoption of the Mission Action Plan (MAP)</p> <p>Steve reminded the meeting that the MAP is the statement of the activities the church is undertaking to achieve the Diocese Mission directive. He referred everyone to the MAP document that had previously been circulated and proposed it be approved by the meeting. Jean seconded the proposal, there were two abstentions and everyone else was in favour.</p>
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2.4.8	<p>Other reports</p> <p>Prior to the meeting reports had been made available covering: Fabric, Sunday School, Youth Work, Benefice Administrator and Deanery Synod. No questions were raised regarding any of these reports.</p>
2.5	<p>Rector's address</p> <p>Steve commenced by looking at the vision and mission statement of St Mary's and then reading John 15v5; <i>"I am the vine; you are the branches. If you remain in me and I in you, you will bear much fruit; apart from me you can do nothing"</i>. He reminded the meeting that this was the same verse he had used to introduce his talk at the 2015 APCM. He said the reason for doing this was to remind ourselves, and re-emphasise, that churches grafted into Christ will grow whereas activity not based in Christ will fail.</p> <p>Steve said he wanted to share with and encourage everyone with all that had been planned and achieved over the last two years. He picked out the following activities as the key ones for 2014:</p> <ul style="list-style-type: none"> • Financial miracle of having an end of year surplus given all the major expenditure undertaken. • Spiritual growth of individuals and the congregation. • Internal display boards purchased and in use in the main church. • New chairs for the crypt. • Pew Cushions in the church • Two new Lay Readers <ul style="list-style-type: none"> ○ John Rennles Licensed. Malcolm joined the church from Toddington. • New style Communion Service introduced • Mixture of worship styles • Development of: Worship Group, home groups, Let's Get Together, Sunday School, Followers, Noah's Ark and Church cleaning. <p>Moving on to 2015 he felt the major achievements had been:</p> <ul style="list-style-type: none"> • Benefice Administrator. This he said had helped him tremendously and allowed him more time for his core activities. • Employing a Youth Worker. This had not happened despite advertising the post and having several people show an interest. It is something that we will still pursue and keep praying into. • Development of the youth work by splitting into two age groups, Followers & Explorers, with both having a membership of about 13. • Sunday School development led by Matt and supported by a group of volunteers. Like the youth work the SS has been split into two age groups. • New leadership, more leaders and helpers. • The new style fourth Sunday communion was reviewed and adopted at the February PCC. It has also been formally adopted as the Communion Service in Eversholt, and Battlesden and is likely to be adopted by Milton Bryan. • Missions Support. The Christian works and charities that the church supports financially have been reviewed to reflect the working links we have developed with local and overseas mission and ministries • February 6th 2016 was our third Vision Day where the main themes were Worship, Discipleship, and Mission <p>Looking ahead to 2016 Steve said he was very excited by the following activities and developments that are</p>

planned or happening:

- The plan to employ a youth worker is still part of our goal and something we need to pray into.
- A bid has been made for a Stipendiary Curate and we should know by the end of April if we have been successful. However, this would not mean we would get a Curate as that would still depend on one of the candidates wanting to train at St Mary's. So, a lot of prayer needed.
- JustOne and the Natural Evangelism Course. Steve said that these were two initiatives from the Filo trust, an organisation set up by J John. JustOne is an outreach day in 2017 at the Emirates stadium. The capacity will be over 40,000 but the criteria for attending is that every Christian must bring a non-Christian. This is an exciting activity which we as a church are supporting and getting involved with. The Natural Evangelism Course complements the JustOne day and has been designed as a training aid leading up to the event.
- The idea to take a skills, gifts and availability audit had come from the vision day. Elizabeth Saunders is leading this.
- The issue of admission of children to Holy Communion was raised by a number of people during the vision day. They felt strongly there was a need for this, and Steve said he supported this view. He acknowledged it is a sensitive topic but one which will be addressed this year.
- Another issue raised at the vision day was the need for more social events to take place. Several activities have since been arranged, these include a concert on 12th June given by the Spavins family in memory of Fran. Also it is planned to have a church open day on 11th June, the day of the Queen's 90th birthday celebrations. The purpose of this is to invite everyone in Woburn to join together in celebrating this day and the church will provide free refreshments and amusements for the children. It is felt this will be a good way to witness to the village and encourage people to get to know us.
- Steve explained that this year he wants to review the wording of the current Vision statement. The intention is not to change its meaning but to re-word it so that it more clearly and simply states what it is intended to mean.
- "Communication" is another area Steve said he wanted to improve this year, particularly the designs of the pew sheet and website.
- A major upgrade of the sound system will happen this year. This is needed to accommodate the amplification and reproduction of the instruments used by the worship group and also to improve the quality of recorded music played over the system especially at Funerals and weddings.
- A worship event will take place with Godfrey Birtill on 1st Oct organised by Richard Langford.
- Steve concluded this list of activities by reminding the meeting that this year will see an emphasis on evangelism and as part of this initiative we are hosting this year's Deanery Walk & Talk evangelistic event on Sunday 24 April. The service will include music and testimony from Gershom Brown and Peter Daley who are inspirational musicians and speakers. Additionally, there will be other activities to support our evangelistic effort and this will be helped by having the JustOne event in 2017 to look forward to.

Steve closed his talk by reading 1 Peter 1:3-9 and giving a brief homily on this inspirational passage.

Praise be to the God and Father of our Lord Jesus Christ! In his great mercy he has given us new birth into a living hope through the resurrection of Jesus Christ from the dead, ⁴ and into an inheritance that can never perish, spoil or fade. This inheritance is kept in heaven for you, ⁵ who through faith are shielded by God's power until the coming of the salvation that is ready to be revealed in the last time. ⁶ In all this you greatly rejoice, though now for a little while you may have had to suffer grief in all kinds of trials. ⁷ These have come so that the proven genuineness of your faith – of greater worth than gold, which perishes even though refined by fire – may result in praise, glory and honour when Jesus Christ is revealed. ⁸ Though you have not seen him, you love him; and even though you do not see him now, you believe in him and are filled with an inexpressible and glorious joy, ⁹ for you are receiving the end result of your faith, the salvation of your souls

Alison then thanked Steve for all his ministry and commending him for encouraging and allowing people to identify and move in their gifting's and ministry. She also thanked Jenny for all the support she gives to Steve. She ended by reading Joshua 1v 6 & 7 saying she felt this was God's word of encouragement to him.

There being no other business Steve closed the meeting in prayer.