

ANNUAL PAROCHIAL CHURCH MEETING

Sunday 23rd April 2023 in Church

Immediately following the Annual Meeting of Parishioners

PRESENT

Elisabeth (Lis) Burns (Vice-Chair of the PCC and Churchwarden) (LB)
Jenny Cartledge (Churchwarden)
Revd Jackie Lock (Associate Priest)
John Lord (Treasurer) (JL)
Philip Hynard (PCC Secretary)
plus 40 other parishioners

APOLOGIES

Revd. Gareth Morley, Ray Levy, Jacqui Brearley, David Knights, Alison and David Adamson, Gill Blair, Liz Cunningham, Laurence and Carol Smy

Note. The minutes have, in some instances, been re-ordered to gather items together under the headings set out in the original agenda.

1. MINUTES OF THE MEETING OF 8th May 2022

The minutes of the Annual Parochial Church Meeting held on 8th May 2022 were confirmed as being an accurate record of what took place at that meeting and were signed by LB, at the end of the meeting.

2. PRESENTATION OF THE ELECTORAL ROLL

The Secretary, on behalf of the Electoral Roll Officer, Mr Errol Baker, confirmed that as at 7th April 2023 there were 165 people included on the electoral roll, which represented a net decrease of one person people since April 2022. During this period four people have moved away, died, or otherwise asked to be removed roll and three new members have been added.

LB thanked Errol for his commitment and diligent work as Electoral Roll Officer over many years and invited expressions of interest from parishioners who may be interested in taking on this role, because Errol has expressed a desire to step down over the course of the next nine months or so.

3. ELECTION OF UP TO FOUR DEANERY SYNOD REPRESENTATIVES FOR A THREE YEAR TERM

The Secretary announced that nominations had been received from:

Barry Titchen, proposed by **Elisabeth (Lis) Burns** seconded by **Jennifer Cartledge**

Ray Levy, proposed by **Mark Johnson** seconded by **Robyn Connolly**

Both of whom were elected unanimously for a period of three years commencing on 1st July 2023, ending on 30th June 2026.

There were no other nominations, albeit that two positions remain open.

4. ELECTION OF UP TO TWO MEMBERS FOR THE PAROCHIAL CHURCH COUNCIL FOR A THREE YEAR TERM

The Secretary announced that nominations had been received from:

Jean Johnson proposed by **Jo Norman**, seconded by **Derek Lancaster**

Jacqui Brearley proposed by **Elizabeth (Thistle) Martin**, seconded by **Elaine Dagnall**

Both of whom were elected unanimously for a period commencing immediately, ending at the Annual Parochial Church Meeting 2026.

5. APPOINTMENT OF LICENCED LAY MINISTER TO PCC FOR 1 YEAR TERM

Derek Lancaster was appointed for a 1 year term as a Licenced Lay Minister, following his proposal by **Elisabeth (Lis) Burns**, seconded by **Philip Hynard**, which was unanimously supported.

Note: *Sidesmen and Canonical Sidesmen are now appointed by PCC, following changes introduced in the 2020 Representation Rules.*

6. PRESENTATION OF ACCOUNTS

John Lord (Treasurer) presented a summary of the 2022 Report of Trustees, drafts of which had initially been posted on the Church website on 15th April 2023, following adoption by the PCC and which had subsequently been formally approved by the Independent Examiner, without material amendment, final copies of which had been posted on the church website on, 20th April 2022, (<https://www.allsaintshighwycombe.org/pcc.html>) with printed copies having been placed in church, where they remain.

2022 Summary Budget and Full Year

Item	£	Notes:
Regular Income		
Budget	233,565	Reduced to realistic levels, with expected deficit of £9.3k
Actual	234,584	Planned Giving £3.6k down, collections, fundraising & events up
Variance	+1,019	+£11,198 of 1-off Legacies & Grants (energy & Churchyard)
Regular Expenditure		
Budget	242,896	Deficit budget planned, for extra Church fabric spend
Actual	240,829	Fabric & charities up (£5k Ukraine), energy, mission & staff down
Variance	+2,067	Overall £3.1k better than budget
Net Position	-6,245	+4,953 including non-budget Grants & Legacies
Revaluation gains		+24,707

Total Accounts Surplus: £29,660

Cash surplus to Mission fund, Organ maintenance & Fabric projects

2023 Year to Date - Budget and Cash as at 20th April 2023

JL then went on to provide an update on the financial position for the current year to date:

Regular Income

Budget	77,241	Balanced to realistic estimates, with hope for improvement!
Actual	69,836	Regular giving down, Fundraising for Tower Steps now 80%!
Variance	-7,405	Cafe, Collections & Lunchtime Concerts all doing well +£5,200 of unbudgeted grants & legacies

Regular Expenditure

Budget	72,823	Balanced budget for the full year
Actual	65,829	Over budget so far on House expenses, Music & Candles
Variance	-6,994	Includes £4,950 owed from 2022: committed, not yet invoiced
Net Position	+4,007	£411 behind budget, but cash +£9,207

Main concern: gaps in Planned Giving - even with reduced budgets

Are you able to commit to activities, behind the scenes, or inviting others in?

New Fundraising will be needed, particularly for **Sound, Light & Space** Projects

JL concluded first by thanking everyone for their generosity, commitment and support as well as the particular contributions of Barry Titchen, Lis Burns, Chris Lamb and Jean Johnson as members of the Stewardship and Finance Team.

Secondly inviting anyone else who might be willing to contribute to this area of church governance, in the future.

There were no questions on the financial position at the 2022 year end; however, in response to a question about the impact on the Parish Share during the Vacancy, JLD confirmed that it had been reduced by the diocese by around 10% / (Circa (£500.00/month), although this 'saving' was being allocated to fabric. JLD also noted that there had separately been an overall reduction in the Parish Share as a result of a change in policy by the Diocese and this saving was being allocated to the Mission Fund.

The 2022 Trustees Report, which had previously been signed by the Churchwardens was proposed for acceptance by JL, seconded by the Secretary.

LB concluded by proposing a vote of thanks to the Treasurer and members of the Stewardship and Finance team which unanimously endorsed.

7. APPOINTMENT OF INDEPENDENT EXAMINER/AUDITOR

The **Treasurer** proposed the appointment of Seymour Taylor as Independent Examiner for the 2023 Trustees Report and Accounts which was seconded by **Edgar Samuel**.

Whilst there was one objection to this proposal, the majority of those present supported the proposal and it was determined that Seymour Taylor would be appointed as proposed.

8. PRESENTATION OF TERRIER, INVENTORY AND LOGBOOK

LB confirmed the:

- Terrier (a list of land belonging to the church)
- Inventory (a list of all items belonging to the church)
- Logbook (a detailed record of all the alterations, additions and repairs carried out in relation to the church, its land and its contents)

are continuing to be securely stored in the church safe and had been updated to reflect all recent transactions, including the following additions to the Inventory:

- Replacement Locks to the south-east and north-east external doors
- Window guards to remaining unprotected stained glass windows to the Lady Chapel, which had also been repaired.
- Repairs to the west window of the north aisle
- Gutter clearance work
- Tower staircase repairs (Phase 1)
- Flagpole replacement
- Replacement of the flooring to the toilet
- Fire notification alarm to the ringing chamber
- Two new laptops
- Audio visual equipment (Various)
- Two contactless collection plates.
- New Dishwasher

9. PRESENTATION OF ALL SAINTS GIFT BOOK

The Secretary reported that during the Course of 2022, two memorial payments had been received:

- £1,000.00 in memory of John Bowman, which has been allocated to the Choir fund, for music and music related activities.
- A £5,452.30 Legacy from the estate of Diana Atkinson, the majority of which has been used for the replacement of the flagpole.

- A picture of the Peregrine Falcon which had been presented by the Buckinghamshire Bird Club.

A note of which had been filed in the Gift Book, which will be formally updated in due course.

The Secretary added there had also been a number of generous anonymous donations.

LB confirmed that the Gift Book, which is also stored in the Church safe, remains available to anyone who wishes to inspect it and also asked if there were any calligraphers either within or known by members of the congregation, who would be willing to inscribe the Gift Book to reflect the above additions and Helen Cousins offered to ask the Craft Group.

10. REPORTS OF ORGANISATIONS

LB noted that on 15th April 2022 the Report of the Organisations 2022 had been posted on the website <https://www.allsaintshighwycombe.org/pcc.html>, with printed copies having been placed in the church, where they remain.

LB went on to recommended to everyone who had not yet had an opportunity to do so, to read them, because of the insight that it provided on to the breadth of activity that had been taking place in the church over the course of the year.

The reports and authors were noted as follows:

- **Review of the Year** - LB
- **Mission & Evangelism** - Elizabeth (Thistle) Martin, Stephen Linger, Sheila Doig and Chris Lamb
- **Children & Families** - Robyn Connelly
- **Pastoral** - The Revd. Jackie Lock with Stephen Linger and Maureen Lampard LLM
- **Liturgy and Music** - Derek Lancaster LLM
- **Bellringers** - Patricia Newton
- **Flowers** - Pat Lea
- **Servers and Communion Assistants** - David and Alison Adamson
- **Sidespeople** - LB
- **Stewardship and Finance** - JL
- **Education and Discipleship** - Derek Lancaster LLM
- **Buildings & Fabric** - Jennifer Cartledge
- **Sound Light and Space** – Lynda Moorcroft Titchen
- **Oakley Hall** – Elizabeth (Thistle) Martin and Edgar Samuel
- **Communication** - LB
- **Parochial Church Council** - Secretary
- **Safeguarding** - Jo Norman

There were no questions on the report but David Snoxell commended the work undertaken by Stephen Linger to promote the history and heritage of the Church through the development of presentations and artwork displayed in the Visitors Area and Library.

The 2022 Report of Organisations was proposed for acceptance by LB and seconded by Jennifer Cartledge, which was approved unanimously.

11. DEANERY SYNOD REPORT

LB introduced the Deanery Synod Report by thanking Barry Titchen, David Knights and Ray Levy for their diligence and hard work in representing all Saints at this forum and for the valuable work that had been accomplished.

The Deanery Synod Report had previously been posted on the website in advance of the meeting where it remains <https://www.allsaintshighwycombe.org/pcc.html>.

There were no questions.

The Deanery Synod Report was proposed for acceptance by Barry Titchen, seconded by Neil Lamb and approved unanimously.

12. DIOCESAN SYNOD REPORT

LB introduced the Diocesan Synod Report by thanking David Knights for his diligence and hard work in representing all Saints at this forum and for the valuable work that had been accomplished.

The Diocesan Synod Report had previously been posted on the website in advance of the meeting where it remains <https://www.allsaintshighwycombe.org/pcc.html>.

There were no questions.

The Deanery Synod Report was proposed for acceptance by Barry Titchen, seconded by Neil Lamb and approved unanimously.

13. CLOSING REMARKS OF THE CHAIRMAN

LB concluded by first of all highlighting a number of developments that are currently underway or had recently been completed, which included:

Churchyard Project – led by Gareth Morley

- Rejuvenate the space, reduce levels of anti-social behaviour and crime.
- Architects engaged, initial funding underway and Diocesan Advisory Committee (DAC) support approach.

Tower & Toilets

- Rotten flagpole replaced and flag flown again on Easter Day.
- Tower staircase collapsed – repairs underway. Thank you for the great response to our ‘Stairway to Heaven appeal’.
- Will enable access to complete masonry and water ingress surveys.
- Toilet flooring replaced to remove trip hazard – ‘painting party’ to be arranged soon.

South Porch (major element of Sound, Light, Space project)

- Sale of Totteridge Road and purchase of a smaller property means we can now move forward again.
- Recent DAC report will be shared with PCC ahead of May meeting.
- Next steps will include environmental deterioration and stonework surveys prior to repair and restoration specifications being submitted.
- Additional funding options are being investigated that were not available previously.

LB responded to a question about the likely timetable for re-opening the South Porch and explained that until further survey work had been completed it would be difficult to assess this.

Vacancy

LB then highlighted the expected timeline for the Vacancy and work that has either been completed or is currently being undertaken to progress matters, which has included:

- **Feedback & thoughts** (Summer 2022) collected from congregation and visitors:
 - What do we do well?
 - What do we need to improve?
 - How can we make a bigger difference in High Wycombe?
 - What might stop us making a bigger difference?
- **October 2022** – official start of vacancy (Revd Hugh retired 30th September) and initial work on parish profile began.
- **November 2022 to January 2023** – All Saints churchwardens worked with Wycombe Deanery team to confirm type of appointment (Team Rector)
- **February 2023** – Deanery led team review with incumbents and church wardens from Wycombe team churches.
- **February 2023** - All Saints held Section 11 meeting to elect parish representatives for appointment panel, to share feedback on the draft parish profile and confirm:
 - Vision for All Saints including our church community, High Wycombe and beyond.
 - Person specification.

- **March 2023** – Parish profile graphic design was completed by David Knights and the appointment panel confirmed, namely:
 - The Rt Revd Dr Alan Wilson, Bishop of Buckingham & Revd Canon Dave Bull, Area Dean.
 - Team Clergy (2 reps).
 - Lord Carrington & Sir Edward Dashwood.
 - Lay representatives: Lis Burns & Derek Lancaster from All Saints and 1 each from St Andrew's, St Anne & St Peter, Christ the Servant King, St Francis, St Mary & St George & St James.
- **April 2023** - Parish profile circulated to appointment panel and All Saints PCC subject to final comments.
- **May 2023** – Post to be advertised.
- **June 2023** – Shortlisting and interviews.

In response to a question about the permissibility of members of the congregation notifying any suitably qualified friends or acquaintances of the vacancy, who may be interested, Derek Lancaster confirmed that it was quite acceptable. LB also advised that if suitable candidates did not emerge, there were a number of channels open to us, including some 'Executive Search' facilities, or similar, that may be used to prompt suitable applicants.

14. OTHER MATTERS

LB concluded the meeting by first of all reflecting on the period of significant change that we have all experienced and will continue to do so over the coming months, not least as a result of:

- Hugh's retirement.
- Liam's ordination and move to Cowley.
- Gareth's curacy training having been completed and his search for his next role.
- Jackie's current term of office which coming to an end later this year.
- Welcoming a new Team Rector!

Secondly, by noting that there will be a number of vacancies in roles appearing amongst the PCC during the forthcoming eighteen months, not least those of Churchwarden, Treasurer, Secretary and Electoral Roll Officer and commended them to anyone who was minded to offer their assistance.

Thirdly and finally, by thanking everyone, particularly:

- **Ministry Team:** Gareth, Jackie, Derek, Robyn, Maureen
- **Administration and Operations Teams:** Thistle & Steve
- **Finance:** John, Barry, Chris and Jean
- **Music:** Philip Wayne and Oliver Roberts
- **PCC Secretary:** Phil Hynard

As well as everyone who contributes in any way to the life of All Saints throughout the week whether they welcome, prepare, assist, ring, sing and 'everything in-between!'

Edgar Samuel concluded by proposing an enormous vote of thanks, on behalf of the entire congregation, for the diligence, hard work and commitment that Lis Burns and Jenny Cartledge have shown throughout the year and are continuing to do during the Vacancy. This was universally applauded.

15. DATE OF NEXT MEETING

It was proposed that the Annual Meeting of Parishioners in 2024 will be at 11:15am on Sunday 28th April, in church, immediately followed by the Annual Parochial Church Meeting.

Close: The meeting concluded with everyone joining to say the Vacancy Prayer and closed at 12.31.

Approved in Principle by the PCC

