

THE PARISH OF ST. MARY OATLANDS
GROWING COMMUNITY

MINUTES OF THE COMBINED ANNUAL MEETING OF PARISHIONERS AND THE ANNUAL PAROCHIAL CHURCH MEETING

HELD SUNDAY, 10th APRIL 2016 AFTER 10AM SERVICE

Before the Church Meetings officially began, a Motion recommended that the Bishop's Rule that no Church Warden should serve more than 2 three year terms, should not be applied to St Mary Oatlands at this time, thus allowing Mike Williams, who has already served six years as Church Warden, to stand for re-election on an annual basis. **The Motion was proposed by Hugh Montgomerie, Seconded by Geoff Kemp and unanimously adopted.**

The Combined Annual Meeting of Parishioners and the Annual Parochial Church Meeting took place on 19th April 2015 at 11.30am in the Church Hall with Church Warden, Mike Williams, in the Chair and 34 parishioners attending, including the chairman.

1. Mike opened the meeting, welcomed everyone and Hugh Montgomerie, our Licensed Lay Minister, led us in prayer for a rewarding meeting and for the ongoing mission of our church, St. Mary Oatlands. Mike reminded the meeting that only parishioners and those on the electoral roll were eligible to vote at the meeting for Churchwarden and only those on the electoral roll for all other elections.

2. **Appointment of clerk to take minute** – unopposed - Helen Stickland

3. **Appointment of Church Warden for 2016/2017** – unopposed – Mike Williams

- It was noted that David Davis had been appointed as a Church Warden in March 2015, but had had to resign at the end of July because of the relocation of his work to Dubai. The meeting thanked him in his absence for his contributions to SMOP.

ACTION: Helen S to write.

- Anne Vrionides will continue to serve as **Deputy Church Warden** and was thanked for so doing.

4. **Apologies for Absence** were received from Brian Brown, Denise Harvey, Malcom Jeffreys, Douglas Robertson, Jane Evans, Jane Ruddlesdin and Harriet Dickinson as per the attendance list (attached)

5. **Minutes of the previous combined Annual Meeting of Parishioners and Annual Church Meeting held on 19th April 2015**

The minutes of the previous meeting, having been circulated, were unanimously agreed and signed by the chairman, as a true record of proceedings.

There were no matters arising that would not be covered in the agenda of the meeting.

6. **Appointment of Deanery Synod Representatives**

Ann Blowers, elected in 2014 was not due to retire until 2017.

Mike Williams was elected to serve for a further twelve months. Deanery Synod Elections are now only held every three years, the next one being in 2017.

A third representative could be elected; however, there were no nominations.

7. **Election of PCC Members (10 in all)**

- There are **Eight Ex Officio Members of the PCC, namely:**

Mike Williams (Church Warden)

Hugh Montgomerie (Licensed Lay Minister),

Anne Vrionides (Safeguarding Officer)

Ann Blowers (Deanery Synod Rep.)

Muriel Agbaje, Ros Binns, Kim Groom and Francie McIlwraith (Pastoral Visitors)

- Seven nominations from previous members of the PCC had been received as follows: Brian Brown, Janet Evans, Peter Ewing, Helen de Fraine, Malcolm Jeffreys, Brian Stickland, Helen Stickland.

Two new nominations had been received for Jane Ruddlesdin and Liz Davies and Ed Salter put his name forward at the meeting, proposed by Francie McIlwraith and seconded by Ros Binns.

All were unanimously elected and Mike extended a warm welcome to the new PCC Members.

Membership of the PCC is now 18.

The resignation, for health and family reasons, from Denise Harvey was accepted with regret.

ACTION: Helen S to write.

8. The Presentation of the Church Electoral Roll up to April 10th – given by Mike Williams

- Report was last presented in 2014 (i.e. not done in 2015).
- At that time, we had 165 on the roll
- Since 2014, the number of leavers and deceased has been assessed at 16
- We have had 8 applications to join the roll
- The roll now stands at 157.
- Electoral roll count no longer directly affects the Parish share (i.e. the contribution to the Diocese) so there is no need to be “off the roll” to save money, as has sometimes been asserted in the past.

9. Election of Sides Persons as per Written Reports, Item 8. All were duly re-elected unanimously.

10. To receive the Parochial Church Council Annual Report for the year to 31st December 2015

The Annual Review of the year (copy attached) was accepted unanimously with the following additions, raised from questions from the floor:

- Any improvements to the Parish Office lay-out have been “on hold” since the departure of the Vicar’s PA in 2014, but have not been forgotten! Thanks were extended to Hugh for “tidying up” the Vestry so magnificently.
- In respect of maintaining a check on the Fabric of the church, Mike had taken on the duties of the Fabric Officer, ably assisted by Helen Penkethman, Parish Administrator and Ed Salter. Thanks were extended to them both and also to Malcolm Jeffreys for his input. Sadly, the Builder, John Spencer, who had agreed to make regular inspections of the less accessible parts of our building, both inside and outside, had suffered a heart attack before Xmas and was still recuperating.
- Please add Brian Brown’s name as a member of the Worship Committee.

11. To receive the Financial Statements for the year ended 31st December 2015

The Treasurer Brian Stickland presented the financial report with details as follows:

- Fees from weddings and funerals raised £15,000. Income from our hall lettings achieved £23,000 and a further £8,000 was raised from other fund raising activities.
- Collection at services and other donations amounted to £21,000. Although this was very welcome, the life blood of the Income for the church is the Gift Aid Scheme, a system of regular payments on which tax relief can be obtained. During 2015, over £50,000 was donated with Gift Aid, with tax recovered of £15,700. Brian hoped anyone not yet committed to making payments this way, would give the matter their consideration.
- However, an area of continuing serious concern, highlighted in previous years is our inability to balance the books without relying on legacies which amounted to £27,000 during the financial year up to Dec 31st 2015. This year we are anticipating a deficit of £25,000 and we only have a reserve of £120,000.
How can we mitigate this?

A letter needs to be sent out to those who pay by Standing Order, asking them to complete new bank mandates in favour of the new Church Bank Account, CAF. When completing these mandates, members will be requested to consider uplifting their regular giving to the church at the same time. A similar letter, without mention of bank mandates, will be sent to all other members of the congregation.

The Parish Share for the current year is the same at £89,000.

Steps to reduce expenditure have already been taken: we now need to take steps to address the shortfall in our regular giving income.

- Brian S expressed his continuing thanks to Brian Keyte, our previous Church Treasurer, for being “on call” to answer queries as and when they arise. He also wanted to thank John Jones for continuing to look after the Gift Aided contributions and, during 2015, for being responsible for paying the SMO salaries, a job which Brian has just taken over from him. Further thanks were extended to Ian Ferris and Liz Davies for banking the money and to Helen P and those who regularly count the collections. What a great team!

ACTION: Helen S to write.

- Questions from the floor were as follows:
 - Jonathan Bridger asked what had happened to the money that had been raised by Rev. Steve and Hugh for a new keyboard, money which was not needed for this purpose, as a keyboard had been donated to the church. Brian replied that the donors had agreed and the PCC had confirmed, that this money (c.£1100) should be transferred to the current AV Project Fund.
 - Another question asked whether £1500 set aside as a Repair Fund was adequate. Brian replied that the cost of day to day repairs tended to be met out of current income. The Repair Fund was earmarked for any repairs as a result of the Quinquennial inspection. Our Insurance with Ecclesiastical covers us for most emergencies. It was this Insurance Company which had requested that we had an up to date Health and Safety Policy in place and that regular Fire Practices were carried out.
 - A further question asked concerned the damaged drain covers in the car park. Brian replied that there were two matters that were ongoing in this case:
 - i. Were the original covers strong enough for the job?
 - ii. Was the brick work under the drain covers substantial enough?He assured the meeting that the builder would not get his final payment until these issues had been addressed.
 - A question was asked about the church’s property, 6 Oatlands Court. The Church has entered into an Option Agreement with a local developer who has applied for planning permission to develop the Oatlands Court site. His agreement runs for 18 months from October 2015. If and when Planning Permission is granted, the developer will buy Number 6 from us, in exchange for a 2 bedroomed flat in St Mary’s Road, plus a cash sum, with which we could possibly buy another smaller flat in the area. This matter would be discussed further and would have to be agreed by the PCC.

There being no further questions, the Treasurer asked the meeting to approve the report and financial statements for the year ending 31st December 2015. This was seconded by Michael Williams and **carried unanimously.**

Mike then thanked Treasurer, Brian.

12. Appointment of Independent Examiner

The Treasurer, Brian Stickland, took this opportunity to express his thanks to our independent examiner, Terence Gale, for his valued service and reported that Terence had agreed to continue as Independent Examiner. Brian was pleased to nominate him as our Independent Examiner, seconded by Mike Williams. **The Motion was carried unanimously.**

12b.To receive reports from Church Representatives and Organisations (all groups per written reports attached)

It is requested that the following items be included:

- **Item 5: Pastoral Assistants** – please add:
We have been pleased to welcome Yvonne Ferrari, Pat Bentley and Ray Newell to the Pastoral Team as Pastoral Visitors. Permission has been given by the Rural Dean that new team members to carry out limited duties may be recruited without completing the 18 months formal Pastoral Assistant training course.
For Information, the next formal course starts in September and applications have to be made by June 2016.
- It was requested that **Weybridge Churches Together** should submit a progress report in future. Helen de Fraine and Janet Evans are our present representatives. The Group consists of six churches :
St Mary Oatlands; St James, Weybridge; the United Reform Church, Weybridge; Christ the Prince of Peace (RC); the Wey Christian Fellowship and Weybridge Methodist Church.
The group is presently without a Chairperson since Rev Steve's departure. It operates the Clothes Bank, which requires two people from St Mary Oatlands to operate it for two three hour Saturday sessions per year. (The other churches cover the other Saturdays.) Helen de F and/or Janet E would be pleased to hear from anyone willing to help in this respect.
The next major Weybridge Churches together event will be at Pentecost when the Wey Christian Fellowship will be the organising church

These reports were duly adopted unanimously and Mike will be sending a copy to the Rural Dean. The Reports highlight the ongoing work at St Mary Oatlands during the Vacancy.

13. Fabric Report

- Building Project largely carried out - new kitchen & toilets, re-decorating corridor, footings for future porch
- Completely new drains installed
- Several roof leaks in main hall repaired
- Longstanding leak in window between office and stage repaired
- Octagon roof leaks continue, regular maintenance item with associated roof 'garden'
- Water ingress in chancel solved - blocked drainage pipe outside (should repaint that area sometime soon)
- Lights replaced in side chapel and chancel. Nave lights difficult to reach by ladder alone.
- New curtains installed in hall and new chairs purchased
- Main entrance door key broke in lock, extracted and replaced
- Heating issues - Octagon (a key but hidden switch had been set to off) and Main Hall (leaking internals required shutdown from mid-December).
- Most fabric issues were handled by a combination of Parish Office, Steve and Mike. Thanks to Graham Campbell and Ed Salter for helping out with certain repairs and attendance and Vaughan
- One of Toni Fox's lasting successes was to get us to complete the update of the Terrier which combined with the church inventory now forms the Church Property Register. My thanks and admiration to Toni for all she achieved through the pain of 2 knee operations.
- Floodlights outside and the one on the main sign outside. More floodlighting now than before.

Mike Williams
Acting Fabric Officer Mar 2016

This Report was adopted unanimously.

13. AOB

- Ed Salter requested permission and funding for purchase of a Spray to suppress the weeds in the church garden path. To be discussed at next Standing Committee.
- John Winterbottom asked for a definition of the “Growth” that we, as a church, were asked to display during our Vacancy. Mike replied that the Diocese were mainly looking for Growth in Mission and it was the potential for Growth that was being assessed not the achieved growth.
- It was asked whether we have submitted our Church Profile in respect of the Vacancy yet. In reply, Mike reported that it would not be needed for a month or two as yet.
- When the Rural Dean begins his sabbatical, Phillip Johnson, Vicar of Weston Green, will take over as Acting Dean.
- The meeting was reminded that the Vicarage has been rented by the Diocese to the Brunn Family until the end of July. No work can be carried out on the Vicarage until after this time.

14. Closing Prayers

Mike thanked everyone for attending and Bernard Day and Robert Winterbottom thanked Mike, Helen and Brian for their input into the meeting. **A Final Motion**, proposed in her absence by Jane Evans and Seconded by Mike Williams gave thanks to those who have and will continue to help out during the Vacancy. **This was unanimously adopted.**

The meeting closed by saying the Grace together at approx. 12.150pm.

Signed
Vicar/Church Warden

Date