

The Parish of Brighton St Nicholas of Myra



Annual Parochial Church Meeting

Agenda, Minutes and Reports

2024 – 2025

**THE PARISH CHURCH OF SAINT NICHOLAS BRIGHTON
'PLACE OF WORSHIP AND COMMUNITY PROCLAIMING THE LIVING LORD'**

**AGENDAS FOR ANNUAL PARISH MEETING
& ANNUAL PAROCHIAL CHURCH MEETING
ON SUNDAY 18 MAY 2025**

The meeting will begin after the 10.30am Eucharist, at 12.00pm

Annual Parish Meeting

This is a public meeting at which anybody on the electoral roll or resident in the parish may vote.

1. Election of Churchwardens

Annual Parochial Church Meeting

This meeting is open only to those members on the electoral roll.

- 1. Opening Prayer**
- 2. Apologies**
- 3. Minutes of the APCM held on 12 May 2024**
- 4. Matters arising**
- 5. The Vicar's Charge**
- 6. Appointment of Scrutineers**
- 7. Election of PCC members**
- 8. Election of Deanery Synod members**
- 9. Appointment of Independent Examiner**
- 10. Receiving of Annual Report and Financial Statements (attached)**
- 12. Reports**
- 13. Electoral Roll**
- 14. AOB**

Please remember to bring this booklet to the meeting.

Minutes of the Annual Parish Meeting (APM) and the Annual Parochial Church Meeting (APCM) on Sunday 12th May 2024 at 12:00 noon.

CHAIR: Fr Dominic Keech **SECRETARY:** Heather Wyborn **TREASURER:** Clemmie Leyland

Annual Parish Meeting: Election of Churchwardens

<u>Name</u>	<u>Proposer</u>	<u>Seconder</u>
Nigel Nash	Mike Jackson	Lesley Anne DiMarco
Rachel Chan	Veronica Thomason	Mark Alderson

With no necessity for a ballot, **the meeting acclaimed and carried the election of the two nominees as churchwardens.**

The Chairperson (Fr Dominic Keech) expressed due thanks to Nigel Nash and Rachel Chan for their commitment and service to St Nicholas, and stressed that much of their work is unseen.

ANNUAL PAROCHIAL CHURCH MEETING (APCM)

Fr Pete Leith opened the meeting with prayer for the presence of the Holy Spirit and gave thanks for the life of the parish.

Apologies: Received from: Martin Auton-Lloyd, Linda Scott, Amanda Ogilvie, Nick Goldsmith, Aiko Somer-Harris, Felicity Stimpson, Fr Anthony Ball, David Game.

Minutes of the APCM held on 14 May 2023: were proposed to be a true and accurate record by Tom Elliott, and seconded by Susan Alderson.

Matters arising: There were no matters arising.

Appointment of Scrutineers: In the event of a vote, the scrutineers appointed were Fr. Pete Leith and Fr David Ingledew (proposed by Mike Jackson, seconded by Elizabeth Tinkler).

Election of PCC members: There were three places to be filled and two persons were nominated as follows:

<u>Name</u>	<u>Proposer</u>	<u>Seconder</u>
Sophie Allen	Tom Elliott	Cameron Dunn
David Game	Rachel Chan	Sally Sisson

As there was no need for a ballot, the meeting acclaimed and carried the election.

The Vicar's Charge:

The Vicar expressed thanks to Amy Morrell and Heather Wyborn for their service and commitment as they step down from the PCC and as Secretary respectively. The Vicar gave a short address firstly welcoming David and Sophie to the PCC, and then thanking all those who presently serve on the PCC, along with all the volunteers in church who give their time, service and prayers. He offered thanks that for a church of our size, we are able to do so much – not just for others, but also for those not of our faith. Fr Dominic expressed the special character of St Nick's saying that our church is willing, flexible and welcoming to new, fresh ideas, and said that he is thankful and proud to be our parish priest.

Fr Dominic asked the congregation if there were any questions:

1. Fr David Ingledew enquired about the exterior lighting scheme. Rachel Chan replied that new rules around bats' nesting and foraging habits had come into play, and that a new lighting consultant had been employed by the council. A new application was necessary with an outcome possibly in June.
2. Sorrell Clement proposed having a Christmas Fair in early December this year.
3. Fr Dominic directed this idea to the next PCC.

Action: Fr Dominic to raise question of Christmas Fair at next PCC.

Appointment of Independent Examiner: Fr Dominic reported to the meeting that Mrs Tanya Little had confirmed she is willing to continue being our Independent Examiner. Proposed by Jane Gray, seconded by Susan Alderson. **Carried by the meeting.**

Receiving of the Annual Report and Financial Statements (attached):

The parish Treasurer presented the accounts which were self-explanatory. There were no questions from the meeting. The Chairperson thanked the Treasurer for her meticulous work in preparing and maintaining the accounts, and thanked Mike Jackson for his continued help and support.

Reports: The Chairperson informed the meeting that the reports – PCC, Fabric, Deanery Synod and Safeguarding were as detailed in the booklet. No questions were raised.

Electoral Roll: Frances Lindsay-Hills gave a verbal report and said that the numbers on roll had increased from 132 to 157. Thanks were expressed to the Electoral Roll Officer for her diligence in collecting this information.

The Annual Report and Financial Statements were carried by the meeting.

AOB: There was no other business from the meeting.

Hazel Finnis and Nigel Nash both offered thanks to Fr Dominic for his leadership role in our church. Fr David gave thanks to our DOM Andrew Dickson, and to the choir. Veronica Thomason expressed thanks to our parish administrator Joanne Morrell, for her role in the church and for generating increased business through recitals and hires. Mark Alderson thanked Fr Pete for his contribution to our church life.

The meeting ended at 12:24pm.

PCC Secretary
Heather Wyborn
13 May 2024

REPORTS

PCC REPORT FOR 2024-2025

The method of appointment for PCC members is set out in the Church Representation Rules and consists of certain ex-officio members (the incumbent, churchwardens), members of the Deanery, Diocesan or General Synods, and 7 members of the church who are elected at the Annual Parochial Church Meeting (APCM). Members are warmly encouraged to stand for election to the PCC and we try to ensure a balance of gender, skills and experience where possible.

The PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are to be spent.

The full PCC met 8 times during the year, with an average attendance of 81%. During the year the Council has regularly considered issues relating to finance; mission and ministry; the maintenance and repair of the fabric of the building; safeguarding; the partnership with St Paul's School; the Friends of St Nicholas; Messy Church; Eco-Church and Net Zero; the summer pop-up café; the annual fair; Wednesday recitals; PCC policies; stewardship; church flowers; health and safety matters; and many more.

The PCC helped to organise regular groups and meetings at St Nicholas', including the Sycamore Group, lent groups and the Sunday Supplement group. The PCC has worked in partnership with the city council to develop the green spaces and the lighting scheme, and is now considering options for a major project to improve use of the church building. In October, the PCC held an Away Day at the Bishop's Palace in Chichester to begin developing a Mission Action Plan.

Since the last APCM held in May 2024, the following people have served on the PCC:

Incumbent: Fr Dominic Keech (Chair)

Churchwardens: Nigel Nash and Rachel Chan

Secretary: Sophie Allen

Treasurer: Vivienne McKay

Synods: Martin Auton-Lloyd, Tom Elliott, Josephine Baker, Veronica Thomason, Frances Lindsay-Hills

Elected members: Clemmie Leyland, Felicity Stimpson, David Game, Aiko Somers-Harris, Nicholas Goldsmith, Georgina Obeng, Jane Gray

Curate: Fr Pete Leith

THE FABRIC AND ORNAMENTS OF THE BUILDING (May 2024 to April 2025)

Following ingress of water to the west nave wall in December 2023 and subsequent works to rectify the problem last year, works to the damaged mural will proceed as soon as the walls are deemed sufficiently dry. Ongoing.

During the winter months, slates to the Southwest slope of the roof were dislodged by storm weather causing ingress of water. Works to repair the roofing required scaffolding, which remains in place to facilitate further works securing the slates with strapping to prevent future storm damage. Ongoing.

New signage for the churchyard has been approved by PCC and the FoSN have kindly provided funding for the project. Dockerills have been consulted and it is hoped that work will proceed soon. Ongoing.

A Feasibility Study was commissioned for the Major Project. Options for discussion have been most useful in progressing the thoughts of the PCC towards the compilation of a comprehensive brief for the Servedy and Community Room areas. The PCC will now seek engagement with the Quinquennial Architect to further the scheme. Ongoing.

The amended Churchyard Lighting Scheme was finally granted Planning Approval in February. This is a scheme with lower environmental impact than the original but is augmented by additional Heritage Lamp Standards along the churchyard paths. It is hoped that the scheme will now be presented to the DAC in May for Faculty Approval. Ongoing.

Drainage to the Servedy has been intermittently problematic over the past year or so. In February when the drainage experts were consulted it became apparent that the existing soak-away under the North Churchyard has failed. In the light of future Major Project plans, the possibility of connecting the Servedy to mains drainage is being investigated rather than engaging in abortive works to reinstate the soak-away. This will require major works and permission from the DAC before the project may begin. Ongoing

The re-designed and renovated Nave Altar was installed in October. Following trials to test mobility on its adjustable wheelbase, a crank handle was added. This is stored discreetly inside the body of the altar.

New Frontals to the High Altar and Lady Chapel Altar have been made by Frances Lindsay Hills. We offer her our thanks for these splendid additions to the life of the church.

Nigel Nash and Rachel Chan, Churchwardens

ELECTORAL ROLL

A verbal report on the updating of the roll will be given at the meeting.

REPORT FROM THE DEANERY SYNODS 2024

Deanery Synod meet four times during 2024 each meeting starting with worship in the tradition of the hosting Church. St Nicholas' has four elected members of Synod in addition to the Clergy. We welcomed the new Rural Dean, the Revd. Emma Ham-Riche from St John the Evangelist Preston Park at the first Synod March 2024.

During the year we received presentations from Asha Mainwaring the schools team leader at Brighton and Hove City Mission about engaging Schools in your parish. Catherine Halloran spoke about her work as the Coordinator of the Brighton & Hove Deanery Children's hub. Sarah Rogers Chichester Diocesan Parish Advisor for Finance, Stewardship and Governance, gave a presentation on the impact of legacy giving. The Revd. Martin Poole gave a presentation about Crossover at the September Synod and St Lukes Advice Centre at the November Synod. Bishop Nick Holtam gave a presentation on Christian Aid.

Synod supported the Governors and Families of St Bartolomew's School as the campaigned against BHCC plan to close the school. We welcomed as a speaker and member of Synod the Revd Buff Stone as the new Diocesan Environmental Officer.

Elections to Diocesan Synod were held and Fr Dominic Keech, Tom Elliott and Martin Auton-Lloyd were elected by the Deanery. Reports were received from Diocesan and General Synod during the year.

*Martin Auton-Lloyd
Lay Chair Brighton Deanery Synod*

SAFEGUARDING: Report in working with children and vulnerable adults

Since the last APCM, in our work with children, young people and vulnerable adults, St Nicholas has continued to implement the procedures and guidelines of the Chichester Diocesan Safeguarding Policy, reflective of the Church of England Safeguarding policy

It is a requirement that all who are involved in any kind of pastoral role in the church, undertake Church of England Safeguarding training, (Basic Awareness and Foundation) and that training should be undertaken on the commencement of their work, to be renewed every three years. For example, volunteers in Junior church, Messy church and the adult serving team are also required to undertake this training, as they work with or alongside our young people. Our Pastoral Visitor group undertakes training, as do the PCC as trustees, and the Churchwardens. The links to training are available on the Diocesan website and can be accessed online.

Safer recruitment is an important part of safeguarding, and anyone who is a paid employee or a volunteer, such as in Junior church, will undertake this process. This will mean taking up references, undertaking safeguarding training, accepting the Church of England Code of conduct and receiving the appropriate role description for the work they are doing. There will also be consideration of whether the role requires a DBS check.

An updating report on Safeguarding is made to the PCC at every meeting, either verbally or in writing, so the PCC is regularly informed of any developments or changes in policy and on progress in implementing the procedures.

Nigel Nash
Parish Safeguarding Officer

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The Ancient Mother Church of Brighton, 11th Century**
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St Nicholas' Clergy:

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Email: frdominickeech@gmx.co.uk

Hon Assistant Priests:

The Rev'd Chris McDermott
The Rev'd David Ingledew
Curate: Revd Dr Pete Leith

Churchwardens: Nigel Nash and Rachel Chan
Organist and Director of Music: Sarah Axtell
The Parish Office: Telephone: 01273 205360
Email: parishoffice@stnicholasbrighton.org.uk