

The Parish of Brighton St Nicholas of Myra



Annual Parochial Church Meeting

Agenda, Minutes and Reports

2020 – 2021

**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 2 MAY 2021**

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 25 October 2020**
- 4. Matters arising**
- 5. The Vicar's Charge**
- 6. Appointment of Scrutineers**
- 7. Election of Deanery Synod Members**
- 8. Election of PCC members**
- 9. Appointment of Independent Examiner**
- 10. Receiving of Annual Report and Financial Statements (attached)**
- 12. Reports**
- 13. AOB**

Please remember to bring this booklet to the meeting.

Minutes of the Annual Parish Meeting and the Annual Parochial Church Meeting on Sunday 25th October 2020 at 12 noon.

This meeting was held under the current Covid-19 social distancing regulations. 39 members of the electoral roll were present.

CHAIR: Fr Dominic Keech **SECRETARY:** Michael Fisher
TREASURER: Mike Jackson

ANNUAL PARISH MEETING

Election of Churchwardens

Name	Proposer	Seconder
Veronica Thomason	Josephine Baker	Nigel Nash
Michael Jackson	Lesley-Anne Di Marco	Amy Morrell

With no necessity for a ballot, the meeting acclaimed and carried the election of the two nominees as churchwardens. The Chair (Fr Dominic Keech) expressed due thanks to them for their commitment and looked forward to their future service. He informed the meeting that they will be serving on an interim basis to take us forward bearing in mind all the Covid-19 restrictions and regulations connected to the pandemic.

The Chair also expressed the grateful thanks of the whole church community for the unswerving commitment and generous service of the outgoing churchwarden Amanda Ogilvie over the past 4.5 years and that of churchwarden Stephen Tucker, who moved away from Brighton in May 2020. It was noted that Amanda Ogilvie will continue to act on behalf of the church, by liaising with B&HCC and the diocese, in connection with the S106 funded project for renovation of the churchyard Green Spaces.

ANNUAL PAROCHIAL CHURCH MEETING

The meeting opened with a prayer. 39 members of the electoral roll were present.

Apologies were received from Robin & Elizabeth Protheroe, Gaye Harris, Sharon Bish, Gerald O'Brien, Sharon Baxter, Carole & Terry Potter, Pauline Messum, Michael le Garst, Mark Alderson, Ray & Margaret Lambert.

Minutes of the APCM meeting held on 7th April 2019 - were proposed to be a true and accurate record by Jo Baker and seconded by Susan Alderson.

Matters arising - there were no matters arising.

The Vicar's Charge

The Vicar addressed the Meeting and emphasised the challenges experienced during the pandemic lockdown and, later, when Public Worship was re-established with its mandatory regulations. The new challenges of putting the pieces (of worship) back together again had their own difficulties but are now being surmounted. There is sadness at what has been lost, as the APCM reports reveal. So many worthwhile activities, which were operational up to March when lockdown was imposed, remain dormant but some of the best things are beginning to re-emerge in a step by step manner. The vicar gave thanks to all who have remained faithful throughout this challenging time and confirmed how much the Holy Spirit is working within us all in the Church. He noted the commitment of the Church Officers and PCC members, the Organist and Parish Administrator, the Pastoral Ministry Co-ordinator and her team, the Reader and the exceptional hard work of our Assistant Curate, Mother Jessica, who remained and continues to remain unflappable throughout. The short-term focus at present can only be to resume the liturgy, to keep praying at home and in church, to remember our members who are still shielding, and to remain confident for 2021 through pragmatic and supportive measures.

Appointment of Scrutineers – In the event of a vote, Mthr Jessica and Fr Chris MacDermott were appointed scrutineers. Proposed by John Hodges
Seconded by Michael Fisher.

Church Representation Rules – The Chair referred the Meeting to Page 7 of the APCM booklet – Church Representation Rules 2020.

1 Constitution of PCC : The 2020 APCM was asked to vote on the proposal for the continuation of the existing variation **(to reduce the maximum number of elected laity who sit on the PCC from 9+ to 9. The justification for this has been that a smaller number of trustees sitting on a governance body makes for better and more efficient governance, especially when conducting**

complex business) from 2021 onwards, so that there is a complete record of the will of the Meeting going forward.

The proposal was carried unanimously by the Meeting. Proposed by Fr Dominic Keech Seconded by Nick Goldsmith.

2 Elected PCC member's term of office: Under the old rules there was a system that allows elected laity on PCC to stand for only one term of office (i.e. three years), followed by a 'rest' year when they may not stand again. They may stand again in the fifth year. Within the new Church Representation rules, the most basic term of office is, again three years. However, the new rules permit a re-election immediately after three years on an on-going basis. It is proposed that the new Rules be accepted without APCM resolution; if the APCM wishes to vote for the 'old system' this variation will require final agreement by Bishop's Council.

The proposal for the re-election to PCC after three years on an on-going basis was carried unanimously by the Meeting. Proposed by Fr Dominic Keech Seconded by Michael Fisher

3 Appointment of Sidespersons: The Chair informed the Meeting that the new rules have devolved the power to appoint sidespersons from the APCM to the PCC.

Election of Deanery Synod Members:

Martin Auton-Lloyd remains lay chair of the Deanery Synod.

As there was no need for a ballot, the three Deanery Synod representatives from 2020 – 2023 are:

Name	Proposer	Seconder
Dominic Desouza-Campbell	Josephine Baker	Mike Jackson
Nigel Nash	Josephine Baker	Veronica Thomason
Louise Roddon	Amy Morrell	Michael Fisher

Election of PCC Members:

The Chair reported that four members of the PCC had stepped down on the expiry of their term – Mark Alderson, Amy Morrell, Hazel Finnis, Jonathan

Ockenden. He expressed sincere thanks for their contribution to PCC matters.

There were FIVE (one previous vacancy having not been filled) vacancies for PCC members. As there was no need for a ballot, the five PCC Members are:

Name	Proposer	Secunder
Josephine Baker	Nigel Nash	Veronica Thomason
Andrew Kemp	Lawrence Lobo	Anne Cross
Clemmie Leyland	Nigel Nash	Amanda Ogilvie
Miranda Sinyard	Gaye Harris	Hazel Finnis
Matthew Suter	John Hodges	Veronica Thomason

Appointment of Independent Examiner: The Parish Treasurer, Mike Jackson, reported to the Meeting that Mrs Tania Little confirmed that she is willing to continue being our Independent Examiner. Proposed by Mike Jackson Secundered by Michael Fisher

Receiving the Annual Report and Financial Statements:

The Parish Treasurer presented the accounts. He pointed out that the frontispiece should read 2019 NOT 2020, and apologised for the typo error. He noted that our increase in the build-up of reserves in 2019 had gone some way to easing our losses in income during the current pandemic and confirmed that we remain committed to paying 100% of our Parish Share in 2020, as agreed at PCC.

There were no questions from the Meeting.

The Chair thanked the Treasurer for his splendid work in maintaining and preparing the accounts.

The Annual Report and Financial Statements were received by the Meeting.

Proposed by Lesley-Anne di Marco Secundered by John Hodges

Reports: The Chair informed the Meeting that, apart from the statutory reports - PCC, Fabric & Ornaments of the Building, The Deanery Synod, Safeguarding - the other reports have not been revised since the lockdown and remain as written in early March 2020. He thanked all for the sterling work and commitment to these activities which he hopes will resume before too long.

Electoral Roll: The Chair apologised to the Meeting that this item had been omitted from the agenda. It was an oversight.

The Electoral Roll Officer – Susan Alderson – reported that there were two revisions of the Electoral Roll in 2020 – one in March, the other in September. Seven names were removed and 12 added. The Roll now stands at 135 (an increase of 5 since April 2019)

TOTAL NUMBER OF PEOPLE ON THE ELECTORAL ROLL	135
NUMBER RESIDENT IN PARISH	27
NUMBER RESIDENT OUTSIDE PARISH	108
NUMBER OF GOOD STANDING OF A CHURCH	3
NUMBER OF MEN	56
NUMBER OF WOMEN	79

The Chair expressed his thanks to the Electoral Roll Officer

AOB: There was no other business from the Meeting.

Veronica Thomason proposed a vote of thanks to Fr Dominic, Mthr Jessica, Amanda Ogilvie and (in his absence) Stephen Tucker for all the exceedingly hard work they had undertaken in keeping the church and parish together during the challenging difficulties experienced since March of this year.

The meeting ended at 12.50.

REPORTS

PCC REPORT FOR 2020-21

The PCC Secretary's report for the 2021 Annual Parochial Church Meeting at St Nicholas of Myra Church, Brighton.

Over the past year and during the pandemic lockdowns, the PCC has met ten times, with meetings in May 2020 (by email), July 2020 (by Zoom), September 2020 (in Church), October 2020 (in Church), November 2020 (Induction for new members by Zoom), December 2020 (in Church), 8th January 2021 (email resolution), 28th January 2021 (by Zoom), February 2021 (Extraordinary meeting by Zoom) and March 2021 (by Zoom). There was no Awayday. The meetings took place mostly on Tuesday evenings at 7.30pm. The average attendance rate on each occasion was c93%.

Since the last APCM held in 2020, the following people have served on the PCC:

Incumbent:	Fr Dominic Keech (Chair)
Assistant Curate:	Mthr Jessica Reid
Churchwardens:	Amanda Ogilvie (until October 2020) Stephen Tucker (until June 2020) Mike Jackson (from October 2020) Veronica Thomason (from October 2020)
Deanery Synod:	Martin Auton-Lloyd Dominic Desouza-Campbell (from October 2020) Amy Morrell (until October 2020) Nigel Nash (from October 2020) (Safeguarding Officer) Jonathan Ockenden (until October 2020) Louise Roddon (from October 2020)
Elected Members:	Mark Alderson (until October 2020) Josephine Baker (from October 2020) Sharon Baxter Jenni Davies (deceased June 2020) Hazel Finnis (until October 2020) Michael Fisher (Secretary) John Hodges Mike Jackson (Treasurer) Clemmie Leyland (from October 2020) Nigel Nash (until October 2020) Carole Potter

Miranda Sinyard (from October 2020)
Matthew Suter (from October 2020)

The Standing Committee comprised of Fr Dominic Keech (Chair); Amanda Ogilvie (Churchwarden until October 2020), Stephen Tucker (Churchwarden until June 2020); Mike Jackson (Churchwarden & Treasurer from October 2020); Veronica Thomason (Churchwarden from October 2020), Mark Alderson (until October 2020), Josephine Baker (from October 2020), Michael Fisher (Secretary) and Nigel Nash (from October 2020). It met on five occasions.

The principal topics for Council discussion through the year have covered:

1. Reviewing and approving regular quarterly financial reports provided by the treasurer and resultant budgetary planning for 2021.
2. Adopting the Diocesan Policy for Safeguarding and ensuring that the SQP (Simple Quality Protects) documentation had been completed and complied with.
3. Adopting the Covid 19 Guidance for Churches.
4. Approving the socially distanced seating arrangements and Covid 19 safeguarding regulations in readiness for the return to Public Worship.
5. Agreeing and adopting a new proposal for the Children's Liturgy presented by the Assistant Curate.
6. Approving the provision of a Children's Mass at 9.00am on the 2nd & 4th Sundays of the Autumn/Winter months.
7. Agreeing that the Vicar and Churchwarden should write to B&HCC to request that replacement trees are planted in the churchyard.
8. Approving the purchase of new albs for the servers.
9. Monitoring the provision for live-streaming of services.
10. Approving the proposal to change the Nave Altar to one of a lighter construction that can be moved easily and thus enable the increasing 'flexible use' of the church building.
11. Approving a new designated fund for the new nave altar using the cash residue from the Kath Ireland legacy.
12. Approving fire risk prevention works.
13. Receiving progress reports on the proposed works to be funded by B&HCC S106 monies (from the Royal Alexandra Development) on the three surrounding Green Spaces and approving emergency faculty applications for works to go-ahead.
14. Adopting the revised Health & Safety Policy (including Lone Working) and the Fire Policy and Procedures.
15. Granting permission for B&HCC to remove two elm trees from the churchyard which were suffering from Dutch elm disease.

16. Approving the estimate for renovation works to the Nave and Sacristy floors.
17. Approving the estimate from AM Security for a new fob-controlled panel to include 5 fobs and such additional fobs as deemed necessary by vicar and wardens. This will meet current standards for the security alarm and ensure a police response to any break-in.
18. Providing an Induction Programme for newly elected PCC members.
19. Approving the adoption of the new Health & Safety officer.
20. Adopting the updated Public Worship Assessment dated 07.12.20.
21. Agreeing the appointment of a new foundation governor at St Paul's School.
22. Providing a resolution to temporarily suspend the public celebration of Holy Communion and to provide for the administration of Holy Communion using the rite of Communion by Extension (during the 3rd Covid 19 lockdown).
23. Agreeing to clergy requests on occasion to temporarily move the timing of the main Sunday Eucharist to meet lockdown requirements.
24. Agreeing the commencement of the regular service schedule when required.
25. Agreeing to the current 5 charities receiving our support for a further 3 years from January 2021.
26. Agreeing in principle to commit funding from The Major Project (once final costs are known) on an annual basis (max 20 years) for the running costs of the new external church illuminations in line with the B&HCC S106 project.
27. Agreeing to the formation of a Covid Recovery trio of PCC members with the brief to look at ways of ensuring a sustainable income and strengthening our financial position.
28. Supporting the on-going ministry of the Licensed Lay Minister (Reader).
29. Approving the Annual Report and Financial Statements to 31st December 2020.

During the Covid 19 lockdown from 23rd March 2020, PCC members were saddened to hear of the tragic and untimely death of Jenni Davies, who was a generous, active and innovative member of the PCC. She will be missed by all.

At the end of May, Stephen Tucker, our churchwarden and PCC member left the Brighton area to live in Cornwall. The PCC remains very grateful to him for all the hard work, insight and generosity of spirit he put into both roles and wishes him well for this new chapter in his life.

Grateful thanks are extended to those PCC members who were due to stand down at the postponed APCM in April 2020 but remained loyal and in post until the APCM held on 25th October 2020. New members were elected and we were pleased to offer them an induction to PCC evening in early November by Zoom.

The clergy, churchwardens, secretary and treasurer have kept in touch with PCC members via email throughout the periods of lockdown and subsequent periods of relaxation of regulations. Fr Dominic circulated email update reports in May and at other times. Similarly the PCC secretary circulated and drew attention to relevant governance emails from the Diocese and circulated minutes from the Deanery Synod meetings. All meetings held in church observed the social distancing regulations.

The Standing Committee maintained contact and met outside in the Vicarage garden following social distancing guidelines in June and July (to discuss and approve the re-opening of the church for Public Worship from 4th July) and in September (at Church). The January and March 2021 meetings were held by Zoom.

It is my great pleasure to thank all members of the PCC for their loyal support and positive contributions to the life of this inspiring place of worship during what has been a difficult and challenging year.

Michael Fisher
PCC Secretary

THE FABRIC AND ORNAMENTS OF THE BUILDING (October 2020 to April 2021)

The floor in the Sacristy has been beautifully restored.

An additional radio microphone for the PA system has been installed along with a replacement for the broken CD player.

The control panel for the burglar alarm system has reached the end of its life and is due to be replaced by the end of May with a new panel operated by 'key fobs'.

Routine checks and maintenance (ie PAT testing) are up to date. The Fire Risk assessment has been updated and amended 'fire drill and evacuation' notices are now in place around the church.

The 'Smartwater' system to keep our leadwork safely registered has been re-applied. Five broken tiles were replaced on the church roof and all gutters and their brushwork have been thoroughly cleaned.

Quotations for the redecoration of all outside doors to the building have been accepted. All doors will be repaired as necessary and repainted. The main entrance (South) doors will be re-oiled. This work is scheduled to commence in May. The internal East wall in the Sacristy will also be treated and re-painted at this time.

We have now received, and paid for, the design for the new Nave Altar.

Sadly one of our two boilers has had to be shut down and must be replaced as soon as possible. We have received one estimate of £5,880 and we are waiting for a further estimate.

A NEW BOILER APPEAL will launch shortly.

Our old server robes were given to the Church of the Holy Nativity, Bevendean where they were gratefully received.

Mike Jackson & Veronica Thomason, Churchwardens

ELECTORAL ROLL

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

THE DEANERY SYNOD

Since the last APCM in October the Deanery Synod has meet once, by Zoom in February. The substantive item was "**A Strategic Development Funding for the Deaneries of Brighton and Hove: A presentation by Stuart Britton the Diocesan Programme Delivery Manager (Apostolic Life)**". This is the application for funding from the Central Board of Finance to support the development of Ministry in the Deaneries of Brighton and Hove. The bid is at the second stage and an outcome is due in May. Discussions were held around finances for the Deanery and the Diocese in general in light of the pandemic. To finish the evening, The Diocesan Association for Family Support Work gave a report on the positive response they had been able to make during the last year to support families across the Diocese.

SAFEGUARDING: Procedures for 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

As before, volunteers and paid employees, such as the Director of Music, who need to be part of the Safeguarding process, undertake the checks as required; these include volunteer leaders in our children's groups, those involved in pastoral ministry and officers of the church, such as Church Wardens and PCC Trustees.

It is an expectation that all who require a DBS check to undertake their role in the church, also need to undertake Safeguarding training, and that training should be attended in the first year of their work, to be renewed every three years. The adult serving team is also required to undertake training, as they work alongside our young people. The schedule of training events is available on the Diocesan website and can be accessed online.

St Nicholas continues to use the electronic process for completing DBS (Disclosure and Barring Service) checks, (formerly CRB). These are processed by 'thirtyone;eight' an organisation contracted by the Diocese to undertake the process. This system works well and is quick and efficient.

The SQP (Simple Quality Protects) tool designed to help parishes undertake and ensure compliance with Safeguarding procedures has been completed to date. There has been a successful audit of our Parish procedures by the Diocese.

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

During the period of lockdown, due to the Covid restrictions, and subsequently, we have continued to implement the Diocesan Safeguarding

policy. There has been regular liaison between the Parish Safeguarding Officer and the Vicar, in regard to any issues arising, as required. The Parish Safeguarding Officer has also participated in considering ongoing arrangements for implementing Covid 19 guidance in church.

Nigel Nash
Parish Safeguarding Officer

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

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Assistant Curate: Revd Jessica Reid (on maternity leave)

Hon Assistant Priests:

The Rev'd Canon Robin Protheroe

The Rev'd Anthony Ball

The Rev'd Chris McDermott (University of Sussex)

Churchwardens: Veronica Thomason and Michael Jackson

Licensed Lay Minister: Dominic Desouza-Campbell

Organist and Director of Music: Andrew Dickson

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