

The Parish of Brighton St Nicholas of Myra



Annual Parochial Church Meeting

Agenda, Minutes and Reports

2021 – 2022

**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 15 MAY 2022**

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 2 May 2021**
- 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. 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 2nd May 2021 at 12.00 noon.

This meeting was held under current Covid-19 social distancing regulations. 38 members of the electoral roll were present.

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

ANNUAL PARISH MEETING (APM)

Election of Churchwardens

| <u>Name</u> | <u>Proposer</u> | <u>Seconder</u> |
|--------------------|-------------------|-----------------------|
| Nicholas Goldsmith | Amanda Ogilvie | Frances Lindsay-Hills |
| Heather Wyborn | Veronica Thomason | Pauline Rennison |

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 for their commitment and looked forward to their future service. He also expressed sincere thanks on behalf of the whole church community to the outgoing interim churchwardens – Mike Jackson and Veronica Thomason – for their unswerving commitment and dedication to keeping the church open for Public Worship during the Covid-19 pandemic and lockdown.

ANNUAL PAROCHIAL CHURCH MEETING (APCM)

The meeting opened with a prayer lead by Dominic Desouza-Campbell.

Apologies: received from: Mark Alderson, Carole & Terry Potter, Pam Riddell, Chris & Rosie McDermott, Angie & Chris Drew.

Minutes of the APCM held on 25th October 2020: these were proposed to be a true and accurate record by Susan Alderson and seconded by Julian Laing.

Matters arising: There were no matters arising.

The Vicar's Charge: The Vicar addressed the meeting by stating that although it is only six months since our postponed APCM in October 2020, it has been arduous for everyone and the time has passed very slowly. As a parish church we have experienced alternating contraction and expansion in our activities to meet Covid-19 regulations. Public worship ceased in November but we opened for private prayer; in December we began to congregate again. The lockdown in January placed a decision to close for in-person worship in our hands to which the PCC decided to keep the church open for people to receive Holy Communion in one kind and pray together briefly on the Lord's Day. A month later, we resumed Eucharistic worship on a reduced timetable, and finally reinstated our conventional pattern of prayer on 12th April. Throughout this time we have gathered for prayer online, for Sunday Evensong, zoomed masses and Lent groups. Our ministry of pastoral care has continued largely by telephone and post but increasingly out in the fresh air. The success of the national vaccination programme gives us hope that the disruption to our corporate life as a church is now beginning to recede.

It seems we are now in a position to begin reopening some areas of our mission and ministry. We are already preparing to reopen our recitals and hires a little later in the summer. Other activities will develop organically; some will require careful creative thought before we can launch them. A PCC Away Day is planned towards the end of May (2021) to consider our whole parochial ministry in the round, and renew our Mission Action Plan (MAP). In tandem with this, a subgroup of the PCC will be looking specifically at our financial resilience, so that this is embedded in our broader strategy going forward. This Away Day has been planned to ensure we are ready to comply with the government's roadmap in readiness to fully reopen not just for worship and governance but for all community activities. It also links in with the diocese's request that all parishes revisit their MAPs by Pentecost to enable every deanery to prepare a joint MAP by September. In essence, this will lead to a more joined up approach to mission by parishes across the deanery and enable the diocese to recover both missionally and financially in 2022 and beyond.

The vicar gave encouragement through emphasising that the last 15 months have brought resilience, patience, prayerfulness and care for our congregation to the fore. These gifts of the Holy Spirit will stand us in good stead to be creative, and do new things together however short- or long-lived these may be.

Acknowledgement was given to the work of our interim churchwardens for their meticulous care and enthusiasm for all aspects of our worship and life together, their pastoral sensitivity and kindness. Thanks and expressions of

gratitude were given to our new churchwardens, parish administrator, organist, Deacon, Reader (who will begin ordination training in the autumn); our pastoral visiting leader and her team, the co-ordinator of the Green Spaces development, our PCC secretary and members of the PCC (who have responded magnificently to the challenges of parish governance during the pandemic).

Finally, the Vicar commented that although the rhythm of so much that we do has been so disrupted, he wanted to give thanks for everyone in our community who has served at the altar, led prayers, read Scripture (in person and online), arranged flowers to beautify the sanctuary, welcomed people at the door, continued the gardening work in the churchyards, helped share our news through the magazine, made calls to the lonely and downcast, prayed here and at home for the sick and the dying....in short, for everyone who has looked forward with hope to the things God has in store for us.

Appointment of Scrutineers: In the event of a vote, Fr Anthony Ball and Mthr Jessica were appointed scrutineers. Proposed by Amanda Ogilvie, seconded by Miranda Sinyard.

Election of Deanery Synod Members: Martin Auton-Lloyd remains lay chair of the Deanery Synod. One additional Deanery Synod member was nominated.

| Name | Proposer | Secunder |
|-------------------|--------------|----------|
| Veronica Thomason | Mike Jackson | Jo Baker |

The meeting acclaimed and carried the election.

Election of PCC Members: The Chair reported that three members of the PCC had stepped down on expiry of their term – Michael Fisher, *Jo Baker and *Miranda Sinyard. He expressed sincere thanks for their contribution to PCC matters and reported that Michael Fisher had agreed to be co-opted PCC secretary for one year.

There were THREE vacancies for PCC, two of those standing down (*) sought re-election.

| Name | Proposer | Secunder |
|------------------|-------------------|--------------------------|
| Amy Morrell | Eloise Ockenden | Michael Fisher |
| *Jo Baker | Veronica Thomason | Dominic Desouza-Campbell |
| *Miranda Sinyard | Veronica Thomason | Nick Goldsmith |

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

Appointment of the Independent Examiner: The Parish Treasurer, Mike Jackson, reported to the meeting Mrs Tanya Little had confirmed that she is willing to continue being our Independent Examiner. Proposed by Mike Jackson, seconded by Susan Alderson. **Carried by the meeting.**

Receiving of Annual Report and Financial Statements: The Parish Treasurer presented the accounts, which were self-explanatory. There were no questions from the meeting.

The Annual Report and Financial Statements were carried by the meeting. Proposed by John Hodges, seconded by Martin Auton-Lloyd

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

Reports: The Chair informed the meeting that only the statutory reports – PCC, Fabric & Ornaments of the Building, The Deanery Synod and Safeguarding – were presented due to the on-going Covid-19 restrictions having curtailed all other normal church activities. Apart from within the Fabric & Ornaments report where ‘a new boiler appeal will launch shortly’ was highlighted, no other questions were raised.

The Chair expressed his thanks to those who had prepared the reports and commented that much had still been achieved during the Covid-19 restrictions.

Electoral Roll: The Electoral Roll Officer – Susan Alderson – reported that there was no change in the number of people on the Electoral Roll as at 2nd May 2021. One name had been removed but one was added.

| | |
|---|------------|
| TOTAL NUMBER OF PEOPLE ON THE ELECTORAL ROLL | 135 |
| NUMBER RESIDENT IN PARISH | 28 |
| NUMBER RESIDENT OUTSIDE PARISH | 107 |

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 for steering us forward with great strength and commitment during the past challenging months.

The meeting ended at 12.28pm.

Michael Fisher
Secretary
REPORTS

PCC REPORT FOR 2021-22

The PCC Secretary's report for the 2022 Annual Parochial Church Meeting at St Nicholas of Myra Church, Brighton.

From May 2021, the PCC met eight times, with meetings on 2nd May (in church) and 12th May (by zoom), 22nd July (in church), 23rd September (in church), 22nd November (in church), 26th January 2022 (at St Paul's School), 15th March 2022 (at St Paul's School). There was an Awayday on 22nd May 2021 held in church due to Covid 19 restrictions. The average attendance rate was c84%. All Covid 19 restrictions were observed throughout the meetings

Since the last APCM held in May 2021, the following people have served on the PCC:

| | | |
|--------------------------|--------------------------|-------------------------------|
| Incumbent: | Fr Dominic Keech (Chair) | |
| Assistant Curate: | Mthr Jessica Reid | until January 2022 |
| Churchwardens: | Nicholas Goldsmith | from May 2021 until July 2021 |
| | Mike Jackson | until May 2021 |
| | Nigel Nash | from August 2021 |
| | Veronica Thomason | until May 2021 |
| | Heather Wyborn | from May 2021 |
| Deanery Synod; | Martin Auton-Lloyd | |
| | Dominic | |
| | Desouza-Campbell | until July 2021 |
| | Nigel Nash | |
| | Louise Rodden | |
| | Veronica Thomason | from May 2021 |
| Elected Members: | Josephine Baker | |
| | Sharon Baxter | |
| | John Hodges | |
| | Andy Kemp | |
| | Clemmie Leyland | |

Amy Morrell from May 2021
Carole Potter
Miranda Sinyard
Matthew Suter

Co-opted Members:

Michael Fisher from May 2021 (Secretary)
Mike Jackson from May 2021 (Treasurer)

The Standing Committee comprised of the **Vicar:** Fr Dominic Keech (Chair); **Churchwardens:** Nicholas Goldsmith (until July 2021), Nigel Nash (from August 2021); Heather Wyborn; **Treasurer:** Mike Jackson; **PCC Elected Representatives:** Josephine Baker and Sharon Baker (from November 2021); **Secretary:** Michael Fisher. It met on five occasions at the Vicarage.

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

1. Reviewing and approving regular quarterly financial reports provided by the treasurer and approving the Operational Budget for 2022.
2. Adopting the Diocesan Policy for Safeguarding and ensuring that the SQP (Simple Quality Protects) documentation has been completed and complied with.
3. Adopting the Covid 19 Guidance for Churches and amending restrictions as they were eased.
4. Approving the appointment of sidespeople.
5. Updating the Charity Commission on-line details and submitting year end accounts to the Charity Commission.
6. Approving the 'Invigilation for Commercial Hires' document and rates of payment as agreed by the Standing Committee.
7. Approving the quotation for installation of the new boiler and upgrades to the heating system.
8. Approving the installation of the new security alarm panel operated by fob-key.
9. Approving necessary works to be undertaken by B&HCC to make safe the retaining wall between the Rest Garden and private dwellings in Upper North Street.
10. Approving the various stages and proposals for the B&HCC Sec 106 LITE project to illuminate the exterior walls of the church.
11. Adopting additional Ecclesiastical Insurance guidelines for Working at Heights & Bell Ringing Safety.

12. Reviewing and approving on a regular basis all recommendations from the PCC working group for the Mission Action Plan (MAP) and encouraging its wider and continuing development.
13. Agreeing to support the training of the new Authorised Lay Minister (Pastoral).
14. Reviewing the findings and recommendations of the Covid Recovery Group.
15. Reviewing and approving alterations to the Job Description and Terms & Conditions (Employment) for the Parish Administrator.
16. Approving the provisions in the revised Hire Policy and agreeing the provisions within the revised Hire Fee Table.
17. Supporting and approving an additional contribution to the pledged Parish Contribution for 2021.
18. Reviewing the PCC annual charitable contributions and agreeing the revised recommendations of the PCC working party for 2022-2025.
19. Petitioning the Chancellor for a faculty for the construction of a new nave altar and candlesticks.
20. Agreeing an application to purchase 24 trees for the churchyard and rest garden.
21. Reviewing the restoration of the Chalice and agreeing to delay this until soundings have been taken on people's desire to begin receiving from the chalice.
22. Agreeing to continue offering Holy Communion in one kind only and not by intinction.
23. Agreeing to support in principle the Government Refugee Scheme (Ukrainian Refugees) subject to further Home Office information.
24. Approving the Annual Report and Financial Statements for year ended 31st December 2021
25. Setting up a PCC working group to action an architect's feasibility study for the Major Project to renovate the community room, organ loft, toilets and kitchen.

Two members of PCC resigned during the period covered from May 2021, namely Mthr Jessica Reid and Dominic Desouza Campbell. The PCC was grateful for their input and wished them well for the future.

All PCC members have kept in touch by email and were pleased to have face-to-face meetings in church after Covid 19 restrictions were eased. Latterly, due to regular hires of the church during weekday evenings, the head teacher of St Paul's School gave permission for meetings to be held in the school. PCC members welcomed this change of venue and wish to put on record their thanks to the school.

The Awayday concentrated on meeting the Brighton Deanery, Hove Deanery and Diocesan requirements to assess and scrutinise what is practical within the two Deaneries, which are considered to be 'over-churched'. The PCC focused on forward planning, taking into account our experiences gained from the Covid 19 restrictions on our worship and outside activities, and how these would shape our church mission from 2022 and beyond. The MAP produced (along with those from all the churches within the Brighton Deanery) was fed into the Deanery Action Plan. This will later be fed into the Diocesan Action Plan.

An extraordinary meeting of the Parishioners was convened on Sunday 15th August to elect a new churchwarden – Nigel Nash – subsequent to the resignation of Nicholas Goldsmith.

The Standing Committee maintained contact and met at the Vicarage two weeks before the PCC meetings. These meetings assisted in forming a focused agenda for PCC meetings.

The PCC is grateful to Amanda Ogilvie for providing regular update reports on all 'Churchyard Matters' and negotiations with B&HCC.

It has been my great pleasure to act as co-opted secretary to the PCC and I wish to thank all members for their continuing support, inspiration and positive contributions to the life of this active, forward thinking and genuinely inclusive place of worship and parish mission.

Michael Fisher
PCC Secretary

THE FABRIC AND ORNAMENTS OF THE BUILDING (May 2021 to April 2022)

The church floor was beautifully restored in 2021. Over the last year, it is apparent that scratches have occurred, following the moving of furniture by church hires. There is now regular additional floor polishing, which is helping to manage the scratches. However, the effectiveness of this is being kept under review.

The control panel for the burglar alarm system has been replaced with a key fob system which meets current standards for the security alarm, ensuring a police response to any break-in.

The redecoration of the outside doors to the building has been completed,

along with the internal East wall in the Sacristy which has been treated and repainted.

The boiler appeal was very successful and a new boiler was installed. All boilers have been serviced.

The water heater in the servery has very recently sprung a leak. If it cannot be repaired, it will be replaced.

A large stock of old music-sheets, which are no longer used, was sorted and compiled; some was given away and the rest disposed of by our director of music.

The roof work, including bat prevention work and repairs due to storm damage has now been completed by Criterion Builders. The tiles, previously identified in the bat survey report completed for Brighton and Hove Council, are now firmly in place to prevent access by bats. The storm damage resulted in a number of tiles being dislodged and some were blown off completely meaning they had to be replaced. The repair work has now been completed. The annual cleaning of gutters and brushwork is being arranged.

Nave altar renewal. For some years, the PCC have been working closely with a local cabinet maker to design a new nave altar which will be easier to move for our church hires and other non-liturgical events. The designs for the altar are displayed at the back of the church. We have applied for a Faculty (legal permission) to allow the work to go ahead. The public notice for the 28 day consultation, now concluded, has been displayed next to the designs and outside the church. If permission is granted, we hope to fundraise later in the year, and install the new altar in celebration of Her Majesty's Platinum Jubilee.

The lightening ariel has been inspected and conforms to normal standards. Additional surge protection will be put in place in tandem with the electrical work for the lighting scheme.

A new application for external church illuminations has been submitted to Brighton & Hove Council, following an earlier refusal on technical grounds by the Planning department. The process is well underway, and the outcome is eagerly awaited.

Consideration of major refurbishment work to be undertaken in the community room area has begun, and a working party to take this forward is being convened. The intention is to optimise the space, making it more

accessible to church and community, thereby becoming an invaluable resource in line with key priorities in our Mission Action Plan.

Nigel Nash and Heather Wyborn, Churchwardens

ELECTORAL ROLL

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

THE DEANERY SYNOD

During the year the Deanery Synod meet four times in a combination of Zoom and in person meetings,

Synod met for the first time in a year by Zoom in February. The work of the strategic development fund was explained. This is the funding that has been granted to St Peter's Brighton and All Saints' Hove to develop missional work in the Diocese. A presentation was made about the work of FSW during the year of Covid and lockdowns. The June meeting was given an update about the development fund and a report from John Lewry about his working in the Deanery as Children's and Young People's Work Coordination. The September meeting received a presentation from Voices in Exile. At the November meeting Dr Eva John, the Living in Love and Faith enabler talked about the project and how to engage with it.

Members of Synod voted in elections to Diocesan Synod and from St Nicks, Fr Dominic, Nigel Nash and Martin Auton-Lloyd were elected. For the General Synod four members of Brighton Deanery were elected Revd. Canon Archie Coates, Revd. Martin Poole, Martin Auton-Lloyd and Camila Footitt. The postponed election for Deanery Synod officers took place in November when Chris Willis, Treasurer, Carole Copelin, Secretary and Martin Auton-Lloyd, Lay-Chair, were all reappointed unopposed.

Martin Auton-Lloyd Lay Chair Deanery Synod

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, who need to be part of the Safeguarding process, undertake DBS (Disclosure & Barring Service) 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, the parish safeguarding officer and PCC Trustees. From January this year, the renewal period for all new DBS checks is three years, rather than five. This brings the Church of England in line with Charity Commission guidance. The new renewal period is not retrospective.

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 undertaken 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 links to training are available on the Diocesan website and can be accessed online.

St Nicholas continues to use the electronic process for completing DBS 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 informed of any developments or changes in policy and on progress in implementing the procedures.

During the period in which covid precautions have been mandatory, and subsequently, we continued to adhere to government legislation and guidance. When covid precautions were no longer mandatory, the wearing of masks was encouraged in church, as was the use of hand sanitisers. We continue to ensure the church is well ventilated during services.

Nigel Nash
Parish Safeguarding Officer

**The Parish Church of Brighton,
St Nicholas of Myra, Church Street, Brighton BN1 3LJ
The Ancient Mother Church of Brighton, 11th Century**
Registered Charity No 1131831
www.stnicholasbrighton.org.uk

St Nicholas' Clergy:

Vicar: Revd Dr Dominic Keech

Telephone: 01273 770324

Email: frdominickeech@gmx.co.uk

Hon Assistant Priests:

The Rev'd Canon Robin Protheroe

The Rev'd Anthony Ball

The Rev'd Chris McDermott (University of Sussex)

Churchwardens: Nigel Nash and Heather Wyborn

Organist and Director of Music: Andrew Dickson

The Parish Office:

Telephone: 01273 205360

Email: parishoffice@stnicholasbrighton.org.uk