

The Parish of Brighton St Nicholas of Myra



Annual Parochial Church Meeting

Agenda, Minutes and Reports

2022 – 2023

**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 14 MAY 2023**

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 15 May 2022**
- 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 15th May 2022 at 12.00 noon.

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

37 members of the electoral roll were present

ANNUAL PARISH MEETING (APM)

Election of Churchwardens

| <u>Name</u> | <u>Proposer</u> | <u>Seconder</u> |
|--------------------|------------------------|------------------------|
| Nigel Nash | Veronica Thomason | Gaye Harris |
| Heather Wyborn | Meta Wells-Thorpe | Louise Roddon |

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 continuing commitment and looked forward to their future service in this role.

ANNUAL PAROCHIAL CHURCH MEETING (APCM)

The meeting opened with a prayer lead by Fr Dominic

Apologies: received from: Carole & Terry Potter, Felicity & Brian Stimpson, Aiko Somers-Harris, Amanda Ogilvie, Robin & Elizabeth Protheroe, Martin Auton-Lloyd, Felice De Luca

Minutes of the APCM held on 2nd May 2021: these were proposed to be a true and accurate record by Susan Alderson and seconded by Mike Jackson.

Matters arising: There were no matters arising.

The Vicar's Charge: The Vicar addressed the meeting by expressing his gratitude for the gradual recovery of worship and mission following the lockdowns and pandemic. Despite the doom mongering and difficulties anticipating a time beyond the pandemic, life has returned to St Nicholas's

and it is becoming very busy once again. He expressed heartfelt thanks to all church members who are manifesting the work of the Holy Spirit and noted how strong the spiritual movement is within the church.

Specific appreciation was given to: the outgoing members of the PCC – Sharon Baxter, John Hodges, Carole Potter and Miranda Sinyard – who weathered the pandemic constructively and faithfully at meetings; Michael Fisher who is stepping down after a 4 year term as PCC secretary, which was exemplary in every way; the churchwardens for their care and oversight of all aspects connected to the running of the church as more and more activities have been re-established; Mike Jackson, our treasurer, for his superlative detail of financial matters; the returning PCC members for their continuing commitment and confidence in decision making; Andrew Dickson, our Director of Music, for leading and building up our choral worship, not least re-establishing the choir; Joanne Morrell, our Parish Administrator, who ensures the smooth running of so many strands connected to the life of the church. Two areas of particular note are her work in re-establishing hires of the church building - a main income stream – and the wonderful recovery of the Wednesday recitals; Lesley-Anne Di Marco for restoring the Healing Ministry; Veronica Thomason for taking on the lead role for Pastoral Visiting; Amanda Ogilvie for her dedicated work overseeing all aspects of developments within the three Green Spaces (churchedyards) and working closely with B&HCC; 11) Amy Morrell for her care of the serving team and offering to become lead of Children's and Young People's Ministry; Fr Anthony and Fr Chris, our loyal supporting priests, and Fr Robin who has been with us on zoom and praying for us. He has assisted in the development of the zoom Fellowship Group; All church members who are increasingly involved in serving coffee, arranging flowers, running the sacristy, ringing the bells, gardening in the churchyards, reading and leading the intercessions - among many other differing activities in the life of the church.

The Vicar closed his appreciation by noting how all are prepared to give and to love and care for each other both within and outside the church.

He then moved on to make reference to the proposed new nave altar and the design displays at the back of the church. Emphasis was given to the necessity to have a lighter construction which is significantly easier to remove (by 2 people) than the present nave altar (by at least 4 people) when the space is required for concerts and other hire activities. He referred to several of the design details, in particular the IHR symbol (Holy Name of Jesus) which can be seen throughout the building. Church members were asked for their

approval or otherwise to the project. As there was no opposition, the project was approved unanimously and can be taken further.

The Vicar concluded by stating that the receiving of the common cup (chalice) at the Eucharist has been allowed for some time but at the discretion of the Vicar. He now feels it could be the right time to re-introduce sharing the chalice with those who wish to receive it. This will be entirely optional for the communicant. Those who wish to continue receiving in one kind only will be able to do so. Church members were asked to raise their hands if they wished for the chalice to be resumed. A large majority were in favour of the resumption, which will go ahead as soon as practical arrangements can be made. The question was raised about intinction by Brian Ogilvie, to which the Vicar responded by saying he wasn't in favour of it due to the individual communicant's fingers touching the inside of the chalice. Also, bits of the communion wafer can break off.

The Vicar ended his charge with optimism for the future at Saint Nicholas's, after which Hazel Finnis focused on the blessing of his presence among us

Appointment of Scrutineers: As there was no necessity for any elections, the Chair confirmed there was no need for scrutineers. He thanked Fr Anthony and Fr Chris for being on standby.

Election of Deanery Synod Members: The place available for an additional Deanery Synod member was not filled as no church member had put them self forward for election.

Election of of PCC Members: The Chair reported that three members of the PCC had stepped down on expiry of their term, with an additional member for personal reasons – Sharon Baxter, John Hodges, Carole Potter and Miranda Sinyard. He expressed sincere thanks for their contribution to PCC matters.

Four new candidates put themselves forward for election:

| <u>NAME</u> | <u>PROPOSER</u> | <u>SECONDER</u> |
|--------------------|------------------------|------------------------|
| FELICITY STIMPSON | MICHAEL FISHER | JOANNE MORRELL |
| VIVIENNE McKAY | JOSEPHINE BAKER | BRIAN OGILVIE |
| GEORGINA OBENG | JOSEPHINE BAKER | MICHAEL FISHER |
| AIKO SOMERS-HARRIS | AMY MORRELL | ROSE McDERMOTT |

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

The Chair stated that there was still a vacancy for a PCC Secretary. This person does not necessarily have to be a member of PCC; they can be co-opted.

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 Lesley-Anne Di Marco. ***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 raised from church members.

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

The Annual Report and Financial Statements were received by the meeting : Proposed by Lesley-Anne Di Marco, Seconded by Susan Alderson ***Carried by the meeting.***

Reports: The Chair informed the meeting that only the statutory reports – PCC, Fabric & Ornaments of the Building, The Deanery Synod and Safeguarding – were presented. There were no comments on each report from church members. The Chair expressed his thanks to those who had prepared the reports.

Electoral Roll: The Electoral Roll Officer – Susan Alderson – reported that there was a very slight decrease in the number of people on the Electoral Roll – 134 as at 15th May 2022 (135 at 2nd May 2021).

| | |
|---|------------|
| TOTAL NUMBER OF PEOPLE ON THE ELECTORAL ROLL | 134 |
| NUMBER RESIDENT IN PARISH | 27 |
| NUMBER RESIDENT OUTSIDE PARISH | 107 |

The Chair expressed his thanks to the Electoral Roll Officer.

AOB: There was no other business from the meeting.

Nigel Nash proposed a vote of thanks be given to Fr Dominic for his care for us during the challenges of the past year.

Veronica Thomason proposed a vote of thanks be given to Mthr Jessica, our Assistant Curate, in recognition of her life and work in the parish, and who left us to be priest-in-charge at Fishbourne with Apuldram parish churches.

The meeting ended at 12.35pm.

Michael Fisher
Secretary

REPORTS

PCC REPORT FOR 2022-23

The full PCC met seven times during the year, with an average attendance of 80%. The work of the PCC is assisted by its Standing Committee. During the year Council has principally been occupied in returning the parish church to vigour, following the end of the Covid 19 pandemic. It has also considered issues relating to safeguarding, health and safety, finance, maintaining the fabric of the building, partnership with the city council to develop the green spaces.

Since the last APCM held in May 2022, the following people have served on the PCC:

Incumbent: Fr Dominic Keech (Chair)

Churchwardens: Nigel Nash
Heather Wyborn

Deanery Synod: Martin Auton-Lloyd
Nigel Nash
Louise Rodden
Veronica Thomason

Elected Members: Josephine Baker Andy Kemp
Clemmie Leyland Amy Morrell
Matthew Suter Felicity Stimpson
Vivienne McKay Georgina Obeng
Aiko Somers-Harris

Co-opted Members: Mike Jackson (Treasurer)

Minute Clerk: Lesley-Anne Di Marco

The Standing Committee comprised of the **Vicar:** Fr Dominic Keech (Chair); **Churchwardens:** Nigel Nash and Heather Wyborn; **Treasurer:** Mike Jackson; **PCC Elected Representatives:** Josephine Baker. It met on five occasions at the Vicarage.

THE FABRIC AND ORNAMENTS OF THE BUILDING (May 2022 to April 2023)

Preparation work for minor repairs and re-decoration of the Flèche has been completed, and estimates have been received. The work is likely to be undertaken in June.

The annual clearing of gutters has been undertaken.

The PCC continued its discussion about the replacement of the nave altar with a more moveable, bespoke-designed table. Designs by Max Rickard were selected and a Faculty was applied for, for the removal of the platform and construction of a new altar, which was granted by the Chancellor in the late summer.

The lightning 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.

Repair of the lower panel of the 'Emmaus window', in the Lady Chapel following a break-in, in the Autumn, is well underway and is expected to be completed within weeks.

A new lock has been fitted to the back gate, making access to the church through the back door easier and safer. The padlock, which was often problematic, is therefore no longer required.

Consideration of major refurbishment work to be undertaken in the community room area has begun, and a working party to take this forward has been 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 during 2022 moving from Zoom meetings to in person only meetings allowing the Synod to move around the Churches again.

At the Synod meeting in February Rev'd M Poole gave a presentation of General Synod and a reflection on his first two groups of sessions. In addition, Synod received a report for St Richards Hollingdean on the work the new priests were doing there as the Church had reopened. The June meeting received informative presentations from Africa House (a St Peters project) and Brighton and Hove City Mission older people's project. At the September meeting Jane Perry gave an insight into the work of Together in Sussex and Trevor Cristin Diocesan Director of Education gave a presentation around the work of the Education department and how Churches could become more involved with their local schools. At the November meeting, with the Bishop of Lewes present, focused on the Diocesan MAP which was approved unanimously and will become the focus of Synods moving forward. The five principal areas of work are:

1 To open up the worshipping communities across to the city by reaching out to those who live, work and visit our City enabling us to develop a Deanery wide community that recognises the strength that we have by maintaining different traditions. To achieve this the Deanery will:

- a) establish support for leaders of Church activities such as Messy Church, youth work, carer/parent, and child groups.
- b) use the heritage assets to develop a trail/pilgrimage around the historic churches.

2 To strengthen the faith and discipleship for members of our Churches by developing the work within all the Schools in the Deanery

3 To enable the Churches in the Deanery to become better stewards of their resources and the resources given to us by God. To achieve this the Deanery will:

- a) create a shared experience of Eco Church as a way to support each other moving towards the National Churches.
- b) strengthen the Deanery Treasurers group to give support to new Parish treasurers.

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 the parish safeguarding officer. The renewal period for all new DBS checks is three years, rather than five, as had been the case previously. 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 Church of England Safeguarding training, (Basic Awareness and Foundation) 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 this training, as they potentially work alongside our young people in the serving ministry. The PCC as trustees and Churchwardens are also required to undertake the above training modules. 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. 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, and DBS and training requirements continue to be monitored and updated, as required.

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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Hon Assistant Priests:

The Rev'd Anthony Ball

The Rev'd Chris McDermott

The Rev'd David Ingledew

Churchwardens: Nigel Nash and Heather Wyborn

Organist and Director of Music: Andrew Dickson

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