

The Parish of Brighton St Nicholas of Myra



Annual Parochial Church Meeting

Agenda, Minutes and Reports

2023 – 2024

**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 12 MAY 2024**

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 14 May 2023**
- 4. Matters arising**
- 5. The Vicar's Charge**
- 6. Appointment of Scrutineers**
- 7. Election of PCC members**
- 8. Appointment of Independent Examiner**
- 9. 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 14th May 2023 at 12.00 noon.

CHAIR: Fr Dominic Keech SECRETARY: Lesley Anne Di Marco TREASURER: Mike Jackson

Annual Parish Meeting: Election of Churchwardens

<u>Name</u>	<u>Proposer</u>	<u>Secunder</u>
Nigel Nash	Rachel Chan	
Rachel Chan	Nigel Nash	

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 for his commitment and welcomed Rachel Chan as the new churchwarden. Unfortunately Rachel could not attend because of a prior commitment and had given her sincere apologies. He expressed sincere thanks on behalf of the whole church community to the outgoing churchwarden – Heather Wyborn for her dedicated term of office.

ANNUAL PAROCHIAL CHURCH MEETING (APCM)

Fr. Dominic 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, Vivienne McKay, Linda Scott, Angela Simpson and Brian Stimpson.

Minutes of the APCM held on 15 May 2022: were proposed to be a true and accurate record by Veronica Thomason and seconded by Heather Wyborn.

Matters arising: There were no matters arising.

The Vicar's Charge:

The Vicar gave a short address highlighting the principal areas of the ministry of the parish church over the last year. He acknowledged the contribution of

all the members of the church and wider community, in supporting St Nicholas' through volunteering, being present for parish events, committed attendance at divine worship and supporting one another as members of a parish family. He expressed appreciation for the many ways so many people participate, and help to keep St Nicholas' a lively, growing and spiritually grounded parish church. He also thanked the principal officers of the church, and the parish staff, for all they do to keep the running of the church in good order week in, week out.

Appointment of Scrutineers: In the event of a vote, the scrutineers appointed were Fr. Anthony and Fr. Pete.

Election of Deanery Synod Members:

There were four places to be filled and these were proposed as follows:

Name	Proposer	Secunder
Veronica Thomason	Jane Grey	Paul Misso
Jo Baker	Mike Jackson	Michael Le Garst
Thomas Elliot	Nigel Nash	Simon Brooksbank
Frances Lindsay Hills	Nigel Nash	Heather Wyborn

The meeting acclaimed and carried the election.

Election of of PCC Members: The Chairperson reported that two members of the PCC had stepped down on expiry of their term – Matthew Suter and Andrew Kemp. He expressed gratitude for their contribution to PCC matters throughout their term of office. Clemmie Leyland was standing for re election.

Name	Proposer	Secunder
Nick Goldsmith	Nigel Nash	Mike Jackson
Paul Misso	Heather Wyborn	Jane Grey
Heather Wyborn	Nigel Nash	Veronica Thomason
Clemmie Leyland	Jo Baker	Heather Wyborn

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 Michael Fisher, seconded by Clemmie Leyland. ***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.

Brian Ogilvie asked that appreciation for the Parish Administrator be recorded for her work in arranging the weekly recitals which contributed a significant amount of income. Jane Grey added that apart from income it was an excellent event presented to the wider community. Clemmie Leyland had offered to become the Treasurer. She was duly elected. Fr. Dominic expressed great appreciation to Mike Jackson for all his work during a long term of office. Mike had been a prudent and wise trustee who had cared for all financial matters, major and minor with great diligence. Good wishes were given for his birthday. Fr. Dominic also paid tribute to the Minutes Secretary who had undertaken the task during the absence of a PCC Secretary. Heather Wyborn offered her service as PCC Secretary. The Minutes Secretary was given permission to speak and encouraged parishioners to pray and reflect on voluntary roles that they could undertake in order to lighten the load and share the tasks.

The Annual Report and Financial Statements were carried by the meeting.
Proposed by Jo Baker and seconded by Hazel Finnis.

The Chairperson thanked the Treasurer for his meticulous work in preparing and maintaining the accounts and his offer to support the incoming Treasurer, Clemmie Leyland.

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

Electoral Roll: The Electoral Roll Officer – Susan Alderson – reported that there was that the number of people on the Electoral Roll as at had decreased by two. Nine people had been removed from the roll and eight had been added.

TOTAL NUMBER OF PEOPLE ON THE ELECTORAL ROLL	133
NUMBER RESIDENT IN PARISH	29
NUMBER RESIDENT OUTSIDE PARISH	104

The Chairperson expressed his thanks to the Electoral Roll Officer.

AOB: There was no other business from the meeting.

Veronica Thomason offered appreciation to Fr. Dominic on behalf of the parish for the love, care and service he provides for everyone. Nigel Nash stated that Fr. Dominic's vision was a motivating factor for all. This was endorsed by Jane Moore, Paul Misso and the whole meeting.

The meeting ended at 12.30pm.

Minute Secretary
9 June 2023

REPORTS

PCC REPORT FOR 2023-2024

The method of appointment of 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 9 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 six times during the year, with an average attendance of 84.5%. The work of the PCC is assisted by its Standing Committee. During the year the Council has considered issues relating to safeguarding, parish mission and ministry, health and safety, finance, maintaining the fabric of the building, partnership with the city council to develop the green spaces and the lighting scheme, St Paul's School, Eco-Church, the summer pop-up café,

the major project, Messy Church, the Sycamore Group, the replacement piano, recitals; Groups: book group, lent groups and the Sunday Supplement group; the annual Fair, energy suppliers, church flowers, the stewardship campaign and many other topics.

Since the last APCM held in May 2023, the following people have served on the PCC:

Incumbent: Fr Dominic Keech (Chair)

Churchwardens: Nigel Nash and Rachel Chan

Secretary: Heather Wyborn

Treasurer: Clemmie Leyland

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

Elected Members: Amy Morrell, Felicity Stimpson, Vivienne McKay, Paul Misso Georgina Obeng, Aiko Somers-Harris, Nicholas Goldsmith

Curate: Fr Pete Leith

The Standing Committee comprised of the Vicar: Fr Dominic Keech (Chair); Churchwardens: Nigel Nash and Rachel Chan; Treasurer: Clemmie Leyland; PCC Elected Representative: Heather Wyborn. It met on four occasions at the Vicarage.

THE FABRIC AND ORNAMENTS OF THE BUILDING (May 2023 to April 2024)

Major restoration works to the Emmaus window in the Lady Chapel, following a break-in, were completed in May 2023. The window is now successfully returned to its former glory.

All outstanding redecoration of the Fleche was carried out in August. The siting of the scaffolding erected to facilitate these works proved most useful to allow the replacement of missing slates following storm damage at this time.

An electrical upgrade to the Servedy was commissioned in November which provided for a fully compliant circuit board. This in turn facilitated installation of the new urn, which was eventually installed in April. This will greatly enhance our ability to provide hospitality both after the Sunday Service and at all events.

Improvement to the access ladders at first and second stages of the tower, which were outstanding items from the last Quinquennial Report, were

completed in January. This was necessary to safeguard those undertaking works to the tower and maintenance of the bells.

Following ingress of water to the west nave wall in December, remedial works to the flashing of the nave roof abutment with the tower were carried out. After a period of drying out, consultation to restore the damage to the mural will now proceed.

Dockerills have been consulted as we investigate the possibility of improved signage to the church. This project is intended to make St Nicholas more easily identifiable to the wider community and more readable from outside the churchyard. Ongoing.

In order to facilitate the Major Project, Topographical and Measured Surveys were undertaken in March. This now provides us with a comprehensive overview of the building that allows us to explore options to develop areas within the church in line with our Mission Action Plan.

The churchyard lighting scheme has, once again, been withdrawn from the planning process. This is due to recent changes in legislation which places greater significance being given to the welfare of 'foraging and commuting bats'. Disappointingly, this could bring the lighting project into question and our options are currently being reviewed in partnership with BHCC. Ongoing. Costs for the envisaged new Nave Altar ultimately proved prohibitive but alternative plans for the re-design of the existing altar have been discussed with designer Ed Ng-Cordell. The 1970s Mensa to the Nave Altar has been replaced with a temporary top which is more easily manoeuvrable until such time as the new design may be enacted.

Nigel Nash and Rachel Chan, Churchwarden

ELECTORAL ROLL

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

REPORT FROM THE DEANERY SYNODS 2023

The Parish Church of St Nicholas has 4 allotted places on Deanery Synod (based on electoral roll numbers). There are no current vacancies. Two other members of St Nicholas are ex-officio members of Deanery Synod by virtue

of their election to General Synod and Diocesan Synod. The Deanery Synod consists of all licenced clergy to a parish/benefice within the Deanery and elected lay members from each parish. Decisions are made and the Synod acts as an intermediary between parish and Diocese. Deaneries can bring proposals and motions to Diocesan Synod for debate. There are presentations and debates and it is an opportunity to exchange views and share experiences with those from other churches. At each Synod the Rural Dean gives an update of what is happening across the Deanery, the Treasurer a verbal or written report about finances and depending on timing a verbal or written report on Diocesan Synod and General Synod. The following is just a brief summary of the main issues/presentations. Full Synod minutes giving full details are sent to the Deanery representatives, clergy and PCC Secretaries for circulation usually within two weeks of the Synod and are available for anyone who wishes to see them.

A new Rural Dean was appointed at the beginning of the year – the Rev Dr Anthony Moore (St Margarets, Rottingdean). Fr Anthony stood down in the autumn due to ill health. Rev Helen Garratt (Assistant Rural Dean) has been made a canon of the cathedral.

The Standing Committee was given more balance and Fr Ben Eadon (St Bartholomew's was appointed) as was Rev Emma Ham Riche (St John the Evangelist) who filled the role of Assistant Deanery Secretary. Elections were due for Deanery Officers but existing officers all stood unopposed. The Deanery Secretary said that it she had been Deanery secretary since 2011 and that it was with great sadness that she was to give notice that she was to stand down after the September 2024 Synod. A replacement was sought.

New lay Deanery Representatives were elected from each parish, the term of office to run from 1 July 2023 and expire on 30 June 2026. Currently there were 19 vacancies across the Deanery and parishes were encouraged to try and fill any vacancies they had.

In 2023 Synod looked at the Deanery Mission Action Plans (MAPs) and concentrated on one particular area at each Synod with an opportunity at each Synod to discuss and progress what had been heard.

Synod 1 - March 2023 – St John, the Evangelist, Preston

Synod members were asked to get together in small groups to consider the various parts of the MAPs.

Synod 2 - June 2023 – St Wulfran's, Ovingdean

Presentations were given on ECO church by Rev Richard Tuset (St Wulfran's) and Mr Martin Pett (Voluntary Eco Church adviser, Trinity, Lewes). Eco church was explained as was the process of applying for an Eco award. Run by A Rocha UK this equips a church to care for God's creation through their worship, buildings, land, community engagement, and individual lifestyles. Eco Church supports, directs and recognises a process of change. The application consists of five sections with different questions namely: - Worship & Teaching (10), Buildings (33), Land (15), Engagement (27) and Lifestyle (15).

Synod 3 - September 2023 -St Batholomew's

This Synod covered Heritage and Pilgrimage with a presentation by Rev Peter Blee, Rector of the benefice of Arlington, Berwick, Selmeston with Alciston and Wilmington. Rev Blee talked about the Cuckmere Pilgrim path – a 12-mile circular walk of seven Sussex churches comprising Selmeston, Arlington, Alciston, Berwick, Wilmington, Alfriston and Lullington.

Michael Miller a lay member of Synod and Diocesan Synod and the assistant warden for lay Ministry for the Archdeaconry of Lewes and Brighton talked about lay vocation, discipleship and ministry in the Diocese of Chichester

Synod 4 - November 2023 -St Cuthman's

The main speaker was Lizzi Demetriou, Schools & Youth Team Manager, Off the Fence Trust (OTF) as the Deanery moved on to look at developing work within all schools in the Deanery.

Synod were told about the possible closure of St Bartholomew's CE Primary School. There was to be a period of consultation about the proposed closure of the school. The school serves some of the most deprived children in Brighton. 50% of the children are of Global Majority Heritage, 50% are from deprived families and 10% of the children have Education & Health Care Plans. The proposed closure was described as being an injustice to these families, as well as the anxieties it is now causing. The following motion was passed and subsequently a letter sent to the Council.

We, the members of Brighton Deanery Synod, call upon the Education Department of Brighton and Hove City Council to halt the closure of St Bartholomew's Church of England Primary School, Ann Street, Brighton. The school plays a vital role in supporting low-income families with 55% of children on free school meals as well as 32% pupils with Special Educational Needs. With many of pupils living within close proximity of the school the additional costs of accessing the new schools for low-income families will cause further hardship.

The Diocesan Board of Education (DBE) is involved in the Consultation, but ultimately the decision will be for the Council.

Deanery Finances. In total the pledges by all 22 parishes amounted to £1.654 million (the total for 2022 was £1.6 million). A small deficit was carried over to 2023; the word deficit was Church House language.

As a Deanery we were down on our pledge amount but the Treasurer said that he suspected that as a Deanery we were not alone and the question had to be asked how the gap could be bridged and Church House would be asking that very question. Thanks were expressed to all the Treasurers for staying on top of PMC contributions.

Carole Copelin, Deanery Secretary – report supplied by Martin Auton-Lloyd, abridged by the Vicar

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.

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 those involved in direct pastoral ministry, the clergy and our Parish Visiting team, and the parish safeguarding officer. The renewal period for all new DBS checks is three years.

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.

It is a requirement that all who are involved in a pastoral role in the church, also 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. Volunteers in Messy church and the adult serving team are also required to undertake this training, as they work with or alongside our young people. 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.

Safer recruitment is an important part of safeguarding, and anyone who begins work with children, such as in Junior church, will undertake this process. This will mean taking up references, undertaking safeguarding training, agreeing to the Church of England Code of conduct and receiving the Junior church leaders role description.

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 13/4/24

**The Parish Church of Brighton,
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The Ancient Mother Church of Brighton, 11th Century**
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Hon Assistant Priests:

The Rev'd Anthony Ball

The Rev'd Chris McDermott

The Rev'd David Ingledew

The Rev'd Robin Protheroe

Curate: Revd Dr Pete Leith

Churchwardens: Nigel Nash and Rachel Chan

Organist and Director of Music: Andrew Dickson

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