

**MINUTES OF ST ANDREW'S CHURCH WEST DEEPING  
ANNUAL MEETING OF PARISHIONERS TO ELECT CHURCHWARDENS AND  
ANNUAL PAROCHIAL CHURCH MEETINGS  
HELD AT ST ANDREW'S CHURCH ON MONDAY 8<sup>th</sup> APRIL 2019**

**Annual Meeting of Parishioners to Elect Churchwardens**

1. **Opening Prayer.** The Chair, Fr Aran, welcomed those present and opened the meetings with a prayer.

2. **Members Present and Apologies**

Fr Aran Beesley	Chair	Chair
Ian Aldred (IA)	Treasurer	
Joy De Toney (JDeT)		
Elizabeth Noble (EN)	Safeguarding Officer	
Colin Blagrove (CB)	Churchwarden	Secretary

In Attendance: Paul Bragg and Tracy Williams.

Apologies from PCC: Howard Jones (HJ), Allan Crowson (AC) and Susanna Aldred (SA).  
Apologies from Parishioners: Margaret Ashcroft and Edwin de Lisle.

3. **Minutes of Annual Meeting 2018 and Chairman's Approval.** The Minutes from the Annual (Vestry) Meeting 2018 were approved by the Chair. There were no matters arising.

4. **Appointment of Churchwardens.**

- The Chair had received one nomination for Churchwarden. CB had been nominated by HJ to continue to serve as Churchwarden and seconded by AC. CB was duly elected.
- AC had agreed prior to the meeting to deputise for the Churchwarden. This was approved by the Chair.

The Chair signed the Churchwarden's Declaration Form for CB to take to the Archdeacon's Visitation Service in June 2019 and for retention by Edward King House.

There was no further business.

*Colin Blagrove*

C N BLAGROVE  
PCC Secretary

Draft Dated: 11<sup>th</sup> April 2019

Certified Approved Version:

Fr Aran Beesley  
Chair  
Dated: xx April 2020

## Annual Parochial Church Meeting (APCM)

Agenda Item 1. **Minutes of the 2018 APCM and Chairman's Approval.** The Minutes from the APCM held on 9<sup>th</sup> April 2018 were unanimously accepted as a true record. Approval was proposed by JDeT, seconded by EN and duly signed by the Chair.

Agenda Item 2. **Matters Arising.** There were two (2) matters arising:

- Appointment of an Independent Examiner for the PCC Accounts 2018 (Item 7c, completed 13/04/2018) and
- Submission of Annual Parish Return for 2018 (Item 8b, completed 13/04/2018).

The Secretary confirmed that both actions had been completed as noted in the 2018 APCM Minutes.

Agenda Item 3. **Electoral Roll Report.** EN presented the results of the new Electoral Roll as required every 6 years under the Church Representation Rules 2017 highlighting the following:

- As of 8<sup>th</sup> April 2019, there were 40 members on the Roll. In accordance with requirements<sup>1</sup>, the notice to parishioners had been displayed on the church noticeboard since 12/02/2019 and parishioners had been invited to apply to join the new roll until 12/03/2019.
- During this period, announcements had been made at church services that a new roll was being prepared.
- Applications had closed on 12/03/2019 and the list of names had been displayed on the church noticeboard since 25/03/2019.

The Church Electoral Roll Certificate was duly signed by the Chair at the meeting (Attachment A).

The PCC Secretary would arrange for display of this Certificate on the church noticeboard until 23/04/2019 and forward a copy to Lincoln Diocesan Officer (Tom Wilson).

Agenda Item 4. **Rector's Report.** Fr Aran introduced his verbal report by thanking everyone in the parish for their incredibly warm welcome to the Benefice and saying how immensely enjoyable it is to be with us. Fr Aran then highlighted the following main points:

- He had spent the first 6 months seeing how God is working here through us, and trying to see how he can join in and plan to allow us to flourish.
- He had used the Parish Profile we wrote as the starting point for a plan. In summary this is: Growth; Visibility; Distinctiveness, and Blessing. It is this summary that he is using to help us to develop.
- Fr Aran added that there are many things we are doing that one Priest cannot do alone including administration, planning and taking services - especially as it does not give the chance to do new things. He expressed his gratitude for all those who give time so willingly to allow all that happens to take place.
- In the year ahead, Fr Aran expressed his wish to simplify some of the ways we work and work out what needs to change to allow us to become more Christ-Like Christians. This work needs to be done alongside good governance and working within the Diocese and Canon Law requirements.
- Fr Aran explained that he wants to understand our culture so we can grow together. This growth is in terms of the depth of individual faith, the faith of the community and the number of people who want to worship God and follow in the teaching of Jesus Christ.

Agenda Item 5. **PCC Report.** CB presented the PCC Report at Attachment B and focussed on 3 main areas:

- **Thanks.** CB noted that our church simply could not function without the immense volunteer effort that underpins our worship, outreach and events. On behalf of the PCC, he expressed thanks to all those who had contributed throughout the past year. Specific thanks were highlighted during the meeting and are acknowledged at Attachment B.
- **Vision Statement and Growth Plan.** These documents, which direct PCC management and priorities, are displayed on the noticeboard in the Nave, and are at Attachments C and D.

<sup>1</sup> See <https://www.churchofengland.org/about-us/structure/churchlawlegis/church-representation-rules/church-representation-rules-online.aspx>

## Draft circulated to PCC members for review by 17<sup>th</sup> May 2019

- **Governance.** CB assured the meeting that all governance matters (risk assessments including health & safety; insurance, safeguarding, inventory of church property and data privacy) are being appropriately managed by the PCC. Details are held in the Vestry and recorded in the minutes of PCC meetings.

Agenda Item 6. **Treasurer's Report.** IA presented the Treasurer's Report for 2018. The Account of Receipts and Payments and Statement of Funds and Assets for the year to 31<sup>st</sup> December 2018 as approved by the Independent Examiner is at Attachment E. The Chair thanked IA for his outstanding work as the PCC Treasurer during his time in the role.

Agenda Item 7. **Appointment of Independent Examiner.** IA noted his thanks to Mr Martin Blackwell for his independent scrutiny of the accounts for 2018. The Secretary agreed to write to Martin to express the PCC's appreciation and to ask for his continued support in the coming year.

Secretary's Note: Action completed 11<sup>th</sup> April 2019. Martin Blackwell re-appointed as independent examiner for 2019.

Agenda Item 8. **Safeguarding Report.** EN presented her verbal report highlighting the following main points:

- **Uffington Group Safeguarding Team.** The Uffington Group Safeguarding Team, under the Group Safeguarding Co-ordinator (Liz Bender) and EN as the Group Safeguarding Support and St Andrew's Church Co-ordination Officer, had formed during 2018 and meets regularly to co-ordinate arrangements for safeguarding across the Uffington Group.
- **Safeguarding Principles.** EN emphasised the importance of safeguarding and our 'duty of care' in this regard especially with respect to vulnerable adults in our area. To emphasise the importance, EN read extracts from the House of Bishops' Safeguarding Policy. EN explained that the Group Safeguarding Team had drafted a statement of safeguarding principles and other required notices consistent with this policy and associated guidance from Lincoln Diocese. These documents had been approved by the West Deeping PCC and are displayed on the church noticeboard as requested by the Group Safeguarding Team.
- **Audit.** EN had completed a safeguarding audit for St Andrew's Church as required by the Diocese. This was being used to keep our principles relevant and up-to-date to meet our needs.
- **Training.** EN reported that the key officers in the Uffington Safeguarding Team had completed Disclosure and Barring Service checks. EN, AC and CB had attended the Diocesan Safeguarding Course on 06/02/2019 and EN was booked on a Safeguarding Leadership Training Course in July this year.

Agenda Item 9. **Fabric Report.** CB summarised his Report on the church fabric (Attachment B) highlighting the following main points:

- **Urgent Work.** Work will commence soon on the repair to the Tower abutment and, hopefully, stop the leaking roof. Archdeacon approval to commence is expected imminently. We are taking the opportunity to complete outstanding work identified in the Quinquennial Inspection Report in 2014.
- **Toilet/Servery Project.** Our main priority in the coming year is to progress with our restoration and improvement programme to look after this magnificent building for our community now and for future generations. The architect design for our toilet/servery improvement project had been approved by Lincoln Diocesan Council as a first step to formal approval (Faculty). In May 2019, the PCC will be inviting tenders from contractors to undertake the work.
- **Friend's Group.** We initiated the Friends of St Andrew's Church Group in October 2018 to inspire local community commitment to the restoration and improvement programme. We are delighted with initial interest – the group comprises more than 70 people who have expressed interest so far. A small management team, accountable to the PCC, is co-ordinating communication on progress, fundraising, applications for grant funding and associated heritage aspects.

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Agenda Item 10. **Deanery Synod Report.** On behalf of AC, CB presented his report on the Deanery Synod meetings during 2018 (see Attachment F). The Chair thanked AC for his continued work as the PCC's Deanery Synod Representative.

Agenda Item 11. **Election of Parochial Representatives to the PCC.** The following parochial representatives were elected to the PCC:

- EN was nominated by CB and seconded by JDeT. EN was duly elected. EN agreed to continue to act as the PCC Safeguarding Co-ordinator and Electoral Roll Officer.
- JDeT was nominated by CB and seconded by EN. JDeT was duly elected.
- CB had received nomination papers from HJ. HJ's nomination was seconded by EN. HJ was duly elected.
- The Chair stated that AC should continue as an ex-officio member of the PCC in his role as Authorised Lay Reader, SA would continue as an ex-officio PCC member in her role as Reader and CB would continue as an ex-officio PCC member in his role as Churchwarden.

All elected members present signed the 'Trustee Eligibility and Fit and Proper Persons' declaration form. The PCC Secretary agreed to obtain signed declaration forms from HJ and AC and retain copies in the PCC Minutes Folder.

The Secretary agreed to submit the APCM Return, the Electoral Roll Certificate and Notification of Election of Officials to meet the Diocese deadline of 13<sup>th</sup> May 2019. [Secretary's Note: Action completed 11<sup>th</sup> April 2019.](#)

Agenda Item 12. **Matters of General Church Interest.** There were no matters arising of general church interest.

Agenda Item 13. **Date of Next Meeting.** In closing the meeting, the Chair stated that he would co-ordinate the date of the next Annual Church Meetings across the Uffington Benefice (probably Palm Sunday) and promulgate the date in due course.

*Colin Blagrove*

C N BLAGROVE  
PCC Secretary

Draft Dated: 11<sup>th</sup> April 2019

Certified Approved Version:

Fr Aran Beesley  
Chair  
Dated: xx April 2020

Attachments:

- A. Electoral Roll Certificate dated 8<sup>th</sup> April 2019.
- B. PCC Report 2018 dated 19<sup>th</sup> March 2019.
- C. Vision Statement for St Andrew's Church, Version 1.2, updated 5<sup>th</sup> January 2019.
- D. Growth Plan for St Andrew's Church, updated 5<sup>th</sup> January 2019.
- E. Financial Report to 31st December 2018 and Certificate of Independent Scrutiny.
- F. Deanery Synod Report 2018 dated 7<sup>th</sup> April 2019.

**Draft circulated to PCC members for review by 17<sup>th</sup> May 2019**

Distribution:

Fr Aran

PCC Members

PCC Secretary for church noticeboard, West Deeping Website at [PCC Webpage](#) and retention

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