

REIGATE PARISH CHURCH WITH THE HEATH CHURCH

Minutes of the Annual Parochial Church Meeting

held on Tuesday 26th April 2022 in the church & online

VESTRY MEETING TO APPOINT CHURCHWARDENS

1. Welcome & Introduction:

Richard welcomed everyone, those in church and those watching online. He commented on how good it is to have so many gathering together for the meeting with all the congregations represented. After a time of worship he committed the meeting to God in prayer.

2. Election of Churchwardens.

Richard outlined the responsibilities of the Church Wardens, who within their role represent the church community, give support to the vicar, steward the property and buildings of the church and ensure the smooth running of services and activities of the church.

There were two nominations for churchwarden and Richard *gave a short biography of each:*

Leslie Jackson, proposed by Andrew Prestwood, seconded by Gabriel Ogwo

Tom Lumsden, proposed by Peter Darwent, seconded by Jeanne Grose

In the absence of any other nominations they were duly elected and welcomed to their post.

Richard gave thanks for the work that both Leslie and Tom have done during the past year and for the support they have given him.

ANNUAL PAROCHIAL CHURCH MEETING

1. Apologies for Absence:

Tom Andrew, Graham Cottrill, Jenny Cottrill, Heather Chesterton, Pete Chesterton, Vibeke Dewar, Sheila Dobson, Fliss Drewett, Yvonne Dixon, Gina Eason, Phil Elson, Gareth Evans, Helen Foster, Susan Ford, Karen Girdler, Clare Gorge, Wendy Gregory, Paul Hildreth, Vicky Hildreth, Nici Jordan, Hazel Loades, Tom Lumsden, Janet Malcolm, Fiona Markey, Tim Markey, Anthony Parker, Philippa Parry, Chris Tunnah, Sharon Tunnah, Gill Utting.

2. Introduction to those standing for PCC:

Richard outlined the responsibilities of the PCC members as trustees of the church, ensuring the overall wellbeing of the church and its finances. He read out the profile for each of those who had been nominated for the 10 places on the PCC.

He asked whether there were any other nominations. There were none so the following were duly elected:

Tom Andrew
Tania Hillsdon
Nick Rayner

Becky Beggs
Esther Lyth
Margaret Wood

Ali Brown
Gogo Moore

Martin Hetherington
Andrew Morgan

He reported that Ian Nott had stepped down from the Deanery Synod, so Brenda Juntanen had been co-opted in January to take his place. Her nomination as an elected member of the Deanery Synod had been received and she was duly elected.

Members of the PCC were each prayed for by those near to them in the room.

3. Minutes the April 2021 APCM

The Minutes of the last PCC (26th April 2021) had been prepared by Joy Perrett, and she was thanked for her service to the PCC. Her role as PCC Secretary has been handed over to Sally Bertlin.

The Minutes were approved (Proposed by Debbie Jackson and seconded by Andrew Morgan)

4. Matters Arising:

There were no matters arising

5. Churchwardens' Report

Leslie Jackson spoke to his report written with Tom Lumsden, which had been circulated before the meeting. He commented on how good it was to celebrate again in person but reminded us to encourage one another to maintain our faith resilience and mutual support, referring to 1 Thessalonians 5: 11: **"Therefore encourage one another and build each other up, just as in fact you are doing."**

He expressed grateful thanks to the clergy team, worship leaders, the young adult, youth and children's leaders and helpers, the catering team, the tech team led by Mark Johnson, the Girls' Brigade leaders, and many others who volunteer in so many ways.

Leslie expressed appreciation for all the support given, not least financially and for the pledges which enable us to budget and prepare for exciting times ahead. He said that we are prayerfully considering as a PCC the way forward and to do this efficiently we need to have a secure knowledge of our likely income.

Leslie also gave thanks to Ali Foulkes, Charles Merritt and David Dyer and to those who had served in the office during the past year: Simon Kruger, Mike McPhrazier, James Prestwood and Bex Main

He expressed particular gratitude to Alastair Rubie who has given voluntarily of his time for many years as a member of the PCC and as our treasurer, preparing and managing the accounts.

He also thanked Katie Cornish and Nick Rayner for their work as deputy wardens.

He finished with the encouragement that we may, as God's family, here in Reigate, keep our hearts and minds open to God's plan for us all. He said there will, undoubtedly, be more challenges to face but let us walk and listen to Jesus as He guides us on our way.

Richard thanked Leslie and Tom for their support and encouragement.

6. Treasurer's Report and presentation of audited accounts for the year ending 31st December 2021

Alastair Rubie said it was the tenth year that he had presented the Annual Report and Financial Statements to the APCM and that once again we can celebrate God's faithfulness to us and provision of all our financial needs

The PCC had already approved the 2021 Annual Report, which had been made available to church members to view on the website and had been pinned up at the back of St Mary's and the Heath church. The financial statements have received a clean bill of health from the auditors, with no adjustments required.

Alastair referred church members to pages 6 and 7 of the Annual Report where there was a detailed commentary on the years finances.

a) The overall picture

The General Fund ended the year with income exceeding expenditure by £37K after providing for depreciation, which is a non-cash expense, of £21K. This represents 5.7% of our income, and it provides us with a very healthy base for future activities and for the day to day running of the church.

In comparing income and expenditure with 2020, it needs to be noted that almost all the figures in the accounts for both years have been impacted to a greater or lesser extent by the Covid restrictions, notably the closure of the Church and the Centre for much of the time. The overall impact of this has been mixed. Although income from standing orders and offertories as well as from the hire of the Church and Church Centre have declined, this has been offset by cost savings made from non-replacement of staff, use of the Government's Furlough Scheme and from reduced operating costs as many activities did not take place. Thus the main feature of the year was that both income and expenditure reduced from 2020, in addition to the significant reductions in 2020 from 2019.

b) Income

Total Income fell by £21K or 3.2% to £679K. The largest part of our income comes from the members of St Mary's through regular bank standing orders, one-off gifts and from the 25% tax recovery we get from HMRC through the Gift Aid Scheme. Planned Giving reduced by 6.2% or £28K to £426K. One off donations amounted to £40K, and were only slightly less than the exceptionally large sum received in 2020 and almost double the amount received in 2019. Sums received from offertories no longer form a significant part of our income. We did not receive any legacies in 2021. However, we did receive £14K in the early months of the year from the Governments Furlough Scheme, compensating us for 80% of the salaries of staff unable to carry out their normal duties because of the Covid restrictions, for which we are very grateful.

The General Fund received £99K in Income Tax recovery under the Gift Aid Scheme.

Our income from outside hire of the Church and the Centre increased from £18K in 2020 to £27K, but this is still less than half the £61K received in 2019, again because of Covid.

c) Expenditure

Total Expenditure reduced by £23K or 3.6% to £620K. In fact, if the Diocesan Parish Share is excluded, expenditure including the costs of activities, fell by 6.3%.

By far our biggest cost is the Diocesan Share, which accounts for nearly 39% of our expenditure and amounted to £241K in 2021. Since a new system for setting the Share started in 2016, we have offered to give what is called 'the indicative ministry cost', notified to us by the Diocese, in respect of three full time clergy plus an additional sum. The 'indicative ministry cost', includes clergy salaries, pensions, the cost of curates, housing, and many other diocesan costs spread over the total number of clergy in the diocese. For 2021 it worked out at £80,300 per full time clergy member.

In 2021, we had the equivalent of two full time clergy, excluding Erin, who as a curate is funded under a separate diocesan training budget, and excluding Kate, who we pay the diocese for separately, so we are subsidising the full costs of one other clergy member elsewhere in the diocese, although we effectively receive Erin's part time services without charge. For 2021 we were able to increase our offer by £3K or 1.3%. For 2022 we have agreed to increase this sum by a further 2% or £4,820 to £246K. The PCC will consider our 2023 offer later this summer.

Staff costs reduced significantly by £27K to £147K. Staff did not receive an increment in 2021 but received a 2% increment in 2022. Our policy is to pay the same increment as is paid by the diocese.

Payments to Mission Partners at £49K were much the same as for 2021, but we were in addition able to make donations to Tearfund totaling £6,500.

Donations of £15K were given to third parties, including £6K each to Community Debt Advice, and to Sparkfish to help fund their schools' worker. A list of all donations is on the final page of the full financial statements.

Most other expense headings were kept at or below 2021 levels, with notable reductions in electricity for the Church Centre, in worship costs as payments for technical support for live streamed services were discontinued and for the DNA training course. No expense headings showed notable increases.

Capital expenditure for the year comprised the completion of the upgrade to our audio-visual equipment at a total cost of about £33.5K, of which £19.8K was spent in 2021.

As expense payments to PCC members, who are also trustees and their spouses had been omitted from the accounts published on the website, Alastair read out the relevant section of Note 4 to the accounts, which reported on payments made to PCC members including salaries paid to Katie Cornish, Josh Brown and Gen Griffiths.

d) Reserves and endowment funds

The surplus for the year brought the balance on the general fund reserve up to just over £200K, which is a very healthy position to be in and which represents about 15 weeks of budgeted expenditure.

We also hold a reserve for repairs identified by past quinquennial inspections of the church, which stands at £22K. The next inspection is due later this year. In 2016 we started to build a reserve to provide in the long-term for repairs to the Church Centre and work on the grounds. We have transferred a further £10,000 into it for 2021, and it now stands at £50K.

Peggy Caffyn-Tees Legacy

This legacy is in two parts. St Mary's has a sum of £373K invested, the income from which can be used for church fabric work. At year-end we had £42K of accumulated income available. Less than

£2K was spent in 2021. Under the second part of the legacy the Heath Church originally received £121.5K. After spending £7,384 in 2021 on replacing and improving their Audio-Visual system, there is now £2000 remaining in this fund.

e) 2022

This year we have budgeted for expenditure, including depreciation to exceed income by £48K as we expect many expense headings, particularly staff costs and utilities, to increase substantially from the depressed levels in 2021. This also takes into account a small increase in Planned Giving following the stewardship campaign at the end of 2021 and a significant increase in the Church Centre rental income. However, we start the year with strong reserves, and it seems wise to use them in this period of recovery from the effects of the Covid measures.

f) The Finance Team

Alastair paid tribute to all the work undertaken by a dedicated and supportive team working with him. Mark Randall produces the monthly and annual accounts and the budget from information provided by David Ilott who undertakes the bookkeeping and many other financial administrative tasks. Su Rogers has continued to prepare our Gift Aid Claims, and Laura Juden-Wills runs the monthly payroll and deals with pension matters. Deirdre Hucklebridge has taken over from Michael Heneker, who has retired as Heath Church treasurer after 16 years' service. As a church we are hugely grateful to them all and the time they have given to their work voluntarily. David Ilott is now moving on, and Alastair said that he too would like to relinquish being Treasurer. Plans are in place which have been approved by the PCC, which will include the appointment of a salaried Finance Assistant.

Alastair then opened the meeting to questions:

- Adrian Mezzetti asked how control was maintained concerning expenses for PCC members. Alastair responded that it was all authorized by the budget holder concerned.
- Nigel Griffiths asked about the Peggy Caffyn-Tees legacy in respect of the church fabric. Alastair responded by saying that there is an issue with the stonework and he expected that it would come up in the Quinquennial report, which the PCC will be considering in due course.
- He then asked whether solar panels had been considered for the Church Centre. A paper is being prepared on behalf of the Environment Group and this will be something for the PCC to consider in the coming year.

Resolutions

1. To adopt the Annual Report and Financial Statements for the year ended 31/12/21.

Proposed by Mark Johnson and seconded by Lynwen Plowman

2. To reappoint the auditors, Jacob, Cavanagh and Skeet at a fee to be agreed by the PCC.

Proposed by David Perrett and seconded by Nic Peck

In thanking Alastair, Richard paid him a fulsome tribute speaking of Alastair's integrity, patience, attention to detail, his faithful and reliable service, and commitment to keeping the church's finances in good order in the decade he has been our Treasurer. Richard also thanked Susanne for her support of Alastair.

Nick Pettitt will now take on the role of Treasurer and will be supported in this by Mark Randall, who does the Accounts and a new Finance Assistant who will be employed to carry out the day-to-day work.

Richard presented Alastair with the gift of an Olive Tree.

7. Vicar's Report

Richard spoke to his report which had been circulated in the 'Year in Review 2021' prior to the meeting

He said that he feels that during the pandemic we have lost a sense of connection and fellowship. He stressed the importance of gathering together again and having fellowship one with another. Embodied worship and being prayed for, and with others, is vital. Worship is something we engage in rather than consume. Therefore this is a time for a worship reset, when we keep coming to church, putting God at the centre of our rhythms and encourage others as we seek to build community, so we have renewed energy for reaching out to others.

From April to August we will be following the same themes in all our Sunday congregations as we follow the lectionary readings, on the theme of 'Hope, Freedom and Life in the Spirit', which will help to bring us together and can also be studied in our Life Groups. Unity is so important as we journey together.

Our priorities should be:

a) Resilient discipleship

On Easter Sunday we heard a powerful testimony which Richard shared, as an example of the way God has been at work in people's lives.

He brought to our attention the following verse from Colossians 1:28 **'He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ.'**

Disciples need to be formed and brought to full maturity in Christlikeness, so we need in St Mary's to grow a culture of discipleship. Small groups can assist in this and Nigel Griffiths is happy to help people find an appropriate group.

New staff will need to be appointed, particularly a replacement for Charles Merritt. The Wardens' team is looking at that.

b) Reaching out to a world in need

We need to be whole life disciples reaching out to whoever we know on our frontlines. A group led by Lynwen Plowman is looking at how we can get involved in our community and what that will look like.

We are involved in many schools in our parish and beyond, and so we can deepen our outreach among young people in those contexts.

To those in the 'Third Age' we can also reach out, meeting deeper needs by listening and processing with people.

c) New identity in Christ

We need to welcome and nurture new people; to move towards them.

d) Loving each other as family

We need to strengthen ministries to all ages, to love each other as family and social events in the months ahead would facilitate this. As we relate to the issues of sexuality and gender, how do we also live in love and faithfulness. And as we develop our pastoral care how do we grow deeper in our relationship with others, providing inclusion to those with additional needs.

e) Giving ourselves away for the sake of others

As we develop our partnerships both locally and globally, we could explore how we can partner with a church in a poorer area.

We have much to thank God for and we have strong foundations which have been built over the years, so there is much to build on, as we develop relationships and outreach for the Kingdom.

Richard concluded by giving thanks to the staff team, particularly Charles Merritt and Ali Foulkes as they move on. He also expressed thanks to Simon Kruger and David Dyer for all they have contributed and to Erin Gilmour as she explores her next step.

Richard also thanked the Warden team, Leslie Jackson, Tom Lumsden, Katie Cornish and Nick Rayner, for all their support and again he thanked Alastair Rubie. And finally he expressed thanks to Tory for all her support.

Richard asked if there were any questions or comments:

- David Perrett asked that we also record thanks to those who faithfully serve in a variety of ways at the Heath Church.
- Vron Booth asked about a Christmas event. Richard said he was open to any ideas.
- Joy asked about reaching out to those who are unable or less comfortable doing things digitally. Richard affirmed that if people want anything in paper format, then the office can help provide this. Small groups can also help individuals; establishing relationships is what is important.

Kate thanked and expressed appreciation on behalf of everyone to Richard for leading us through this past year which has not been easy on a number of counts.

Richard closed the meeting in prayer

The meeting ended at 9.35 pm