

**Minutes of the Annual Parochial Church Meeting of All Saints Church, Hertford
Held in St John's Hall on Sunday 22nd April 2012**

Present: As for Vestry Meeting.

1. Apologies for Absence

1.1 As for the Vestry Meeting.

2. Minutes of the 2011 Annual Parochial Church Meeting

2.1 The minutes were approved by the meeting.

3. Matters Arising

3.1 Gerry Booker asked if we were entitled to a fourth Deanery Synod member as we now have over 200 people on the Electoral Roll. Janet Bird will check this. At present we are entitled to three, although currently we only have two. This also gives us a small increase in our music license and our diocesan contribution.

4. Election of Deanery Synod Representatives

4.1 Janet Bird was elected to serve from 2011 to 2013. Proposed by Dorothy Toyn and seconded by Fiona Earle. Colin Bird was elected to serve from 2011 to 2013. Proposed by Dorothy Toyn and seconded by Derek Westwood. This was approved by the meeting. One vacancy remains.

5. Election of Parochial Church Councillors

5.1 Those that have one or two years remaining of the three year cycle:

Fiona Earle – proposed by Dorothy Toyn and seconded by Rosemary Bolton.

Renee Booker – proposed by Ann Stephens-Jones and seconded by Helen Wright.

Judy Oughton – proposed by Ann Stephens-Jones and seconded by Donald Graves.

Wendell Newbold – proposed by Rosemary Graves and seconded by Donald Graves.

Rosemary Bolton – proposed by Derek Westwood and seconded by Dorothy Toyn.

Marion Hassell – proposed by Fiona Earle and seconded by Dorothy Toyn.

Helen Wright – proposed by Fiona Earle and seconded by Rosemary Bolton.

Martin Penny – proposed by Ann Stephens-Jones and seconded by Donald Graves.

Janet Oldham – proposed by Fiona Earle and seconded by Rosemary Graves.

5.2 Two nominations have been received for the vacant seats:

Kay Povey-Richards – proposed by Dorothy Toyn and seconded by Rosemary Graves.

Edwin Godfrey – proposed by Fiona Earle and seconded by Donald Graves.

5.3 Martin Bird has decided to stand down due to his other commitments and Revd Jo Loveridge expressed her grateful thanks for all his hard work. Jo also thanked Edwin and Kay for agreeing to stand again.

5.4 The election of the above PCC members was agreed by the meeting.

6. Election of Sidespersons

6.1 Richard Toyn, as Team Leader, reported as per the attached sheet.

6.2 The following were accepted as sidespersons for the coming year:

Mr Ajao, Mr Allum, Mrs Barron, Mrs Cole, Mr Colin Bird, Mr Martin Bird, Mr Dilley, Mr & Mrs Dean, Dr & Mrs Earle, Mrs Gaudencio, Mrs Hassell, Mr Huxford, Mr & Mrs Graves, Mr James, Mr & Mrs Leech, Mr Mansfield, Mr Murkin, Miss Nailer, Mr Neale, Mr Newbold, Mr Poole, Mr & Mrs Toyn, Mr James Toyn, Mr Westwood.

- 6.3 All proposed by Richard Toyn and seconded by Colin Bird. Approved by the meeting. More Vergers are needed. If anyone is interested, please speak to the Vicar, Derek Westwood or one of the Churchwardens.

7. Financial Report for 2011

- 7.1 Colin Bird, the Treasurer, led the meeting through the accounts for 2011. As All Saints Church is now a charity, two sets of accounts have been produced; one in the original format and the other in a new format called The Trustees Report. The meeting agreed that only the Trustees Report would be produced in future.

The Trustees Report was written by Edwin Godfrey and Colin thanked him for his efforts. Revd Jo Loveridge encouraged everyone to read this report as it gives a very good summary of the aims and objectives of the church. The report also satisfies the Charity Commission's requirement that the church is providing public benefit. Colin explained that charities do not exist to hold money, but to give it away; therefore, we have a reserves policy. We also have to satisfy the Independent Examiner.

Colin explained that there are four types of income under charity law:

- income resources from charitable activities which is basically the giving;
- voluntary income eg concerts;
- unrestricted funds which the PCC can spend as required; and
- restricted funds eg music, fabric, organ etc. These funds are in trust for the purposes they were given.

7.2 Income

- 7.2.1 The total income for 2011 was £99,307.64

- 7.2.2 Last autumn we were in danger of running a deficit in excess of £6,000. A stewardship appeal was held and we received around £4,000 extra in the last quarter. This was also helped in particular by massively increasing the scale of the Christmas bazaar which pulled in an extra £2,000. This brought the deficit down to only £1,500.

- 7.2.3 In terms of total funds, we have £37,000 in unrestricted reserves and £44,000 in restricted funds, making a total of £81,000 available to the PCC. Colin said he is very pleased with this outcome.

- 7.2.4 St John's Hall produced £6,000 for the church in 2011, which is a good result, and has produced £3,000 so far in 2012.

- 7.2.5 Soundbites raised £6,600 net.

- 7.2.6 Fundraising events raised £7,500.

- 7.2.7 Charitable activities raised £60,000.

- 7.2.8 Planned giving raised £40,000 and Colin thanked Judy and Malcolm Oughton for their hard work on this enormous task. Getting the tax back on this income is very helpful.

- 7.2.9 Donations raised £11,000.

- 7.2.10 Baptisms, Weddings and Funerals – We have had a very good year for weddings, with three in December.

7.3 Expenditure

- 7.3.1 Choir scholarships / grants were £2,572.50.

- 7.3.2 Teaching awards were £2,862.00.

- 7.3.3 £200 was given to Christmas Alone.

- 7.3.4 Certain charities benefited from money given at funerals. In total, charities benefited by £4,597.

- 7.3.5 The biggest item of expenditure was heating, which was £10,600 in 2011. This has gone up slightly due to the fact that the heating is on all the time. However, people are much happier with this arrangement. It was suggested that we look into installing fans to keep the heat from going up into the roof area.
- 7.3.6 Electricity and insurance have gone up slightly.
- 7.3.7 The diocesan contribution has increased from £55,767 to £58,487.
- 7.3.8 The accounts have been examined and signed off by Charles Murkin and will be published following this meeting.
- 7.4 Budget for 2012
- 7.4.1 Colin presented the budget for 2012. This was approved by the PCC following approval by the Finance Committee.
- 7.4.2 We are budgeting for a deficit, although we will be encouraging people to give more.
- 7.4.3 The Church groups are all solvent.
- 7.4.4 Margaret Philips had donated £1,000 and this was used to purchase new hymn books. These were dedicated to Margaret on Easter Day.
- 7.4.5 Connie Murkin had donated a large sum of money which will be used to purchase new noticeboards. These will then be dedicated to Connie. Colin thanked Charles for allowing this to happen.
- 7.4.6 From 1st January the Choir income and expenditure will become part of the PCC's main accounts.
- 7.4.7 Junior Church has £1,100 in the bank and is in good shape.
- 7.4.8 St John's Hall had a very good year, but Colin reiterated the need for a Hall Manager. Without this we will not be able to continue to take bookings and money will start to disappear. There is an honorarium attached to this post.
- 7.4.9 The Toddlers Group has ceased. They have a room full of good quality toys and around £400 in the bank. As the church funded the start of this group, we may be able to recoup some of the money.
- 7.4.10 The Flower Club has a surplus of £1,100 in the bank and is therefore very healthy.
- 7.4.11 The Art Group had a net deficit of £18 and reserves of £330.
- 7.4.12 The Mothers' Union has £741.
- 7.4.13 Jo thanked Colin for his clear way of expressing the accounts, and the many hours of work he has put into producing them.
- 7.4.14 Colin thanked Charles Murkin for all his hard work in auditing the accounts, particularly as he has been unwell.

8. Election of an Independent Examiner for the accounts

- 8.1 Charles Murkin agreed to continue as the Independent Examiner and this was agreed unanimously.

9. Reports

9.1 The following reports were circulated with the agenda and are attached to these minutes:

- Junior Church
- The Choir
- Mothers Union
- Flower Club
- Art Group
- St John's Hall

9.2 The following reports were given verbally:

9.3 Deanery Synod

Janet Bird said that the main item was voting on the Anglican Covenant. Hertford & Ware Deanery Synod voted against this, as did the General Synod and this has probably led to the resignation of Dr Rowan Williams as Archbishop of Canterbury.

The Deanery Synod recently came to All Saints to learn about Messy Church.

There was also an interesting talk from Pat Parker about working with the elderly. The Diocese is keen that, as a congregation, we do all we can to help the older members of society.

We still have a vacancy for a Deanery Synod Representative and anyone interested in this should speak to Janet or the Vicar. Janet said this is a very interesting and important role.

9.4 Churches Together

Janet Bird reported that this is a good, thriving organisation which works very well in Hertford. The community service following the riots last summer was very successful. A united afternoon service was held in January at St Joseph's, which was very well attended. The Good Friday Witness also went very well

Janet expressed her grateful thanks to everyone who helps with Christmas Alone. This fulfills a great need and is very well received.

The Christian Aid Walk will take place on 12th May and two more marshals are needed.

The Lent Groups were very well supported, using the Diocesan Lent Course.

The Street Pastors were started as an ecumenical project and they are doing an excellent job. However, more people are needed to train as street pastors. They also need money, and if anyone can help in this way, please see Colin Bird.

A Community Day was held in the Castle Grounds last summer. Although it was a wet day, it did bring people together.

Churches Together needs a new secretary and if anyone knows someone who could take this on, please speak to Janet.

Child Protection

There was no formal report. Revd Jo Loveridge said that one new person had been investigated and more had been renewed. Jo will contact Annie Gaudencio to see if she wishes to continue with this.

The Choir

In addition to the attached report, Martin Penny said that more choristers are needed, both adults and children. Martin also thanked the Choir for their hard work over the past year.

10. The Churchwardens' Report

- 10.1 Andrew Povey-Richards reported that the Quinquennial Report was received just before Easter and from a cursory glance there don't appear to be any big items that need to concern us in the next few years. The Fabric Committee will be meeting in the next few weeks to discuss this.
- 10.2 We are very grateful to Gerry Booker's daughter and to Richard and Dorothy Toyn for the donation of pianos. These have been placed in the Memorial Chapel and Hall respectively. Once they have become acclimatised to their new temperatures, Martin Penny will arrange for them to be tuned.
- 10.3 The Spring Therapy Day took place yesterday and as a result the Annex, the North Porch and the Boiler Room have been thoroughly cleared out.
- 10.4 Andrew expressed his thanks to Derek Westwood and to every member of the work parties during the year. This probably saves the church thousands of pounds per year and we are most grateful to them.
- 10.5 Janet Bird expressed her thanks to Andrew for his support over the past year, particularly when she was experiencing personal difficulties.

11. The Vicar's Report

Jo thanked the whole family of All Saints, including Janet and Colin Bird for the huge amount of work they do and for their love and wisdom. Geoff and Kath Oates for their special work with families and children. Andrew and Kay Povey-Richards for their care and concern and their commitment to welcome. Gerry and Renee Booker for their support of all things All Saints. Martin Penny (and Mary) for commitment to the development of our music and our growth as a church as parish administrator. Chris Benham for organising Soundbites. Viviane Robinson and Tony James for ensuring that St John's Hall is well managed. Don and Rosemary Graves for the extraordinary amount of work they both do. Dorothy and Richard Toyn for continuing to work in the background. Derek Westwood and his team for keeping the buildings wonderfully maintained and our running costs down. Janet Oldham for all her encouraging work, back and front of house.

The Choir and Ben for their contribution to the beauty of praise and worship.
 Gillian Harman for her years as Flower Club Secretary and the Flower Club for the lift, fragrance and serenity that the flowers give us all: and to Gillian also in her role as Electoral Roll Officer.
 Those who work with our young and very young people on Sundays and midweek in Prayers and Bears, Messy Church, Junior Church and Youth Discussion group.
 The great Family service activities that Rosie Dean puts together.
 Enid Marsh for the beautiful Altar linen so pristinely laundered.
 Brian Dilley for working quietly “back of house”.
 Fiona and John Earle their tireless gifts of welcome and charity work.
 Judy and Malcolm Oughton for their dedication to our stewardship.
 Wendell and Sue Newbold for their work behind the scenes.
 For all members of the PCC and committee members and all the work they do for the life of All Saints.
 The cleaning groups for ensuring that all is lovely in the church and its environment.
 Our Bible readers and Intercessors who deepen our worship.
 The Vergers, sidespeople and welcomers who make sure that everyone is noticed and welcomed warmly.
 Thanks were given to all present, and all who share with us, for visiting and pastoral care for members of All Saints and beyond, for love, generous support and prayers.
 Jo noted that this year we really miss (among others) Denise Dilley, Margaret Phillips, Connie Murkin, Glenis Hurley, Peggy Worrin, Rene Robinson, Mary Geering, John Stephens, John Harvey and Neville Collins.

12 The Mission Action Plan

At the APCM the Vicar shared our Mission Action Plan which the Diocese has asked all parishes to put together. The MAP was accepted by all present.

A. Our situation

We have the privilege of serving the wider community, working very closely with the County, East Hertfordshire and Town Councils, and we serve as the Civic church. We have many contacts with schools, with the Fire & Rescue Headquarters, not only holding many services –including carol services - but also with many mid-week visits and governor links.

We have a larger number than average of people in our congregation who are of working age and these are often highly pressurised posts and we need to ensure that the services we hold make vital connections with daily life and work and build us up for the week ahead.

B. Current response.

All Saints Church offers a great diversity in our worship, from Prayers and Bears and Messy Church to Community Services and Choral Compline as well as our more regular services. It is parish policy to ensure an appropriate welcome for all who wish to attend our church, and to facilitate this we are continuing to progress (albeit slowly, with consultation with the Diocese and English Heritage) the removal of one back pew and some side pews, following our parish consultation. This will allow us more space to welcome and enable us to help people to feel drawn to our family.

We are working hard to ensure that we serve all people and that is the spur to pastoral care and we have set up a small pastoral group to do this; there is a challenge to all

church members to become involved, undergirded by good systems of communication.

The establishment of the Hertford Team Ministry in November 2007 has led to increased co-operation and mutual support between the clergy within the team and enriched the Anglican churches involved. The churches can now share common concerns and liaise to maintain effective involvement in the life of the whole town community.

The church serves a wide cross-section of people in the Parish through our all-life ministry and care in our baptisms, weddings and funerals. Record numbers of people requested pastoral services last year, suggesting that people really know and trust us to meet their needs. We seek to serve people of all traditions and none, and we have done this through serving the community, in worship, music, teaching and social events – such as the Masai Warriors amazing evening of performance and education, and fund raising, our Quiz evenings and Sixties Night. The engagement with community, individuals and families is borne entirely out of care for those around us, yet they are the vehicles for our living and proclaiming the Gospel. The regular worship and witness of God's people through prayer and praise maintains the bonds of love and care which inspire our ministry.

C. Priorities

All Saints has outreach at its heart, seeking to live and share the Gospel through its involvement in the community, in pastoral care and welcome ministry. Priorities in 2012-13 are to:

- 1 Further develop our pastoral care with wider involvement from suitable lay people who feel called to minister to others.
- 2 Improve our accessibility, especially for families with young children.
- 3 Improve the consistency and effectiveness of our welcome within the church and associated activities, underlining our conviction that everyone matters.

Our Goals for the next year stem from these priorities:

- 1 Establish a clear pattern of 'inreach' groups/Pastoral Visiting Team to provide nurture and support within the growing congregation.
- 2 Develop the hospitality space at the back of Church by removing some pews.
- 3 Provide new and clear external signage – at both ends of the churchyard
- 4 Widen the range of liturgical music available and make full use of the recently-donated Common Praise hymn books, blending traditional and contemporary music in our worship.

In the longer term

we would like to develop firm, thought-through and costed proposals for more flexible and suitable lighting in the church, and improvement of our kitchen facilities to enhance the ministry of welcome and care.

13. Any Other Business

- 13.1 Rosemary Bolton expressed deep concerns about the fact that a wedding had taken place on Good Friday. Revd Jo Loveridge explained that this couple had asked to be married on Good Friday for very personal reasons and she felt it was part of her duty of care to be flexible and do this for them, giving the example of Jesus healing people on the Sabbath day. Kay Povey-Richards read a letter of thanks that Jo had received from the groom's parents.
- 13.2 Janet Bird reported that we have received a quote for the new noticeboards, but will obtain another one as well. Janet has contacted Hertford Signs and we will look at their ideas. Janet has also spoken to the Planners and the DAC.
- 13.3 Fiona Earle asked if communication could be improved within the church and this will be discussed at the next PCC meeting. Jo said this is particularly important with pastoral care and inreach.

The meeting closed at 1.45 pm.