

Parish of St Mary the Virgin, Twickenham

MINUTES OF THE ANNUAL MEETING OF PARISHIONERS Held on Sunday 16 April 2023 at 11am at St Mary's Church

The Rev'd Jeff Hopkin Williams opened the meeting to elect two church wardens. On behalf of the congregation, Fr Jeff thanked Barbara Williams and Margaret Mence for their work over the past year.

Two nominations for warden had been received:

- Barbara Williams has been proposed by Sandy Dempsey and seconded by Mandy Hunter
- Margaret Mence has been proposed by Chris Williams and seconded by Jenny Kelly

Those present at the meeting unanimously elected Barbara and Margaret to serve as church wardens for the coming year.

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING Held immediately afterwards

1. **Apologies for absence:** Judy Britton, Chris Britton, Stephen Tetley, Liz Webborn, Rosemary Fulljames
2. **Minutes of the Annual Parochial Church Meeting held in April 2022:** These were approved by all present and signed as an accurate record
3. **Appointment of tellers (if appropriate):** No appointment was required
4. **Election of lay representatives to the Parochial Church Council (6) and the Deanery Synod (4) to serve for 3 years:** Five nominations had been received for lay representatives to the PCC - Clarinda Chan, Rosemary Fulljames, Sophy Fisher, Jane Norris, Helena Tarrant; one nomination had been received for the Deanery Synod - Judy Britton. All nominations were properly nominated and seconded. They were elected unanimously *en bloc*.
5. **Report on the Electoral Roll:** Toby Kiddle reported that the standard electoral roll revision was completed and has increased to **282** from 277 in the previous year. Thanks were offered to Toby for his work.
6. **Report on the fabric, goods and ornaments of the church**
 - **Fabric:** The report on the fabric is contained in the Parish Reports
 - **Goods and ornaments:** the wardens checked the inventory and reported that a few items have been moved, and a new item, the streaming camera, has been added to the inventory. Items which have been missing have not been located. At the time of the inventory check the handbells were not present as they were on loan. Diana Wells has been checking the archive and working on a catalogue.
 - A query was raised regarding explanatory notes in relation to monuments with links to slavery; PCC to follow up.
7. **Safeguarding Report:** Sophy Fisher reported that there have been no serious safeguarding incidents. The Parish has a red warning on its safeguarding dashboard in

relation to training. All on the PCC are required to complete the foundation level training and reminded all those who require training should do so as soon as possible.

Sophy thanked Francis Drasar and Liz Webborn, who are stepping down as adult at risk champions, for their contribution. Thanks were also offered to Julie Hall and Judy Britton for their roles as children's champions.

Fr Jeff offered thanks to Sophy for her work in this hugely important area.

- 8. Report on the work of the Parochial Church Council and presentation of Parish Reports:** Since the last APCM in April 2022, the PCC has met five times. As well as discussing regular business items including policies, finance, and the use and maintenance of our buildings, the PCC welcomed updates and reports from Vision Groups, and extends its thanks to all those who contribute to the many aspects of St Mary's Church's vibrant life and work. At the January meeting, the PCC had an in-depth small-group discussion on St Mary's Mission, specifically how we can encourage deeper relationships between each other and with God. The discussions identified several areas which we will aim to take forward in the coming year. To support our Mission and especially children's ministry, the PCC, in partnership with the School Trustees, has agreed to a 3-year budget for an Assistant Priest/School Chaplain.

Sophy Fisher as safeguarding officer kept the PCC informed of steps we can take as a church to ensure the protection of our children and adults at risk and to ensure that we comply with all canonical requirements in relation to safeguarding.

In November 2022, the Parish welcomed the Area Dean, Rev'd Tim Garrett, who represented the Archdeacon at the Triennial Archdeacon's Parochial Visitation. The purpose of the visitation was to check that the parish is complying with the requirements of various Church of England and Diocesan Measures. The Area Dean met with Fr Jeff and the Churchwardens and the visit included the inspection of all parochial registers, records, inventory, log books, PCC Minutes, contracts and policies; review of progress on quinquennial works; inspection of the buildings, curtilage, security and storage of valuables; and a discussion of the PCC's Mission Action Plan. We are pleased that the Parish received a glowing report from Rev'd Garrett: "It was encouraging to see St Mary's still moving forward despite all the negative effects of the pandemic. I feel confident that under Jeff's leadership, ably supported by two excellent wardens and a great administration and PCC team, that the church will see growth and development..." Sincere thanks to all those who helped with the preparation of the visitation.

The PCC would also like to thank Cath Nortje and Katie Kean for their efficient running of the Parish Office and being great ambassadors for St Mary's.

Details of the work of each of the Vision Groups as well as other areas of St Mary's life is contained in the Parish Reports, which is commended to the meeting.

- 9. Report on the Deanery Synod:** The Hampton Deanery Synod met three times during the year; the first meeting discussed ways to encourage the numbers of youth in the church; the second was on safeguarding, and the third on the importance to encourage people to find their vocation within the church. Details of the meetings can be found in Liz Webborn's report within the Parish Reports. JHW offered thanks to Liz in connecting the Parish with the greater church community.
- 10. Presentation of the Annual Accounts for 2022:** Francis Drasar, as treasurer, presented the annual accounts and treasurer's report. A surplus of £72,000 included one-off

donations and legacy; Francis reminded the meeting the importance of keeping up regular donations. Total available funds are £298,000, of which £259,000 is unrestricted. Trustees' policy is to maintain a level of reserves equivalent to around £80,000; the excess reserves have been saved to pay for the Assistant Priest role for three years. Fr. Jeff thanked Francis and the Finance Group for their work.

11. **Appointment of Independent Examiner:** Francis Drasar proposed that Kerry Gallagher of RSM UK Tax and Accounting continue to be appointed as our independent examiner. This was seconded by Geoff Noble and agreed by all present.
12. **Results of elections** (if appropriate): Not required.
13. **Proposal of Thanks:** The Churchwardens thanked Tony Dempsey for his role as Finance Committee Chair over the years, Clarinda Chan in her role as Secretary, Mandy Hunter for her work as Verger and to Fr Jeff. Fr Jeff echoed his thanks and encouraged more volunteers to come forward.
14. **Closing prayer:** The meeting closed with a prayer by Fr. Jeff.