



The PARISH CHURCH of ST NICHOLAS,
RECTORY LANE, STEVENAGE



In the United Benefice of St Nicholas with Graveley
Meeting of the Parishioners and Annual Parochial Church Meeting
Sunday 22 April 2018 at 11.00 am

1. Opening Prayers

2. Meeting of the Parishioners

(All those whose names are on the Electoral Roll and all those who reside in the Parish, whether on the Electoral Roll or not, are eligible to vote in this election)

2.1 Election of Churchwardens

3. Annual Parochial Church Meeting

3.1 Apologies for Absence

3.2 Minutes of the 2017 APCM

3.3 Matters Arising

3.4 Electoral Roll Officer's Report

3.5 Elections: (only those on the Electoral Roll are entitled to vote)

- ❖ Electoral Roll Officer
- ❖ Parochial Church Council Members
- ❖ Deanery Synod Representative (by election)
- ❖ Independent Examiner

3.6 Reports:

- ❖ Churchwardens' Reports, including the Fabric Report, Terrier and Inventory Report, and the Church Log Book
- ❖ Treasurer's Report and Presentation of Accounts
- ❖ Deanery Synod Report
- ❖ Safeguarding Report
- ❖ Rector's Report

3.7 Re-Ordering of the Church – Report of PCC

3.8 Any Other Business and Questions

4. Closing Prayers



The PARISH CHURCH of ST NICHOLAS,
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In the United Benefice of St Nicholas with Graveley

Minutes of the Meeting of the Parishioners and Annual Parochial Church Meeting

Sunday 23 April 2017 at 11.00 am

1. **Opening Prayers** – Revd Dave Brown opened the meetings with prayer.
2. **Meeting of the Parishioners**
 - 2.1 Dave opened the meeting by thanking the Churchwardens for their dedication over the past year.

Election of Churchwardens - There were two nominations for Churchwarden: Steve Bamford, nominated by Graham Squires and seconded by Ann Brown, and Nigel Brown, nominated by Christine Chambers and seconded by Mark Parker. All agreed, and Dave declared that Steve and Nigel be duly elected as Churchwardens.

3. **Annual Parochial Church Meeting**

- 3.1 Apologies for Absence – Martin and Sue Bailey, Craig Hare, Lynda and Bernie Matthews, Sam Freyhan, Paul Schimmel, Ann Brown, Stephen and Anna Lovelock, Karen and Philip Walker. There were 40 members present.
- 3.2 Minutes of the 2016 APCM - The minutes of the last APCM in April 2016 had been circulated before the meeting and were agreed as a true and correct record. Dave declared them accepted and signed the file copy.
- 3.3 Matters Arising - there were no matters arising from the previous minutes.
- 3.4 Electoral Roll Officer's Report – Steve Bamford, on behalf of Karen Walker, reported that the Electoral Roll now contains 127 names in total, (54 being residents in the parish, and 73 non-residents.) Dave thanked Karen for her work on the Electoral Roll this year.

Post meeting note: The report that the electoral roll contains a total of 127 names was in error at the time of compilation (the day that it was displayed on the notice board). After correction the Electoral Roll contains 117 names in total, (51 being residents in the parish, and 66 non-residents.)

- 3.5 Elections:

- ❖ Electoral Roll Officer – Judy Brown proposed, seconded by Cathy Bibby, and all agree that Karen Walker be elected as the Electoral Roll Officer for another year.
- ❖ Safeguarding Officer – Jane Luff is standing down as Safeguarding Officer this year, and Dave thanked her for her work over the last ten years. Dan Freyhan proposed, seconded by Sandy Taylor, and all agreed to elect Sarah Metcalfe to act as the new Safeguarding Officer, for a three year term.

- ❖ Parochial Church Council Members – Five nominations for the six vacancies – Arrie Branders, proposed by Nigel Brown, seconded by Don Cooper, Martin Bailey, proposed by Philip Walker, seconded by Sheilas Selves, Graham Squires, proposed by Bernie Matthews, seconded by Anthony Taylor, Christine Chambers, proposed by Nigel Brown, seconded by Jeannette Parker, and John Knight, proposed by Karen Walker, seconded by Jason Cox for election to the PCC for three years 2017 – 2020. All agreed. (Further members may be co-opted to the PCC if required.)
- ❖ Deanery Synod Representatives – Stephen Lovelock, proposed by Nigel Brown, seconded by Ann Brown; Helen Leisk, proposed by Eileen Winters, seconded by Coral Lawrence; and Roisin Schimmel, proposed by Alison Hare, seconded by Dan Freyhan, were elected unanimously to the PCC and to act as Deanery Synod Reps from 2017 to 2020.
- ❖ Independent Examiner – The PCC has elected to subject the financial statements to independent examination and therefore, having made appropriate enquiries, propose to renew the appointment of Barker Wilkinson as independent examiner until the next APCM. Don Cooper proposed, seconded by Arrie Branders, and all agreed.

3.6 Reports:

- ❖ Churchwardens – Steve gave his fabric report to the meeting. The Terrier and Inventory, and the Church Log Book have been updated and signed off by the Rector, Churchwardens and 2 PCC members. Steve thanked Dave and Judy for all the hard work and support they give us all and for their continuing ministry. Steve noted that the steps in front of the lych-gates are damaged and in need of repair. As they are the responsibility of Herts County Council, he urged church members to report the fault on the relevant website to encourage the council to repair the steps before an accident occurs.
Q: Burymead. Nigel explained the history and background of the Burymead lease and the trustees continued responsibility for it.
Q: Cess Pit – it was suggested that the Churchwardens contact the relevant Water Company to discuss connection of the church drains to the main sewer, rather than the continued use of the cess pit which occasionally overflows. Steve said that the new architect would be asked to consider this.
Dave thanked Steve and Nigel for all their work.
- ❖ Treasurer's Report and Presentation of Accounts – As Don Cooper was Treasurer for all of 2016, he gave the report and a presentation covering the last financial year and position to date in 2017. Don wished to thank all those who help with the background tasks involved with the finance of the church. Don asked if we could all prayerfully consider how, as individuals, we could respond to God's generosity to us, by increasing our personal giving. Dave thanked Don for all his work on the accounts this year.
- ❖ Deanery Synod Report – this had been circulated with the Reports Pack prior to the meeting. An open meeting had been arranged on Thurs 8 June 2017, which will include two speakers debating the issue of human sexuality, and Dave encouraged the parishioners to attend the debate.
- ❖ Safeguarding Report - this had been circulated with the Reports Pack prior to the meeting. Jane stressed that it is everyone's responsibility to keep children and vulnerable adults safe whilst they are in our care at church.

❖ Rector's Report –

Dave gave his report to the meeting, thanking the huge team who help with the day-to-day running of the church, and especially to Judy for all her support. He particularly asks for our prayers whilst he and Judy are on Sabbatical in the summer, and for Dan and Sam as they seek God's guidance for where He is leading them to serve next.

3.7 Any Other Business and Questions

There was no other business and there were no questions.

4. **Closing Prayers** – Dave closed the meeting at 11:55 am with the Grace.

The Reports Pack 2017, Rector's Report 2017 and the Trustees' Report and Accounts 2016 can be found on the website at: <https://saintnicholaschurch.org.uk/pcc/>



The PARISH CHURCH of ST NICHOLAS,
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Annual Parochial Church Meeting - Elections
Sunday 22 April 2018 at 11.00 am

- Electoral Roll Officer:** Karen Isted-Walker has served in this capacity for 2017 – 2018.
- Deanery Synod:** In 2017, 3 lay representatives to Deanery Synod were elected to serve a term of 3 years, 2017 to 2020. Therefore, there is no requirement for an election of three candidates this year. However, Helen Leisk has resigned. Therefore, one representative will need to be elected this year for the remainder of the three year term.
- PCC members:** Members are elected for a term of 3 years and may serve for 2 consecutive terms. People may be re-elected after taking a year-off.
- For the last year our elected representatives have been:
- | | | | |
|---------------------------|--------------------|-------------|------------------------|
| | Sarah Metcalfe | 2016 - 2019 | (2 nd term) |
| | Philip Walker | 2016 – 2019 | (2 nd term) |
| | Peter Gordon | 2016 – 2019 | (1 st term) |
| | Alison Hare | 2017 – 2020 | (1 st term) |
| | John Knight | 2017 – 2020 | (2 nd term) |
| (Treasurer from Jan 2017) | Arrie Branders | 2017 – 2020 | (1 st term) |
| | Graham Squires | 2017 – 2020 | (1 st term) |
| | Christine Chambers | 2017 – 2020 | (1 st term) |
| | Martin Bailey | 2017 – 2020 | (1 st term) |
- Deanery Reps:**
- | | | | |
|--|------------------|-------------|------------------------|
| | Helen Leisk | 2017 – 2020 | (1 st term) |
| | Roisin Schimmel | 2017 – 2020 | (1 st term) |
| | Stephen Lovelock | 2017 - 2020 | (1 st term) |
- In accordance with the policy approved at the 2017 APCM the PCC may include up to 9 elected representatives of the laity.
- Independent Examiner:** Cook & Partners have served again as the independent examiner for the 2017 accounts. The PCC has elected to subject the financial statements to independent examination and, therefore, having made appropriate enquiries, propose to renew the appointment of Cook & Partners Ltd as independent examiner until the next APCM.
- Welcome Team:** The following people have served on the welcome team for part or all of the last year:
- Sidespeople: Robin Bailey, Cathy Bibby, Alison Hare, Craig Hare, John Knight, Coral Lawrence, Jane Luff, Bernie Matthews, Jeannette Parker, Mark Parker, Philip Walker and Mike Wilton.
- Deputy Wardens: Craig Hare, Helen Leisk, Jane Luff and Amanda Steele.

Safeguarding Officer:

We now have a safeguarding team at St Nicholas helping us to comply with all legislation and, most importantly, to ensure we are doing all we can to keep our children and any vulnerable people amongst us safe.

Whilst the Rector has the overall responsibility:

- **Martin Bailey** is our safeguarding lead. With the PCC he sets our policies and makes sure we keep to what we say we will do. He also makes sure the PCC gets regular reports.
- **John Knight** is safeguarding deputy and in charge of training.
- **Sarah Metcalfe** is in charge of DBS checks and recruitment.



The PARISH CHURCH of ST NICHOLAS,



RECTORY LANE, STEVENAGE

March 2018

ANNUAL FABRIC REPORT

This report covers the period April 2017 to March 2018.

General maintenance

The PCC maintains a plan for the regular maintenance of the church with scheduled inspections for critical items such as the lightning conductor, electrics, cess pit, boiler servicing, safety, fire extinguishers, CCTV, security lights etc. The schedule is detailed on the church calendar which is kept on Google drive, and monitored and implemented by the maintenance team.

Maintenance work on the church normally takes place on Thursday morning. Every week at least one of the maintenance team attend the premises and undertake a list of scheduled activities including light bulb replacement, rubbish clearing, security check, safety check, ground level drain checks, and general inspection.

From April 2017 the churchyard maintenance has been handed over to the SBC. They were served notice under section 215 of the Local Government Act 1972 (requiring an authority to accept responsibility for the maintenance and upkeep of a churchyard). In particular the wardens negotiated that the SBC would continue to manicure mow the grass at the front of the Church between the porch and the Lychgate to maintain a pleasing aspect for congregants, visitors, weddings etc. They will continue with churchyard wide trims to maintain the general appearance of the churchyard, encouraging the optimal growth and flowering of wild flora, and keeping our frequent graveside visitors happy. The SBC work force is well experienced in efficient maintenance for an area such as the churchyard.

The buildings maintenance team (Bernie Matthews, Paul Drakes and Stuart Marshall) still contribute to some churchyard activities. Bernie Matthews arranges working parties when necessary where members of the congregation may do supplemental tidy up work in the churchyard (grass and hedge cutting, raking). This can still be the case in addition to any SBC activity.

An essential contribution to maintaining the fabric of the building is made by the cleaning team, and the PCC would like to thank them for all their hard work.

During this period we have been experimenting with more powerful bulbs in some of the sanctuary chandeliers. In the near future the PCC is expecting the whole lighting system to be reworked and brought up to standard as part of the internal re-ordering program.

The Wardens' annual inspection of the building and roof has been made. The building requires continuous maintenance, with many elements having been around for many years and even centuries. Every 5 years the quinquennial inspection identifies areas that need attention with 5 levels of urgency. In addition the church notes any visible degradations and reacts as required. In 2016 the architect produced a near term plan for structural maintenance which has been agreed by the PCC and a formal quote is still awaited that can be presented to the DAC in order to progress this

work. Unfortunately this work has been delayed and will be progressed after the 2018 quinquennial inspection which is due this year. This work will close all category 3 items from the 2013 quinquennial inspection and any major category issues raised in the new pending report.

Fabric (Church building)

Roof

In the previous period there was evidence of a few minor leaks occurring in bad weather through the north clerestory parapet wall which has left some water stains on the plaster and degraded the plaster of some of the clerestory window arches. The internal face was inspected and loose plaster and stone removed in this period. This plaster damage has been caused by moisture soaking through the clerestory wall. An external inspection has identified that on the outside south face the sealant potting of the lead upstand into the wall has degraded and needs replacing. Further there is no tile crease to provide a second barrier to rain running down into the join. It is proposed to renew the degraded sealant and install a tile crease. This would reflect the classic configuration on the South clerestory wall which has successfully dealt with leaks on that side that occurred in the past. A faculty for the works was received dated 17/10/17. Work commenced in Nov 2017 and is ongoing. It has been delayed by a combination of availability of builders, Christmas and mini-mission activities in the church, and the recent bad weather.

The remainder of the roof is in good condition with no visible degradation of either lead or stainless steel sheeting. This is also the case with the lead cladding of the spire.

The roof gutters have been inspected and cleaned.

The roof beams visible from inside the church also show no visible degradation or other signs of decay since the last year's inspection. Apart from the clerestory plaster decay no other significant material has dropped from the ceiling.

A full quinquennial inspection by the architect is due on 2018, where a full professional inspection will be made.

Lightning conductor

In 2013 the grounding spikes were re-staked. This period the initial grounding measurements were again out of specification and in July the grounding spikes had to be driven deeper into the ground. Resistances are now within specification.

Structural

A considerable number of non-critical items needing repair were listed in the 2013 quinquennial inspection report. None of these repairs have been implemented this year. It is planned to hand over this work to the new architect.

The cost of the repairs will be met by the Hawkes Trust.

Electrics

In July a new electric meter was installed.

In August the mains input fuse was replaced

Heating

The new boiler failed to ignite properly as winter started. After the planned service the problem resolved itself and the heating has worked reliably over the whole winter period which included greater than usual use of the church for special events and some snowy weather.

Kitchen and accessible toilet

The new kitchen and accessible toilet completed in 2014 continue to fulfil all expectations and see more use year on year.

Internal Re-ordering

The church is now actively progressing an internal re-ordering project, amongst other things proposing repositioning of rood screens, opening out the East end of the church and repairing/replacing the flooring (Stone and parquet).

Anthony Taylor is managing this project.

The feasibility study has been conducted and a report generated and reviewed by the PCC and the steering committee. A preferred option has been selected and is now being driven forward to be presented to the DAC with supporting evidence. In parallel the PCC will be seeking funding from both Hawkes and the congregation.

Churchyard

Maintenance

Responsibility for the churchyard has been formally passed over to the SBC, who took over on April 1st 2017. With their resources and knowledge the SBC will be able to more efficiently implement all the maintenance obligations. This will include some items that the church has had difficulty in managing within the SBC grant e.g. trees, paths, fences, walls and hedges.

Partly in good faith and partly from the obligation to hand over the churchyard in a reasonable condition the church committed to repair the front Lychgate wall and the wall surrounding the cottages. The former was completed in the previous period and the cottage wall repair carried out in this period.

Cess pit

The Cess pit is filling up at a much greater rate than in previous years due to increased use of the building and kitchen.

The Cesspit servicing company has carried out an internal inspection and confirmed that there are no faults in the tank. A more regular inspection has been instigated by the maintenance team and the baseline is to empty the cesspit at least 3 times a year.

Graves

The records of the memorials and grave lists has been rediscovered. It is hoped to further organise this to map grave numbers and names to position in the grave yard.

Burymead

The Burymead lease remains in force.

Miscellaneous

Security

The security system has recently been upgraded with the installation of a new desktop PC.

The PCC thank Paul Drakes who not only ensures the system is functioning properly but also reviews any overnight alarms (sometimes in real time) and keeps a check on any unusual activities detected.

Lychgate steps

After quite a protracted discussion with the Hertfordshire County Council and Stevenage Borough Council about responsibilities The HCC repaired the Lychgate steps.

Property Register

The church property register (previously known as the Terrier and Inventory) has been updated and presented at the PCC meeting (20/03/18) prior to the APCM, and signed off by the wardens, Priest in charge and PCC representatives. A hard copy along with supporting documentation is kept in the

church vestry. An electronic copy of the register along with supporting descriptions is also stored on Google drive.

The additions and removals to the Inventory have been recorded in the DAC approved format and embedded in the inventory spreadsheet.

Log Book

The church log book has been updated and presented at the PCC meeting (20/03/18) prior to the APCM, and signed off by the wardens, priest in charge and PCC representatives. The completed signed paper copy will be stored in the church vestry and a digital copy archived after the APCM on Google drive.

S. Bamford

N. Brown

Churchwardens

20/03/2018



The PARISH CHURCH of ST NICHOLAS,
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Safeguarding Report APCM 2018

The team: Martin Bailey joined the safeguarding team, which is made up of three people:

- Lead: Martin Bailey
- Deputy and training: John Knight
- DBS and recruitment: Sarah Metcalf

The past year has focussed on embedding the policy developed in 2016/7 through the hard work and specialism of Jane, Dan and others.

Principles: In October the PCC approved an additional set of safeguarding principles which help explain the critical difference between safeguarding in places like schools, health services etc and the Church. This in turn explains why we must all embrace the training and other processes which we are asked to do – even if they feel like duplication. Fundamentally, the church is different from all others because, in addition to our legal responsibilities:

- we are all sinners, we all turn our back on God, we need His forgiveness, so we welcome those who repent from serious wrong-doing – whilst ensuring church is a safe place!
- through the death Jesus we are forgiven; and we too must forgive those who sin against us.

A compliance document has been developed to continually assess how we are meeting our responsibilities for safeguarding:

- **Management:** All PCC meetings have updates from the team regarding numbers of who requires which type of training and clearance.
- **Policy:** The policy is shared with all new volunteers; it will be reviewed in 2018 and updated accordingly.
- **Safe recruitment:** A single google drive document has been created with access only for the safeguarding team and Rector. It details all roles, names and requirements for training, DBS etc. This enables accurate up to date records to be kept, meaning that people can be easily contacted and advised as to what they need to do.
- **Training:** Diocesan requirements have been changed regarding who needs what training and how this must be carried out. Because of this, some people previously attended training that they did not require and others were asked to do on-line training that they may not have needed. However, the diocese is now clear and we are able to guide people to the right training required for their voluntary role. Importantly, our policy is clear; if someone does not complete with ALL safeguarding requirements, then they cannot take up a role and existing volunteers must step down if they choose not to follow as required.
- **Practice:** The safeguarding team would like to thank all of those people who have undertaken training, completed formats and actively asked for advice regarding safe practice as we make St Nicks a safe place to worship, where we 'keep our eyes wide open', are able to 'think the unthinkable' and recognise that 'it could happen here'.



The PARISH CHURCH of ST NICHOLAS,
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Deanery Synod Report

There have been three Deanery Synod meetings over the last year.

There has been discussion about various topics, also review and discussion about what it means to be a Deanery, and a deeper consideration of what we can do together.

The main points discussed were:-

Same Sex relationships, with a motion put forward wishing to avoid unnecessary difficulty between clergy in our own deanery and elsewhere in the diocese, striving not to pre-empt any conclusions to be presented in the teaching document commissioned by the archbishops, but to enable a moratorium on public services within the deanery marking or celebrating same-sex civil partnerships or marriages. This discussion continues.

Increase our commitment to CTIS (Churches Together in Stevenage) in its missional outreach across the town:

Seen primarily in the work of:

- Bridge Builders programme for schools, especially the Christmas and Easter journeys
- Remembrance Sunday service in the Old Town and the Good Friday Walk of Witness with service in the centre of the New Town.

Deanery Spirituality Network:

To collaborate together within a variety of ways, with various talks workshops and acts of worship to broaden and enhance people's understanding and experience of Christian spirituality which would enable people to go deeper into their faith journey and communicate the gospel more efficiently to those in and outside of the church.

Develop the 'Love Stevenage' programme so it is ecumenical but Anglican-led across the town:

Love Stevenage was inaugurated out of ++Justin Welby's visit to Stevenage in June 2015. We started with a church fun day and basic social action with three churches. In 2016, we had 9 churches participating witnessing to about a 1,000 people with a mixture of social action, fun days and community centric gatherings, tea for elderly etc. In 2017, this became 14 churches, out of 32 churches in Stevenage. The vision for Love Stevenage is to demonstrate the love of Jesus to this town in practical, tangible and real ways, in means that people will benefit from. We want people to encounter Christ, and often this starts with engaging people at their needs.

Roisin Schimmel

April 2018