



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 28 April 2019 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 2018 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
- ❖ CTiS Report
- ❖ Rector's Report

3.7 Any Other Business and Questions

4. Closing Prayers



The PARISH CHURCH of ST NICHOLAS,
RECTORY LANE, STEVENAGE



In the United Benefice of St Nicholas with Graveley

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

Sunday 22nd April 2018 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 Alison Hare and seconded by Judy Brown, and Nigel Brown, nominated by Judy Brown and seconded by Alison Hare. All agreed, and Dave declared that Steve and Nigel be duly elected as Churchwardens.

3. Annual Parochial Church Meeting

- 3.1 Apologies for Absence – Sandy and Anthony Taylor, Craig Hare, Cathy Bibby, Ann Brown, Mike and Evelyn Wilton. There were 44 members present.

- 3.2 Minutes of the 2017 APCM - The minutes of the last APCM in April 2017 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 – Karen Walker reported that the Electoral Roll now contains 131 names in total, (57 being residents in the parish, and 74 non-residents.) Dave thanked Karen for her work on the Electoral Roll this year.

3.5 Elections:

- ❖ Electoral Roll Officer – Amanda Steele proposed, seconded by Stuart Marshall, and all agreed that Karen Walker be elected as the Electoral Roll Officer for another year.
- ❖ Parochial Church Council Members – There was one nomination for one vacancy – Eunice Oballa, proposed by Stephen Lovelock, seconded by Sue Bailey, for election to the PCC for three years 2018 – 2021. All agreed. (Further members may be co-opted to the PCC if required.)
- ❖ Deanery Synod Representatives – Helen Leisk stood down from the post in March 2018, therefore Mike Wilton, proposed by Bernie Matthews, seconded by Alison Hare, was elected unanimously to the PCC and to act as Deanery Synod Rep from 2018 to 2020 (the remainder of the three year term).
- ❖ Independent Examiner – The PCC has elected to subject the financial statements to independent examination and therefore, having made

appropriate enquiries, it proposes to renew the appointment of Barker Wilkinson as independent examiner until the next APCM. Arrie Branders proposed, seconded by Don Cooper, 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 Paul Drakes and Bernie Matthews for their continuing maintenance work, and the cleaning team who help to keep the church looking clean and tidy on a weekly basis. Steve proposed, Roisin seconded and all agreed to approve and accept the Fabric Report, Terrier and Inventory, and Log Book. Dave thanked Steve and Nigel for their work. Nigel gave a brief overview of the work of the PCC over the last year, noting that a resolution had been put to the Deanery Synod for discussion on the subject of a moratorium on special services for same-sex marriages. This will be discussed at Deanery Synod soon. Nigel also thanked everyone who helps with welcoming and duty wardens, leading intercessions and readers.
- ❖ Treasurer's Report and Presentation of Accounts – Arrie Branders gave the report and a presentation covering the last financial year and position to date in 2018. The Trustees Report and Final Accounts are to be signed off by the Examiner by the end of May, and will then be approved by the PCC at a separate meeting, so the draft copy was presented at this time. Arrie thanked all those who are committed to regular giving at St Nicholas and also thanked those who help with the background tasks involved with the finance of the church. Arrie 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 Arrie for all his work on the accounts this year. It was noted that Arrie and Mandy will be relocating to Chester next year, so a new Treasurer will be needed for 2019.
- ❖ Deanery Synod Report – this had been circulated with the Reports Pack prior to the meeting. Roisin highlighted the points discussed at the three meetings over the last year.
- ❖ Safeguarding Report - this had been circulated with the Reports Pack prior to the meeting. Martin 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. The main theme of Dave's report was that as a church we should "serve more willingly, give more generously and witness more boldly".

3.7 Re-Ordering of the Church

Dave thanked Anthony Taylor for his work on the project so far. In Anthony's absence, Dave presented the proposed plans to the meeting. It was noted that for Phase One, approx £50,000 of the estimated £500,000 costs will need to be met by raising funds ourselves, the rest being covered by the Hawkes Bequest. For Phase

Two, the Parish Room project, the estimated costs of £200,000 will need to be entirely raised ourselves and with grants.

A question was raised as to parking and access in the future. A proposal will be made to the council that if they bought the field opposite the church to make a car park, it could be used for parking and access to the proposed park in Forster Country, and could then also ease the church's parking issues.

It was also noted that the costs involved in hiring alternative accommodation while the church is closed for six months during building work, have still to be investigated.

3.8 Any Other Business and Questions

There was no other business and there were no questions.

4. Closing Prayers – Dave closed the meeting at 12.15 pm with the Grace.

The Reports Pack 2018, Rector's Report 2018 and the Trustees' Report and Accounts 2017 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 28 April 2019 at 11.00 am

- Electoral Roll Officer:** Karen Walker has served in this capacity for 2018 – 2019.
- 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.
- 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) |
| | Eunice Oballa | 2018 – 2020 | (1 st term) |
| (Co-opted from Oct 2018) | Jason Cox | | |
| Deanery Reps: | Mike Wilton | 2018 – 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. Sarah Metcalfe, Philip Walker, Peter Gordon and Graham Squires are standing down, therefore we have four vacancies for election to the PCC.

- Independent Examiner:** Barker Wilkinson have served again as the independent examiner for the 2018 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 Barker Wilkinson as independent examiner until the next APCM.

- Welcome Team:** The welcome team does not need to be re-elected. 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, Philip Walker
Chris Taplin, Natasha Hare and Mike Wilton.

Deputy Wardens: Craig Hare, Jane Luff and Amanda Steele.

Safeguarding Officer:

The safeguarding appointments are made by the PCC. We 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. The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).

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,
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March 2019

ANNUAL FABRIC REPORT

This report covers the period April 2018 to March 2019.

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.

Every week on Thursday morning at least one of the maintenance team (Bernie Matthews, Paul Drakes) 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.

An essential contribution to maintaining the fabric of the building is also made by the cleaning team, who clean the church on a weekly basis.

The Churchwardens' annual inspection of the building and roof has been made.

Every 5 years a quinquennial inspection report (QR) is produced by the nominated church architect which identifies areas that need attention with 6 levels of urgency. In addition the church notes any visible degradations and reacts as required. A QR has been generated for 2018, the last report having been generated in 2013.

In 2016 the architect produced a near term plan for structural maintenance which was agreed by the PCC and a formal quote is still awaited that can be presented to the DAC in order to progress this work. As reported last year this work has been delayed and will now be progressed after completion of the revitalization project. The 2018 report was produced by the outgoing architect Stuart Morris, who is winding down his workload as he looks to retirement.

Mark Eddison of MEB, was engaged as the architect for the re-vitalisation project and the PCC have agreed to employ him as the new church inspecting architect.

Churchyard maintenance is the responsibility of the SBC. The building maintenance team also contribute to some churchyard activities, e.g. rose pruning, path light maintenance etc.

The PCC thanks all those who contribute to the regular upkeep of the church, in particular the cleaning and the maintenance teams.

Fabric

The church building requires continuous maintenance, with many elements having been around for many years and even centuries. To this end, every five years the nominated church architect carries out a full fabric inspection and produces the Quinquennial inspection report (QR). This assesses all the features of the church and categorises any items requiring repair. There are 6 categories listed in order of significance.

A full quinquennial inspection by the architect was carried out and formally reported in Dec 2018 (this period).

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. This plaster damage has been caused by moisture soaking through the clerestory wall. An external inspection identified that on the outside south face of the clerestory wall, the sealant potting of the lead upstand into the wall had degraded and needed replacing. Further there was no tile crease to provide a second barrier to rain running down into the join. It was 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 previous leaks on the South side.

A faculty for the works was received dated 17/10/17. Work commenced in Nov 2017 and was finally completed in Nov 2018.

The remainder of the roof remains in good condition with no visible degradation of either lead or stainless steel roof 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 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.

Lightning conductor

This period the lightning conductor met requirements with no additional works required.

Structural

A repair was carried out on the chancel Niche arch (in parallel to the clerestory repair).

A considerable number of non-critical items needing repair have been listed in the 2018 quinquennial inspection report. There were no category 1 items (critical) and 12 category 2 items (needing attention within 18 months). There are a number of items listed under categories 3-6. Some of the listed items will be completed by default during the re-vitalisation work. On completion of the revitalization project the architect will be tasked with producing and implementing a long term maintenance plan to tackle the remaining items in a methodical and cost efficient way.

Electrics

In November a Wi-Fi sender was installed on the Electric meter. No other electrical work has been carried out in this period.

The re-vitalisation project will involve the complete rewiring of the church which will bring the electrical services up to the latest standard.

Heating

This year the boiler and heating has worked without fault.

Kitchen and accessible toilet

The new kitchen and accessible toilet continue to fulfil all expectations.

The accessible toilet will be reconfigured as part of the re-vitalisation project and provide better privacy with access from the side corridor rather than direct into the parish room.

Internal Re-vitalisation

The major re-vitalisation project has received the necessary faculty permissions and is going ahead at pace with building work scheduled to start in May 2019.

Miscellaneous

As part of the preparation for the re-vitalisation project a full asbestos survey has been carried out. This identified asbestos sheet in the organ blower enclosure. This sheeting was professionally removed in March 2019.

The only other potential location of asbestos is in the blower heaters on the West wall of the nave. If present this asbestos would be safely contained as part of the design. These heaters will be removed as part of the revitalization work.

Churchyard

Maintenance

Maintenance of the churchyard the responsibility of the SBC, who took over on April 1st 2017. With their resources and knowledge the SBC are able to more efficiently implement all the maintenance obligations.

The dead Sycamores at the front of the churchyard have been removed. A donation has been received to plant a new Sycamore in memory of Joyce and Christopher Swayne, this has been delayed until the completion of the re-vitalisation works.

Cess pit

The new schedule of 3 empties per year and more regular inspections has prevented any unpleasantness during this period!

Graves

It is still hoped to further organise the records of the memorials and grave, to map numbers and names to graves.

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.

Property Register

The church property register (previously known as the Terrier and Inventory) has been updated and presented at the PCC meeting (26/03/19) prior to the APCM, and signed off by the wardens, Rector 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 (26/03/19) prior to the APCM, and signed off by the wardens, Rector 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
26/03/2019



The PARISH CHURCH of ST NICHOLAS,
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Safeguarding Report APCM 2019

The safeguarding team is made up of:

- Lead: Martin Bailey
- Deputy and training: John Knight
- DBS and recruitment: Sarah Metcalf
- Parish officer: Dave Brown

A compliance document is in use to help us continually plan, implement and assess our responsibilities for safeguarding as set out by the Church of England. A secure document keeps records of who requires what training and clearance. We are also guided by the policies and best practice given by the statutory bodies of Hertfordshire Safeguarding Boards for Children and Adults.

For 2018/9 we can report:

- Management: PCC meetings have regular updates from the team regarding numbers of people who require which type of training and clearance and any actions that may be needed to ensure all comply.
- Policy: The St Nick's policy is currently under review as there needs to be greater alignment between the church and local council/health services arrangements. The national CoE policy was launched and then withdrawn because of errors. We await the next version.
- Practice: As part of the policy review and ongoing work, it appears that a clearer link between pastoral work we offer, sign-posting people to local services and safeguarding could help. This is underway and the updated policy will reflect this continuum.
- Church website: We are now in a position to add a safeguarding page to our church website. It will give anonymous email addresses to the 3 safeguarding leads as well as downloadable copies of the policy and all related forms that we use. It will also have a few links to external websites which could be of help to people.
- DBS and training: A new 'basic DBS' has been introduced nationally and this looks to be quicker, easier and more suited to some roles (but not those in leadership roles). Our records show that we are following all the correct procedures for DBS and training.

Because of the hard work, attitudes and diligence of so many people, we have also been able to:

- Add detailed information to funding bids for the church redevelopment project
- Accurately inform the Archdeacon Report
- Give extra guidance to the prayer ministry team on safeguarding
- Develop an informal network of specialists within our church family who can advise on a wide range of issues across the 'health, wellbeing and safeguarding continuum'.

Martin Bailey

March 2019



The PARISH CHURCH of ST NICHOLAS,
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Deanery Synod Report APCM 2019

There have been three Deanery Synod meetings over the last year. There were meeting in June 2018, October 2018 and February 2019, generally there are one or two main issues at each meeting which are either discussion items or require a decision.

The main points there meeting detailed above were:-

June 2018

On 6th June, the Deanery Synod meeting consisted largely of a vote on a motion put forward by St Mary's Graveley PCC and seconded by St Nicholas Stevenage PCC, in response to significant divisions in a neighbouring deanery, resulting from inconsistent practices amongst the churches of giving public blessings of same-sex relationships. The motion called for the churches in Stevenage to agree to a moratorium on the blessing of same-sex relationships until such a time as the doctrine and liturgy of the Church of England changes to accommodate such practices, if such a time should ever come.

Rev. Dave Brown first introduced the motion, explaining the reasons for it being raised, the necessity of mutual agreement on the issue of performing such practices, and the current historic position of the Church of England. This was then opposed by a lay member of deanery synod from another church, who argued that such a moratorium is unnecessary on the grounds that the position of the Church of England is adequate. Stephen Lovelock then explained St Nicholas' reasons for supporting the motion in terms of the ability of the churches in the deanery to be able to work together towards the common goals of the gospel in Stevenage. The curate at St Andrew and St George then spoke against the motion, before the discussion was opened to the floor.

The motion was lost amongst both clergy (4 for, 7 against) and the laity (3 for, 7 against, 3 abstentions).

In response to this, Dave Brown and St Nicholas Church have encouraged a greater level of discussion within the Deanery about theological areas on which the churches differ. This is intended as a positive way for these topics to be discussed and for a greater common understanding of different churches' positions to be achieved. One outworking of this was the subsequent panel discussion on the Lord's Supper/Holy Communion, which occurred during the public part of the next Synod.

The full motion can be shared with interested parties upon request, and Deanery Synod representatives would be happy to answer question regarding the meeting.

October 2018

Rev Adam Prior gave a presentation focused on Fresh Expressions of Church and recommended a book 'What's your intention, Post-modern culture and youth Discipleship' by Rev Graham Cray.

Aim of 'Fresh Expressions' within the Diocese of St Albans is 'to develop sustainable fresh expressions or new forms of church and a sustainable 'Reaching New People' project and ongoing support for 'Fresh Expressions' of church. The average in a fresh expressions church is 30, with the average in church elsewhere is 60.

There followed a discussion about The Eucharist, with a panel of four giving an answer from their perspective and biblical understanding, and allowing discussion on the following questions:-

- Q1. What is the significance of the Eucharist in your tradition?
- Q2. What would an observer see, smell and do?
- Q3. What does this reveal about what is going on?

The discussion was not to make any decisions but for those taking part us to have a better understanding of the different 'traditions' within the Church of England around sharing the Lord Supper.

It was a good natured discussion which allowed people to express an opinion the questions and gave an understanding of the different 'traditions'

February 2019

The main

Rev Adam Prior introduced Love Stevenage, and commented that it was an ecumenical outreach, building relationship between churches. And that last year the fun day attracted almost 1000 people involving 14 churches, a work of the Holy Spirit

This year will be over the weekend of 12th/14th July there will be a focus in both North and South Stevenage, and there will be a celebration at St Andrews and St Georges on the 21st July.

(St Nicholas will be taking part in Love Stevenage on the 13th July, along with other churches.)

Rev Pete Orton gave a presentation regarding Spirituality Network which is Deanery wide looking at different ways and fresh expressions we could talk to God, and broadening our spirituality.

It is planned to have meetings after Lent with the following Topic's to be discussed, Christian Art, Music and Spirituality, Violence Chaos and Peace and The Jesus Prayer Music

The marriage preparation course will revert to a St. Nics course

Social Media, Can we consider feeding back how we use it - How might it be used to build better relationships with those on the fringes of the church.

Should you have any queries on the above the following Deanery Synod member would be happy to respond.

Stephen Lovelock
Roisin Schimmel
Mike Wilton
April 2019



The PARISH CHURCH of ST NICHOLAS,
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Church Together in Stevenage Report APCM 2019

Report on CTIS Current Activities

- 1. Vice-Chairman:** Ellin Joseph has been nominated as **Vice-Chairman** and updated on the roles previously held by Ken Moore and Di Gould. As Vice-Chairman of CTIS Ellin Joseph will be **Chairman of Reps**.
- 2. Chairman:** Revd Steven Cooper has announced his departure from Stevenage and therefore his resignation as **Chairman** in May. The Steering Group has a candidate replacement in mind who will be elected at the next Steering Group meeting and will be brought to the AGM.
- 3. Administrator:** Following Di Gould's retirement as Secretary after many years of outstanding service a new **Administrator** is to be appointed. This Administrator will be employed by Bunyan Baptist Church but with 4 hours per week dedicated to CTIS business. The official address for CTIS will be Bunyan Baptist Church. To cover CTIS outlay in this appointment, it is likely subscriptions from churches will face a modest increase.
- 4. Good Friday Walk of Witness.** The Walk of Witness will commence with a short service at 10.00 am at the Bowling Green and will progress to the Joy Ride platform in the Town Centre for a longer service. The walk will be silent through the Old Town. There will be hot cross buns.
- 5. Mayor's Community Service.** This was held on the 24th March at Symonds Green Community Centre at 3.00 pm.
- 6. AGM** This will be held at 7.30 on the 21st May at St. Hugh and St. John's, Chells. The Speaker will be Doral Hayes.
- 7. Stevenage Day:** There will be no stall at **Stevenage Day** this year. We must take this opportunity to consider our aims and how to run the stall in future.
- 8. Songs of Praise:** There will be no **Songs of Praise** at the Stevenage Festival this year.
- 9. Thy Kingdom Come Beacon Celebration 2019:** This event will be held Thursday, 30th May (Ascension Day) to Sunday 9th June (Pentecost). There may be a prayer walk at 10 am Saturday 8th June, as well as a list of other churches' activities. To close, there will be an Ecumenical Service at St. Albans Cathedral on the 9th June at 6.30 pm where we will Join Christians from across the region to worship and pray together that people will come to know Jesus Christ.

Peter Gordon
CTIS Representative for St. Nicholas' Church
14th April 2019