



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 18th April 2021 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 2020 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
- ❖ 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
- ❖ Rector's Report

3.7 Any Other Business and Questions

4. Closing Prayers



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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 20th September 2020 at 11.00 am

1. **Opening Prayers** – Revd Dave Brown opened the meetings with prayer.
2. **Meeting of the Parishioners** - Dave opened the meeting by thanking the Churchwardens for their dedication over the past year.
 - 2.1 Election of Churchwardens –
After remaining as Churchwarden for an extra 2 ½ years, Steve Bamford is standing down from the role this year, having served in total 8 ½ years. Dave presented Steve with a gift as token of thanks for all his work over the years.
There were two nominations for Churchwarden: Karen Walker, nominated by Mike Wilton and seconded by Evelyn Wilton, and Mike Wilton, nominated by Stuart Marshall and seconded by Philip Walker. All agreed, and Dave declared that Mike and Karen be duly elected as Churchwardens.
3. **Annual Parochial Church Meeting**
 - 3.1 Apologies for Absence – Don and Margaret Cooper. There were 29 members present.
 - 3.2 Minutes of the 2019 APCM - The minutes of the last APCM on 28th April 2019 had been circulated before the meeting.
 - 3.3 Matters Arising - there were no matters arising from the previous minutes.
 - 3.4 Electoral Roll Officer's Report – Elaine Forster reported that the Electoral Roll now contains 87 names in total, (43 being residents in the parish, and 44 non-residents.) Dave thanked Elaine for her work on the Electoral Roll this year.
 - 3.5 Elections:
 - Electoral Roll Officer – Judy Brown proposed, seconded by Stuart Marshall, and all agreed that Elaine Forster be re-elected as the Electoral Roll Officer for the next year.
 - Parochial Church Council Members – There were four nominations for four vacancies: Chris Chambers, proposed by Mike Wilton, seconded by Evelyn Wilton; Mark Parker, proposed by Mike Wilton, seconded by Evelyn Wilton; Jason Cox, proposed by Mike Wilton, seconded by Cathy Bibby; Martin Bailey, proposed by Jason Cox, seconded by Cathy Bibby; for election to the PCC for three years 2020 – 2023. All agreed. Further members may be co-opted to the PCC if required.
 - Deanery Synod Representatives – Stuart Marshall, proposed by Mike Wilton, and seconded by Arthur Boon, and Cathy Bibby, proposed by Jayne Hale and seconded

by Jo Aris, were nominated as Deanery Synod Representatives to serve a three-year term from 2020 - 2023. All agreed.

- Independent Examiner – The PCC has elected to subject the financial statements to independent examination and it proposed to renew the appointment of Barker Wilkinson as independent examiner until the next APCM. Jason Cox proposed, seconded by Bernie Matthews, 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. They were available for inspection after the meeting. Steve thanked Paul Drakes and Bernie Matthews for their continuing work maintaining the church, and the cleaning team and all who helped get the church ready for the congregation's return following the refurbishment. Steve thanked Dave and Judy for their support over the last several years. The meeting accepted and approved the Fabric Report, Terrier and Inventory, and Log Book. Dave thanked Steve and Karen for their work.
- Treasurer's Report and Presentation of Accounts – Jason Cox gave a PowerPoint presentation of the financial situation covering the last financial year and position to date in 2020. Jason 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.
- Deanery Synod Report – this had been circulated with the Reports Pack prior to the meeting.
- Safeguarding Report - this had been circulated with the Reports Pack prior to the meeting. Martin encouraged everyone to pin the link to the church's safeguarding page on the website to the front screen of their smart phones so vital information on Safeguarding is always readily available.
- Rector's Report – Dave gave his report to the meeting, giving special thanks to Anthony Taylor, for the enormous amount of work he has put in as Project Manager, and Sandy Taylor for her work with the finances, for the time they have put aside to ensure the smooth running of the building project, and without whom the refurbishment of the building may possibly have not been achievable. Dave presented them with a gift as a token of appreciation for their dedication over the last year and a half.

Anthony Taylor spoke to give special thanks to the late Nigel Brown, who in his capacity as Churchwarden laid the grounding with the DAC to ensure they understood the funding for the project would be achievable through the Hawkes Bequest, thus allowing the project to go ahead in the first place. Anthony also thanked the congregation for the funding and support throughout the project.

Dave noted in his report that the new PCC will, over the next 6 months, be starting to develop the new MAP for the next five years, making the most of the new facilities in the revitalised building –

- To be better equipped for worshipping God and making disciples,
- So community groups can connect with the Gospel,
- As a base for mission to train people for going out into the world to spread the Gospel.

3.7 Any Other Business and Questions

4. Closing Prayers – Steve Bamford closed the meeting at 11.25 am with prayer.

The Reports Pack 2020, Rector's Report 2020 and the Trustees' Annual Return for 2019 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 18th April 2021 at 11.00 am

Electoral Roll Officer: Elaine Forster has served in this capacity for 2020 – 2021.

Deanery Synod: In Sept 2020, 2 lay representatives to Deanery Synod were elected to serve a term of 3 years, 2020 to 2023. Therefore, there is no requirement for an election of candidates this year. Deanery Synod representatives appointed from 2020 onwards can only serve for two successive 3-year terms unless the APCM passes a resolution dis-applying this limit.

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 (since Sept 2020) our elected representatives have been:

Christine Chambers	2020 – 2023	(1 st term)
Martin Bailey	2020 – 2023	(1 st term)
Edward Kaahwa	2019 – 2022	(1 st term)
Chris Taplin	2019 – 2022	(1 st term)
Jason Cox	2020 – 2023	(1 st term)
Mark Parker	2020 – 2023	(1 st term)
Alison Hare	(co-opted)	

Deanery Reps:

Cathy Bibby	2020 – 2023
Stuart Marshall	2020 – 2023

In accordance with the policy approved at the 2017 APCM the PCC may include up to 9 elected representatives of the laity. Therefore there are three vacancies for PCC members.

Independent Examiner: Barker Wilkinson have served again as the independent examiner for the 2019 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: Sidespeople may now be elected by the PCC rather than the APCM in accordance with the Church Representation Rules 2020. 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: Cathy Bibby, Steve Bamford, Karen Walker, Amanda Steele, Alison Hare, Philip Walker, Chris Taplin and Jayne Hale.

Deputy Wardens: Steve Bamford 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.



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April 2021

ANNUAL FABRIC REPORT

This report covers the period August 2020 to April 2021.

General maintenance

The PCC via the Churchwardens and maintenance group maintains a schedule for the upkeep of the church, with regular inspections of critical items such as the lightning conductor, electrics, cess tank, boiler, safety, fire equipment, CCTV, security lights, alarms etc. The schedule is detailed on the church calendar which can be found on the website and is monitored and implemented by the maintenance team.

Since the refurbishment has been completed, we now have a more complicated building and have to use specialist contractors to maintain items such as the fire equipment and the boiler. However, whilst they have been restricted because of the pandemic, the maintenance team have met on a Thursday morning to undertake the scheduled activities, including fire alarm testing, light bulb replacement, rubbish clearing, security checks and safety checks, ground level drain checks, and general inspection.

Another essential contribution in maintaining the building is made by the cleaning team, who clean the church on a weekly basis.

Our portable appliance testing has been carried out by Stuart Marshall to whom we give our thanks, and any equipment used in the Church should be tested.

Churchyard maintenance is the responsibility of the SBC. They have recently completed repairs to the boundary wall by Dominic Cottage and are currently looking to undertake repairs to the pathway from the lychgate up through the churchyard. We are currently awaiting full details of these works. Notwithstanding works by SBC, the maintenance team also contribute some churchyard activities, i.e., rose pruning, light path maintenance, drain clearing, tidying up, etc. as required.

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

Fabric

Every 5 years a full inspection (Quinquennial Report) of the building is carried out by a nominated architect which identifies areas of the church structure that need works carried out or regular inspection. Our current church architect is Mark Eddison who was the architect for the revitalisation project. As previously reported in August, there were significant areas missing from the 2018 Quinquennial Report therefore another inspection took place in November 2020 and the QR was

issued in December 2020. The report identifies the works to the fabric which are likely to be needed over the next 5 years plus some specialised inspections, which are a report on the bell frame and a general timber report.

Additional to the fabric report there was also a Crime Prevention Report carried out in December 2020, the recommendations from both these reports are being used to construct a 5 year plan for the PCC to agree. It has not been possible to undertake many of these works due to Covid-19 restrictions, however it is hoped that works will commence on some of the items in the summer. There are no significantly urgent items in either report which would lead to damage or loss to the building.

Roof & Spire

The roof was inspected as part of the Quinquennial and there were no significant works required. However, it did suggest that a closer inspection of the spire be carried out using a drone.

Lightning conductor

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

Walls, Tower and floor.

The quinquennial report listed a number of areas on the external walls, which need monitoring and repair. These issues will be addressed in the 5 year maintenance plan.

Electrics

The re-vitalisation project has involved the complete rewiring of the church, which has now been brought up to the latest legal standards, and the necessary certifications have been issued.

Heating

The boiler was not replaced as part of the revitalisation project, and due to an issue of the boiler locking out, the manufacturer attended and replaced the part. The boiler has worked satisfactorily since.

The main area of the church now has underfloor heating, with the parish rooms, vestry and tower being a conventional radiator type of system. We have been using this winter period to monitor both costs and temperatures.

Internal Re-vitalisation

The defects or guarantee period was 31st March 2021 and a final inspection of the works is scheduled for 13th April 2021 when any defects with the original works will be identified and corrected. We are again thankful to Anthony and Sandy Taylor for all the work and effort they have put into this project.

Live Streaming

To enable the live streaming of services, particularly those who needed to shield due to Covid-19, and so were unable to come to Church, the PCC agreed to a camera installation to enable services to be live streamed. We received an interim faculty for the installation in November 2020, part of which required us to have a protocol whilst being used. We applied for the full faculty for the installation and this was granted in mid-March 2021.

Chairs

The existing wooden chairs do not stack and storage is difficult, and we currently have some in two areas of the bell tower and others in various areas of the church. Therefore, the PCC have agreed to replace the existing wooden chairs with a metal framed timber chair which can be stacked on a trolley and stored in a central point.

Whilst we do not require a faculty to dispose of the existing wooden chairs, we do need a faculty for the replacement chairs and this is currently being processed. The old chairs will be disposed of, but we are looking in the first instance to offer them to members of the congregation who are asked to contact one of the church wardens before taking them away.

Cess tank

The new schedule of 3 empties per year and more regular inspections prevented any unpleasantness up to the start of the revitalization works. During the works no foul water was generated from the church. The cess tank has been emptied on the return to the church and will be regularly inspected during Thursday morning maintenance.

Graves & memorials

Every year a number of queries are received from interested parties regarding grave locations and history etc. In response to this it is proposed to further organise the records of the memorials and graves, to map numbers and names to graves.

Property Register and Log Book

Due to the Covid-19 pandemic, the property register and log book are kept in the vestry and were not able to be presented to the PCC meeting prior to the APCM as the PCC meeting took place on Zoom. However, both documents are available for inspection, which currently can only be carried out individually. An electronic copy of the property register along with supporting descriptions is also stored electronically.

Should there be any queries with regard to this report please do not hesitate to contact either of the churchwardens.

M Wilton
K Walker
Churchwardens
April 2021



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Stevenage Deanery Synod Report APCM 2021

Because of a mix up by the Deanery Synod Secretary the Deanery Synod Representatives from this parish had not received any notification of Deanery Meetings during 2020 and have only attended one meeting on 18th February 2021.

Due to Covid there have only been 2 meetings since the 2020 APCM.

The Deanery Synod Meetings open with a short time of worship.

Following the worship there are one of two talks:

14th October 2020:

Rev. Pete Orton gave a talk on Emotional Well-being and gave out a survey and questionnaire. Pete Orton has previously worked at MIND and YMCA. He discussed the subject of mental and emotional health and raised the subject of emotional health during corona virus. There was an open discussion about emotional health and corona virus.

The following points were raised about the positive side of corona virus:

- It has been a time of re-engagement with people
- Back to basics
- More talking to people
- Good if you are housebound
- Community and positive energy
- Church can help, and create a sense of purpose and meaning
- A time for gauging where the congregation is at
- There was an encouragement to look to God first then church to meet our needs

18th of February 2021:

1. An introduction to Living in Love and Faith by Revd. Dave Brown following which we had a short video. We then split up into smaller groups for a preliminary discussion on how it might affect us and what our response would likely be. This report will be brought up for a more thorough discussion at a later date involving the parishes.
2. There was an informative talk on the use of Social Media and how the various platforms suited particular age groups. When I receive the minutes of the February Deanery Synod, I will have more information to pass on.

After a refreshment break there is a business section, and it was reported at the February Synod there was a notably high level of parish share being paid across the Diocese in spite of congregations unable to meet during the year due to Covid regulations.

The Synod always closes with prayer.

Stuart Marshall
Deanery Synod Representative



The PARISH CHURCH of ST NICHOLAS, RECTORY LANE, STEVENAGE



Safeguarding Report APCM 2021

The safeguarding team is made up of:

- PCC Lead: Martin Bailey
- Training: John Knight
- DBS and recruitment: Sarah Metcalfe
- Parish officer: Dave Brown

CofE Safeguarding dashboard

The Church of England continues to develop and roll out an online tool to help safeguarding officers and others to assess strengths and determine any required action for all churches to help keep children, young people and vulnerable adults safer.

The parish dashboard has a very full and helpful set of questions regarding policy and practice. From this, regular updates are presented to PCC to keep everyone informed of what we are doing well, any gaps in our safeguarding or any new issues we need to be aware of.

For 2020/21 we can report:

- Covid 19: Nationally, we have seen more than a health impact of Covid on many people and many families. Police and others report an increase in domestic abuse. There has been increased mental health problems. Many child victims may have been isolated from school and professionals. For our church family it has also meant that S Club and pastoral home visits have not been possible for many months. As restrictions ease, we must be mindful to vulnerable people who need support, help or protection.
- Management: PCC meetings have regular reports and updates about our safeguarding responsibilities and practice. Our Parish Dashboard shows we are doing well with the requirements. However, we recognise that safeguarding is a mindset and way of working, rather than one of compliance.
- Policy: Our online safeguarding policy continues to be updated to take account of changes. PCC members are advised to save a link on their phone/device. All church family members are invited to familiarise themselves with it as it has lots of information about local support as well as policy details for anyone involved in supportive/leadership roles within our church. <https://saintnicholaschurch.org.uk/safeguarding/>
- DBS and training: Face to face training for those in leadership roles (C2) were cancelled due to the covid 19 requirements and was available via Zoom for part of the year. A number of PCC members and others participated in these. Nationally and at Diocesan level, work has been undertaken to improve the quality of the on-line only introductory and basic levels (CO & C1). This will reduce the numbers of those who need the higher level (C2). Further details will be available shortly and our web-based policy will be updated accordingly. It is important that we all continue to attend training or complete DBS applications and refresh as required before direct work roles are undertaken.

Special thanks to John, Sarah, the Churchwardens and PCC members for all their hard work over the past year

Martin Bailey
April 2021



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Churches Together in Stevenage Report for APCM 2021

Because of Covid all meetings have been held via Zoom.

The CTiS has been active during the year organising the open air carol service before Christmas and an online Advent Calendar.

For Easter without the Walk of Witness several items were organised:

For Holy Week: Some CTiS churches and family homes created large images of The Stations of the Cross visible to the community from their windows.

CTiS along with our local churches presented an Easter Video for Holy Week on YouTube which included contributions from the church's children and young people.

For Pentecost it is hoped to do something online or in person in an Evangelistic outreach way. Possibly a drive-in service similar to the Carol Service

Stuart Marshall
CTiS Representative



The PARISH CHURCH of ST NICHOLAS,
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Report of Mission Giving Committee 18th April 2021

It was agreed at the end of 2019 to review our mission organisations currently supported by St Nicholas Church. We reduced the number of partner organisations to four allowing us to focus more closely on them.

From 1st January 2020 our mission partners have been:

CMS – with mission link Jimmy and Katia Rocks in Florianopolis, Brazil. It has been a difficult year with COVID, but things are functioning with restrictions. We receive regular link letters with their news.

The Barnabas Fund – the main ministry of Barnabas Fund is to send financial support to projects which help Christians where they suffer discrimination, oppression and persecution as a consequence of their faith. The projects aim to strengthen Christian individuals, churches and their communities by providing material and spiritual support in response to needs identified by local Christian leaders.

Bridge Builders – our local partner working with primary schools to give opportunities for children to explore the Christian faith and class visits to local churches for themed events such as The Easter Journey and the Christmas Journey.

Crosslinks – with a particular link to Rachael Muluuta working in Kampala, Uganda. Rachael supports churches across Uganda by providing bible teaching, training and discipleship for women, children, youth and their leaders.

CMS, The Barnabas Fund and Crosslinks each receive 20% of our giving and Bridge Builders receive 40%.

The support for these mission organisations will be reviewed in three years' time.

Cathy Bibby
Mission Giving Group