



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 24th April 2022 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 2021 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



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 18th April 2021 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: Karen Walker, nominated by Amanda Steele and seconded by Cathy Bibby, and Mike Wilton, nominated by Karen Walker and seconded by Steve Bamford. All agreed, and Dave declared that Mike and Karen be duly elected as Churchwardens.

3. **Annual Parochial Church Meeting**

3.1 Apologies for Absence – Sue Bailey, John Knight, Jane Luff, Christine and Stuart Marshall. Don and Margaret Cooper and Martin Bailey joined the meeting via Zoom. There were 33 members present.

3.2 Minutes of the 2020 APCM - The minutes of the last APCM on 20th September 2020 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 – Elaine Forster reported that the Electoral Roll now contains 86 names in total, (43 being residents in the parish, and 43 non-residents.) It was noted that a considerable amount of people regularly attending church do not have their names on the Roll. Dave thanked Elaine for her work on the Electoral Roll this year.

- 3.5 Elections:

- ❖ Electoral Roll Officer – Anthony Taylor proposed, seconded by Paul Drakes, and all agreed that Elaine Forster be re-elected as the Electoral Roll Officer for the next year.
- ❖ Parochial Church Council Members – There were two nominations for three vacancies: Irina Teoh, proposed by Cathy Bibby, seconded by Karen Walker; Mathew Isaac, proposed by Jacky Swanson, seconded by Cathy Bibby; for election to the PCC for three years 2021 – 2024. All agreed. Further members may be co-opted to the PCC if required.
- ❖ 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 Peter Gordon, and all agreed.

3.6 Reports:

❖ Churchwardens – Mike 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, and Churchwardens. They were available for inspection on an individual basis, due to Covid restrictions, in the vestry after the meeting. Mike thanked Steve Bamford for his continued support and back-up; Paul Drakes, Bernie Matthews and the maintenance team for their continuing work maintaining the church, and the cleaning team and all who help keep the church building running smoothly. Karen thanked the welcomers, readers and prayers, and church-sitters, flower arrangers, sound and audio team for all they do to help keep services running. Mike especially thanked Dave for all he has done over the last 10 years, highlighting especially Dave's faithfulness to the Gospel. He thanked both Dave and Judy for their ready willingness to share in their gifts and talents. Mike and Karen prayed for the Dave and Judy as they start the second decade of their time at St Nicholas.

The meeting accepted and approved the Fabric Report, Terrier and Inventory, and Log Book.

Dave thanked Mike 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 2021. Jason noted that some of the bills for the building work will continue to be paid through 2021. The Parish Share for 2020 has been paid in full, however the deferred payment for the 2019 Parish Share (£39,997) is still being paid back slowly. 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. Dave thanked Jason for his work on the accounts over the last two years, which has been considerably harder due to the building project.

❖ 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 noted the church's compliance with training and DBS checks is very good, and the full Safeguarding Policy is available on the St Nicholas Church website.

❖ Churches Together in Stevenage Report - this had been circulated with the Reports Pack prior to the meeting.

❖ Mission Giving Report - this had been circulated with the Reports Pack prior to the meeting.

❖ Rector's Report – Dave gave his report to the meeting, giving special thanks to

all the teams of people who help in the smooth running of the church. Dave looked back on his 10 years at St Nicholas, acknowledging various strengths and weaknesses. He recognised that after such a prolonged period of restrictions due to Covid-19, we will need to work hard to rebuild our community and relationships, and we can only do this by commitment to prayer and reliance on the Holy Spirit, and by rooting ourselves in God's Word.

3.7 Any Other Business and Questions - none

4. **Closing Prayers** – Dave closed the meeting at 11.50 am with the Grace.

The Reports Pack 2021, Rector's Report 2021 and the Trustees' Annual Return for 2020 can be found on the website at:

<https://saintnicholaschurch.org.uk/pcc/>

St Nicholas PCC: Charity Registration Number – 1161229



The PARISH CHURCH of ST NICHOLAS,
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Annual Parochial Church Meeting - Elections
Sunday 24th April 2022 at 11.00 am

Electoral Roll Officer: Elaine Forster has served in this capacity for 2021 – 2022.

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 2021) our elected representatives have been:

Christine Chambers	2020 – 2023	(2 nd term)
Martin Bailey	2020 – 2023	(2 nd 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)
Irina Teoh	2021 – 2024	(1 st term)
Matthew Isaac	2021 – 2024	(1 st term)
Alison Hare	(co-opted)	

Deanery Reps:	Cathy Bibby	2020 – 2023	(1 st term)
	Stuart Marshall	2020 – 2023	(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. Therefore, there is one vacancy for a PCC member. Edward Kaahwa and Chris Taplin can stand for re-election.

Independent Examiner: Barker Wilkinson have served again as the independent examiner for the 2021 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, Bernie Matthews 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 2022

ANNUAL FABRIC REPORT

This report covers the period April 2021 to March 2022.

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 pit, 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.

The refurbishment contract has now been completed, and we have a more complicated building to manage. We are using specialist contractors where necessary to maintain and comply with legislation and our insurer's requirement on such items as the fire equipment and the heating system. The maintenance team meet 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 and carry out minor repairs

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 before it is used.

Churchyard maintenance is the responsibility of the Stevenage Borough Council. They are currently looking to undertake refurbishment of the path from the lychgate to Weston Road cemetery, we have obtained a faculty for the works and SBC advise that the works will be carried out in the spring of 2022.

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, the inspection took place in November 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.

Heating

The boiler was not replaced as part of the revitalisation project. The main area of the church now has underfloor heating, with the parish rooms, vestry and tower being a conventional radiator type of system.

The boiler is serviced regularly and a gas safety certificate is maintained for the boiler.

Internal Re-vitalisation

The contract has now been completed, with all the identified defects carried out. We are again thankful to Anthony and Sandy Taylor for all the work and effort they have put into this project.

Live Streaming

We continue to live stream our services and we carried out an upgrade of the cameras during the year to enhance the quality of the live streaming.

Chairs and Other Additions

The existing wooden chairs we had did not stack and storage is difficult, therefore the PCC 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 did not require a faculty to dispose of the existing wooden chairs, we did need a faculty for the replacement chairs and this was obtained, and the new chairs were ordered and delivered.

The old chairs were in the first instance offered to members of the congregation, and those remaining were sold.

In addition to the chairs, we have also added the following items: a lectern, music stands and microphones, and refurbished the step to the eagle lectern during the year. Some of the external security cameras were also replaced.

Cess tank

The Church is not on the main drainage system and is served by a cess pit which requires emptying on a regular basis, and is being 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

The property register and log book are kept in the vestry and were presented to the PCC meeting prior to the APCM as the PCC, both documents are available for inspection, and the wardens will be happy to facilitate the inspection. 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 2022



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Stevenage Deanery Synod Report APCM April 2022

Deanery Synod met three times during the year:

17th June, 2021 on Zoom from At Andrew's and St George's

21st October, 2021 at St Andrew's and St George's

17th February, 2022 at St Nicholas Church

On Wednesday, 7th July, 2021 Anthony Reddie who is Director of the Oxford Centre for Religion and Culture gave a Zoom talk on 'The seeming absurdity of Black Lives Matter'. The link to watch this is https://youtube/adQFx8Guk_A

The subjects for the meetings were:

17th June 2021 – there was nothing

21st October - Christian Cole (Youth Missioner) gave a talk about 'Faith in Young People - Findings of St Albans Youth Ministry Research Project Suggestions for a renewed response. A summary can be found on the St Albans website, Youthscape Centre for Research.

17th February – A talk was given by David White, the Diocesan Secretary. David has recently been appointed and will be visiting all deaneries in the St Albans Diocese. This was the first Synod where he had attended where the congregation has not been masked. He spoke about his role as Diocesan Secretary and followed with a Q & A.

At each church an introduction is given and members take part in the type of worship in that congregation.

Reports are given from General Synod, Diocesan Synod, Rural Dean's notices, Treasurer's Report, Mission and Pastoral Committee and CTIS.

If you would like to read any minutes from the meetings above please contact Stuart Marshall or myself.

Cathy Bibby
Deanery Synod Representative



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Safeguarding Report APCM April 2022

The safeguarding team is made up of:

- PCC Lead: Martin Bailey
- Training: John Knight
- DBS and recruitment: Sarah Metcalf
- Incumbent: Dave Brown

Key aspects during the past year:

- **Training and DBS:** First and foremost, thank you to everyone who has undertaken training and submitted their certificates to John so our records are up to date. The same to those who have completed all paperwork and DBS applications as requested by Sarah. Your cooperation is greatly appreciated and helps keep everyone safer. New training content and requirements were announced by CoE in January. We are currently underway with a drive to ensure we all undertake our training, and this is done so with support as required.
- **National /Diocese:** There has been a major review of training requirements and updates to some courses, and the addition of new courses form some roles. The Diocese continues to improve the portal (Dashboard) which helps us to meet all our requirements and report to PCC regularly.
- **Ukraine:** In response to the refugee crisis caused by the Russian invasion of Ukraine, the Diocese is joining a scheme with Luton Airport to help house families. From our benefice, homes have been offered. The Diocese are taking responsibility for the safeguarding training and support for those offering homes. To support, we are expanding and extending our pastoral team and so are taking appropriate steps for the differing safeguarding requirements dependent on the support given. Thank you to everyone involved.
- **Management:** PCC meetings have regular reports and updates about our safeguarding responsibilities and practice. We continue to comply fully with most requirements and those which need ongoing attention (e.g. training & DBS) are managed by the team. This year we held a workshop at a PCC meeting to explore the findings of national reports into abuse in Religions/Faith settings.
- **Policy:** We have reviewed and updated our safeguarding policy- which is on our website and can be accessed by clicking here
<https://saintnicholaschurch.org.uk/safeguarding/>

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

Martin Bailey and the Safeguarding team
April 2022



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Churches Together in Stevenage Report for APCM April 2022

Last year 2021, despite all the negative news and challenges, within our community CTiS led by the drive of our local churches some events were held and benefited our community as described below though other annual events not mentioned below did not happen due to the pandemic restrictions or because the SBC had cancelled them.

These events were:

- CTiS AGM (online)
- Community Litter Picking Day
- CTiS online Advent Calendar
- Christmas Carol Singing in Stevenage Town Centre
- All regular CTiS and Leaders/Reps meeting were held online Zoom.
- Regular CTiS Newsletter sent out to all members and associated churches.

We can now look forward to some events this year 2022 as all pandemic restrictions are being scrapped. If we continue to stay safe, the CTiS are planning the following live future events, more information about each event will be sent out as soon as the events are finalised.

- The Walk of Witness on Good Friday
- Stevenage Day (this is led by SBC)
- Love Stevenage
- CTiS AGM
- Litter Picking
- Remembrance Memorial Day
- Community Christmas Carol Singing

Stuart Marshall
CTiS representative
26/03/2022



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Report of Mission Giving Committee APCM April 2022

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 and Bernie Muluuta working in Kampala, Uganda. Rachel 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