

## **2021.07.21 St Mary and All Saints Church, Droxford APM and APCM (Final Minutes and Reports)**

**Present:** Rev Tony Forrest, Jill Edmunds, Sheila Matthissen, Jeff Hooper, Ann Symes, James Matthissen, Cathy Mathews, Laura Jerosch, Stuart Attrill, Veronican Attrill, John Symes, Ali Pepper, Ninian Stewart.

**Apologies:** Harry Martineau

**Prayers:** by Rev Tony Forrest

**Annual Parish Meeting (Vestry Meeting):** TF said that there had been no nominations for Churchwardens and he therefore decided to reconvene the meeting on 31<sup>st</sup> July (the last legal date). Failing the appointment of churchwardens he said there is a special procedure from the Diocese, but it may be possible to have extra time before this would take place. He pointed out that the appointment of a churchwarden is key to life in the Parish and the position could be constructed to suit people's abilities and interests. The meeting was then closed.

**Annual Parochial Church meeting:** TF explained that this was to appoint new PCC members, Deanery representatives, Independent Examiner etc. He said he was not giving a report, but wished to make positive observations and thanks to all those who gave time, skills and money to the church.

He thanked :

The recent churchwardens, Bonnie Hamilton and Clive Bryant for all they had done and how he was saddened that they had felt the need to stand down.

Sheila Matthissen, Jill Edmunds (Secretary) and all PCC members.

Treasurer Richard Baxter, who, having stood down, agreed to stay on and reorganised and improved the accounting system.

Ali Pepper for dealing with Safeguarding, and Sue Wells, the Wedding Co-ordinator.

James Matthissen for a huge amount of work including cleaning and sorting.

All those who helped clean the Church and Stuart Attrill and all those keeping the churchyard mown and tidy.

Members of FODC and CIC for all their hard work in providing a popular, good and safe service in the café.

All those who helped filming the 136 films of services during Lockdown, which were much appreciated by all those who watched them.

**Nominations:** TF said that those for Deanery Synod representatives would be adjourned to the next PCC meeting. He said that the C of E was in a state of flux, the current lack of clergy was leading to difficulties and a new way of organising parishes was necessary. James Matthissen (Proposed Pauline Tilt, seconded Jill Edmunds) was duly elected to join the PCC and was welcomed.

**Sidesmen** could be selected from those on the Electoral Roll was proposed by Ann Symes and seconded by Sheila Matthissen.

**Electoral Roll Numbers:** These were the same as at the last APCM, being 47 (39 residing within the Parish and 8 non-residents)

### **Churchwarden's Report for the period 1st January 2020 to October 2020** by Sheila Matthissen

In January the North Chapel was finally ready for the opening of the café. The café was very popular and started to go from strength to strength.

Church life continued as normal until news of the COVID virus swept the world and we entered into lockdown on 23rd March and all churches were closed.

When the church could be opened for private prayer on some days of the week, we set up a one way system and had anti-virus sprays and hand sanitisers to protect the public. Rev Tony kept the services going through zoom every week.

During the summer the church tower was inundated by wasps and these had to be dealt with as the clock couldn't be wound up as the wasps invaded the clock room.

In September we had a Harvest festival service outside in the churchyard which was very nice to be able to do.

Our APCM was held in October on zoom. Jill Edmunds and I stepped down as Churchwardens and new Churchwardens appointed.

**PCC Report October 2020 – July 2021** by Jill Edmunds (Not given at meeting)

**The PCC:** Churchwardens – Bonnie Hamilton, Clive Bryant: Both resigned May 2021

Buildings Officer and Dep. Churchwarden – Clive Bryant until resignation

Secretary – Jill Edmunds

Treasurer – Richard Baxter

FODC representative - Jeff Hooper

Deanery Mission & Pastoral Committee rep – Sheila Matthissen, deputy Ann Symes

Other Member: Catherine Fabian (nee Garry) until April 2021

Electoral Roll Officer – Rachael Dean

Safeguarding Officer – Ali Pepper

**The church buildings:** In February lead was again stolen from the Chancel roof. Members of the DAC came to Droxford, and insisted that the lead should be replaced. After the resignation of the churchwardens on account of this decision, the remaining PCC members decided to use lead again in order to get the work done as quickly as possible, but also have an alarm fitted. This work is currently being attended to and the PCC is very grateful to John Dryden-Brownlee for dealing with potential repairers etc and overseeing the work.

**Services:** On line services continued to be provided by Tony Forrest (a total of 136). Gathered services commenced in October until Christmas (booking required for this service) and then again from Maundy Thursday (Easter services required pre-booking).

**Thanks:** PCC members are again most grateful to Tony Forrest for his leadership, efficiency and hard work throughout a most difficult time. They are also most appreciative of Rev Antony Hulbert for taking services, James Matthissen for all he has done as Verger, and all those in the community who help with the running of the church and keep it looking so attractive especially Audrey Dryden- Brownlee and the flower arrangers, Laura Jerosch, Sacristan, the cleaners and Stuart Attrill and those keeping the churchyard mown and tidy.

**Fabric report** by Jeff Hooper: Lead had again been stolen from the roof and the DAC had insisted on replacing with lead, rather than the more practical ridge tiles. However an alarm is to be fitted which will be linked to a Callout Company. The first roofer was sacked and a new one has been employed (Cost £3,700).

Other maintenance jobs to be done: Repair ceiling panel in North Chapel. Repair gratings in church floor. Replace tiles in North Aisle (A quote has been given for these jobs). Provide new Dogs on Leads signs for Churchyard.

Churchyard flint wall is to be finished. Signage for the Café is to be improved by the CIC, but it must be approved by the PCC.

**Noticeboard:** Ann Symes said that this had been approved and would consist of three sections – the central one being for the Church and the side ones for the PCC and Wilfred's Café. There is money allocated to pay for this.

**Questions:** Ann Symes asked about the purchase of chairs for the back of the church. TF said that the CBC only approved wooden chairs, so appropriate ones needed to be found and a Faculty applied for. JH suggested asking FODC for help with the purchase.

Ninian Stewart pointed out that the fence at the eastern boundary of the churchyard was in a poor condition with tangled wires and broken posts. Stuart Attrill said that he had seen an old photo depicting a boarded fence. TF pointed out that the ownership of the boundary needed to be found. The possibility of a hedge was discussed, but this would require maintenance. John Symes suggested FODC might be interested and it was agreed that the Land Registry should be consulted re ownership.

John Symes asked about the appointments of Bishop and Archdeacon, which TF explained

**Safeguarding Report July 2021:** by Ali Pepper:

**Policies and practice:** The clergy and PCCs of the benefice continue to meet the requirement to have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults. Whilst safeguarding is a standing agenda item at each PCC meeting, the Rector and the PSO are considering how its profile may be raised in the future to ensure safeguarding continues to be promoted effectively, whilst maintaining a

proportionate balance with other important parish business. All safeguarding policies were updated and approved in December 2020 at the Joint PCC meeting. They are all in line with the House of Bishops' Safeguarding Policy and Practice Guidance and meet statutory requirements whilst remaining relevant to our particular context. The next reviews will be in December 2021. Recently, the Rector and PSO have undertaken a benefice safeguarding audit. This showed that in the vast majority of criteria, the benefice has policy and practice fully in place. There are a few small tweaks which need to be addressed in the area of risk assessments.

**Safer recruitment:** The online system for DBS clearance is now established. All current PCC members have received their clearance and applications for new members will start following the ACPMs this week. In addition, there are a few members who will need to renew their DBS in the coming months. Currently, there are no other volunteers who require DBS clearance, but this is always under review. Thank you to everyone for their willingness to go through this process, your cooperation has been much appreciated.

**Training:** All current PCC members have undertaken their Basic Awareness training which now is completed via a short online module. This basic training needs renewing every three years and a number of current PCC members, as well as new members, will be required to complete this in the near future. The PSO will contact anyone to whom this applies. The PSO and the Rector have attended additional training courses or completed other required online training during the year, including leadership training and domestic abuse training. Currently, there are no other volunteers who need to complete any safeguarding training, but again, this is always kept under review.

**Safeguarding concerns and incidents:** No safeguarding concerns have been raised during the year. A written procedure for dealing with allegations/disclosures of abuse is now in place, to provide guidance to any parishioner who needs to report an incident or allegation of abuse. This is posted and available on the safeguarding section of the website.

**Finance.** TF explained about the Parish Giving System. John Symes asked about the Reserves Policy, which would be needed when applying for grants. The Finances were approved by the PCC. J.Martell to continue as Independent Examiner was proposed by Stuart Attrill and seconded by Sheila Matthissen and carried unanimously. TF thanked him on behalf of everyone and then said how important the Community is and how we should think about stewardship and giving. He then thanked everyone for participating in the meeting.

#### **End of APCM meeting**

**PCC meeting:** The following items were discussed: Sale of church furniture surplus to use, and agreement that a proposed concert to be organised by Cathy Mathews in aid of the church should go ahead. It was agreed unanimously that the quote for the lead replacement on the roof by Mr Jody Howard was acceptable.

**Post meeting note:** The quote for the alarm installation was agreed unanimously (by email)

#### **APM July 31<sup>st</sup> adjourned from July 21<sup>st</sup>**

**Present:** Rev Tony Forrest, Cathy Mathews, Jill Edmunds, Sheila Matthissen, Colin Matthissen, James Matthissen, Stuart Attrill, Pauline Tilt, Peggy Stevens, Julie Cruickshank

**Election of churchwarden:** TF said that the meeting had been adjourned as there had been no nominations for the post, but Colin Matthissen had now been proposed by Jill Edmunds and seconded by Bob Edmunds. He was welcomed by all present. The meeting was then closed by TF

#### **APCM July 31<sup>st</sup> adjourned from July 21<sup>st</sup>**

**The PCC report** was briefly mentioned by JE as this had not been read at the APCM

**Election of Deanery Synod representative:** John Symes was proposed by Jill Edmunds, seconded by Jeff Hooper and duly elected. He will also represent the other Benefice parishes.

**Election of PCC member:** Pauline Tilt was proposed by Peggy Stevens and seconded by Julie Cruickshank and duly elected. The meeting was then closed.