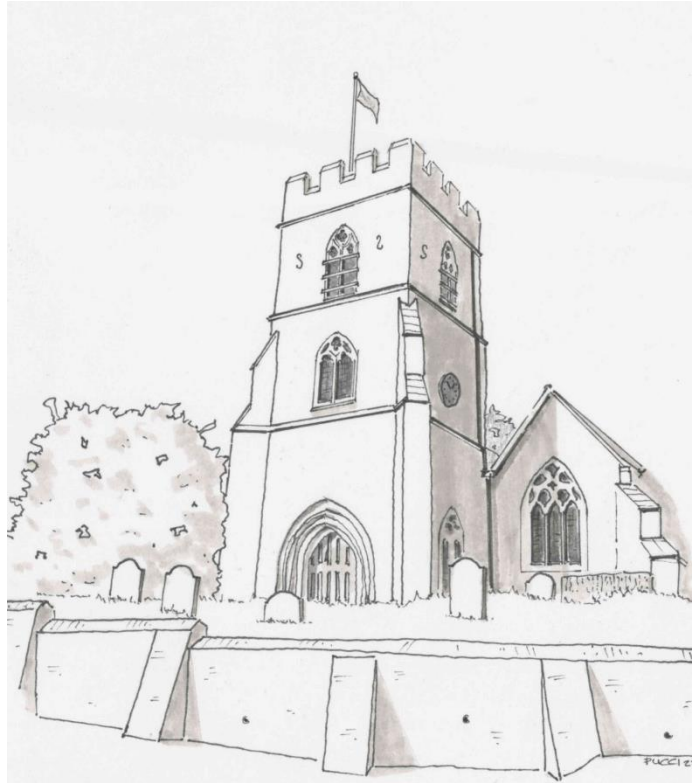


St Mary the Virgin Horsell



The Annual Parishioners Meeting
And the Annual Parochial Church Meeting
on 28th April 2024, at 11:30am
St Mary's Church, Horsell

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**Agendas for the Annual Meeting of Parishioners and the
Annual Parochial Church Meeting of St Mary the Virgin, Horsell**

11.30am on Sunday 28th April 2024 in St Mary's Church

Annual Meeting of Parishioners

You are entitled to vote in the election of Churchwardens if you are either on the Church Electoral Roll or on a register of Local Government Electors because you live in the ecclesiastical parish.

- 1 Prayers
- 2 Apologies
- 3 Minutes of the 2022 Annual Meeting of Parishioners
- 4 Election of Churchwardens for 2024 – 2025

Annual Parochial Church Meeting

You are entitled to vote at the Annual Parochial Church Meeting (APCM) if you are on the Church Electoral Roll.

- 1 Minutes of 2023 Annual Parochial Church Meeting
- 2 Annual Report for 2023
 - a) Electoral Roll
 - b) Report on the fabric, goods, and ornament
 - c) PCC Review of the Year - Mark McMurtrie
 - d) Financial Statements – David Leach
- 3 Appointment of the Independent Examiner
- 4 Elections
 - a) Deanery Synod
 - b) Parochial Church Council
- 5 Annual Reports from Church Organisations (Book 2)
- 6 Vicar's report for 2023
- 7 Update on St. Andrew's Room extension – Brian Sheriff
- 8 Update on the children and families' work – Rebecca Connolly
- 9 Any Other Business (prior agreed)

**Minutes of the Annual Meeting of Parishioners and the Annual Parochial Church Meeting held at
11:15 am on Sunday 30 April 2023 in St Mary's Church, Horsell**

Minutes of the Annual Meeting of Parishioners

1 Prayer – Revd Dmitry Lutsenko opened the meeting and Mike Couper said a prayer.

2 Apologies – Gill and Barry Squibb. 45 Parishioners were present.

3 Minutes of the Annual Meeting of Parishioners – Proposer – Alan Nichols, Seconder – Vanessa McMurtrie, approved by a majority.

4 Election of Churchwardens for 2023 – 2024 – The Vicar thanked Mike Couper and Brian Sheriff for their support and for doing a wonderful job as churchwardens. He thanked Mike Couper for 8 years of continuous service, particularly throughout the Vacancy. The parishioners showed their appreciation with applause and the vicar presented him with a gift from St Mary's. There are two nominees this year: Brian Sheriff and Mark McMurtrie. Brian Sheriff and Mark McMurtrie were elected as churchwardens by a majority as follows: 40 in favour, 4 abstentions, and 1 against. Many thanks to them both.

Annual Parochial Church Meeting

1 Minutes of the 2022 Annual Parochial Church Meeting – Proposer – Colin Bugler, Seconder – Tony Bicknell, approved by a majority.

2 Annual Report for 2022

- a) **Electoral Roll** – 153 parishioners are listed on the Electoral Roll (153 at the end of 2022).
- b) **Report on the fabric, goods, and ornaments** – Everything is in good order.
- c) **PCC Review of the Year** – Sarah Bugler gave a brief summary from this report and thanked the PCC, as well as the subcommittees, for all their work and time commitment. The vicar reminded the meeting that the approved minutes are displayed. Previous minutes are kept in a folder at the back of the church. The PCC secretary was thanked with a gift.
- d) **Financial Statements** – David Leach gave a presentation of the financial statements with slides. David went through the slides: income, expenditure, and planned giving. David thanked everyone for their planned giving. He discussed income trends as well as inflation, and higher costs. He spoke about looking forward to the Church Development Plan, a good response to a Just Giving Page to raise funds for the Church clock repair, and thanked people for donations towards the lighting project. Many thanks to the PCC treasurer.

3 Appointment of the Independent Examiner – David Weller would like to continue as the Independent Examiner. Proposer – John Locke, Seconder – Alan Nichols, appointed by everyone.

4 Elections

- a) **Deanery Synod** – The vicar thanked David Leach, Gill Squibb, and Ruth Carter who were the representatives in 2022. The parishioners showed their appreciation with applause. Ruth Carter resigned, and the others have reached the end of their term of office. Thank you to all of them. The nominees are David Leach and Gill Squibb. Everyone approved them.
- b) **Parochial Church Council** – The vicar thanked everyone who served on the PCC during the year. The nominees are Lesley Templeman, Tim Jordan, Michael Templeman, and Adrian Harvey. They were elected as follows: 44 in favour, 1 abstention.

5 Annual Reports from Church Organisations (Book 2) – The vicar thanked all contributors to Book 2. If you have a question, please ask the author of that particular report.

6 Vicar's Report for 2022 – Revd Dmitry Lutsenko

We are blessed with so many different ministries at St Mary's (you can read about them all in Book 2). A lot of the ministries did not have any major changes in 2022 to report. They provided consistency and continuity of their ministry and brought us closer to fulfilling our church vision: ***'Making Jesus known, getting to know Jesus better and Sharing Jesus' love in the community and world.'*** In this report I would like to draw your attention to those ministries that did go through some changes and developments in 2022.

1. Early in the year, the PCC and **former children's worker**, Marcus Brookfield, came to an agreement to part company. A group of parents stepped in to ensure that the children's activities, such as JaM and Messy Church, can continue. After a series of consultations with the PCC and the stakeholders, we are now seeking to recruit - **'Children and Families' Ministry Lead,** a new role that requires greater focus on strategy, planning and managing teams of volunteers. Mark McMurtrie will provide you with more details on this development under the item 8 of the APCM agenda.
2. Midway through the year, the editorial team behind **Horsell Matters**, our parish magazine, saw some changes. Vanessa McMurtrie with support of Olya Lutsenko became new editors to ensure the continuity of the magazine, after the former editor Sue Rowlatt resigned. As well as the editorial team, there are numerous contributors and distributors behind the magazine. All of them make the magazine – the success, as it is!
3. After two years of Covid, in 2022 we restarted our monthly service at **Kettlewell House**, a care home in Horsell, which was followed by a termly service at **Horsell Lodge**. Many thanks to all those who support these initiatives, and offer their services as a pianist, member of choir and a reader.
4. In November, the interim safeguarding team was appointed to oversee **safeguarding** in our church, after our former safeguarding officer, Roger King, resigned. *(As you already know Sandra Hare-Bayliss is our new Safeguarding officer from March 2023)*
5. During 2022 the subcommittee and later the PCC worked on **the church development plan (CDP)**, covering our plans for growth and development in the near future. The plan has been looked at and discussed with the Diocesan Mission enabler and the Archdeacon of Dorking and was well received. The CDP is an ever-evolving document that the PCC is committed to discussing and progressing at every PCC meeting.
6. One of our priorities on the CDP is *'to provide worship suited to the new members'*, this resulted in us experimenting with **an alternative style of communion service**, which happens on the fifth Sunday of the month.

7. Our long-standing ministry '**Pop in coffee**' on Fridays grew in numbers over the last year. We are now considering extending it by offering an activity that will go over the lunch time into an afternoon (e.g., several options are being discussed).

8. **Pastoral team** has seen changes in leadership. Hilary Mills got married to John Michell and stepped down as the team leader after many years of leading the team, although she continues to be part of the team. Janet Johnson has stepped in to lead the team going forward. Many thanks to Hilary and Janet and the team for offering such a vital ministry to the members of our congregation.

9. Open the Book (**OtB**) team increased their involvement with the Village School and now go there on a fortnightly basis, which is in addition to weekly visits to Junior school and termly visits to St Andrew's school. Many thanks to Roz and all the team.

10. In 2022 St Mary's were awarded a bronze **Eco-church** award. In 2023 we are on track to achieve the silver one. Many thanks to the eco-church subcommittee offering us a direction of travel in this area.

11. **Fundraising campaign** was organised by David Leach in September to raise awareness of various ministries that take place at St Mary's and encourage the members of our congregation to review their giving to St Mary's to enable these ministries to grow and flourish. Thank you all who took their time to review their giving.

12. Our **involvement with the local community** continued in 2022. As well as regular annual events, Heritage Weekend and Christmas Tree Festival, we also ran some one-off events for the community, to name a few: Ukraine response Donation point, English classes, Cake sale, Climbing the church Tower, Oiling the Cedar tree stump and Planting the New Cedar tree events. Thank you to all who organised and supported these events.

13. One of the things that we continuously working on is bringing St Mary's to the 21st century. In 2022 we got better at using **technology**. Our Sunday and 'life events' services are being streamed live and recorded on St Mary's YouTube channel. For the first time **EVER**, we introduced an online booking system to book 'Climb the Tower' event in March 2022. We were actively using Facebook to inform residents of Horsell about our regular activities and one-off events. We are in the process of installing a new more-advanced lighting system.

14. In 2022 we saw some developments with **St Andrew's Room extension**. We are now at a planning permission stage. Many thanks to Brian Sheriff and the subcommittee for their work on the project.

Finally, I would like to thank the churchwardens, the staff team, the PCC, Helen in the office and all those 'behind the scenes' for their hard work!

7 Update on the St Andrew's room extension – Brian Sheriff gave an update report on the St Andrew's room extension project. The main emphasis is on gaining permission as necessary, from the PCC, the Diocese and Woking Borough Council (WBC). An exhibition was held and was well attended.

Historic England, Diocesan Advisory Committee (DAC), and the architect had a meeting in February. The next step is to seek PCC approval.

The latest set of plans which are on display in the SAR were drawn up in November. Soon there will be more changes and a new set of plans: DAC and WBC will be asked to agree to that, then Consistory Court will be the next step. If you have a contact at WBC, please speak with Brian.

Brian answered the following questions:

Are you waiting for this to be approved? There will be new PCC approval, DAC and WBC, then the Consistory Court.

What are the estimated costs of the current plans? The survey costed the plans last year. There may be more plans and more changes so there will be a new estimated cost when that is done.

Is the plan to let out the rooms to organisations when the new St Andrew's room is finished? Yes.

Is there a concern that the difficulty with parking may be an issue? Many lettings are in the evening, and in the evening, there is more parking available. Most bookings are weekends and evenings. Ideas for parking can be explored for the future. The treasurer confirmed that bookings raise a good income.

8 Update on the Recruitment of the Children and Families Ministry Lead – Mark McMurtrie gave an update report on this recruitment. He reported that there has been wide engagement with everyone to try to clarify St Mary's needs for this role. The Diocese has resources and a team to support the recruitment process.

The PCC discussed the type of role, and the subcommittee was set up. Members are : Revd Dmitry Lutsenko, Mike Couper, David Leach, Sandra Bayliss-Hare, Lesley Templeman, and Mark McMurtrie. They have worked on the role description, a wide communication project, national and local advertising (Horsell matters and social media), as well as noticeboards, looking for the right candidate. The deadline was last Friday 28 April. Some applications have been submitted.

This week the subcommittee will review CVs and keep driving forwards. There will also be interviews, school visits, and the PCC will be involved.

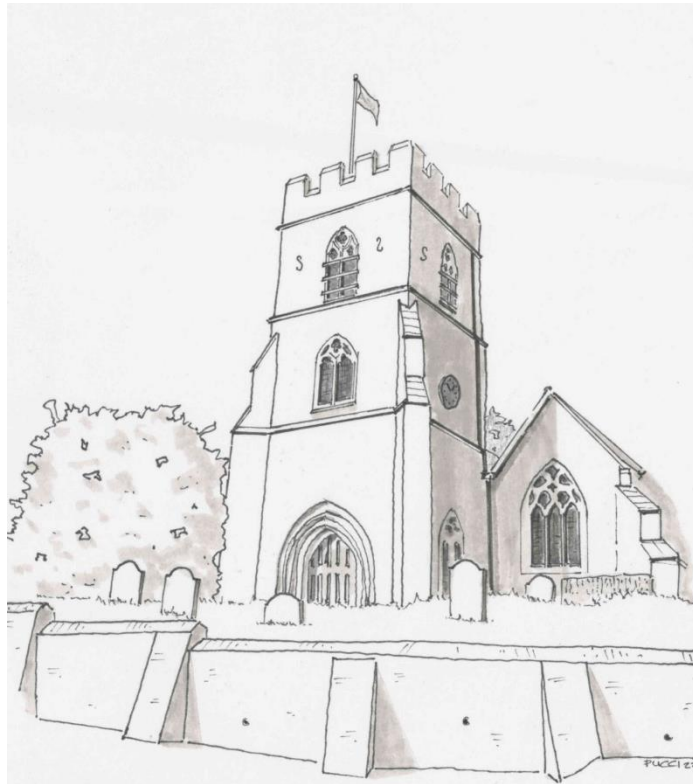
The vicar reminded people to pray, and thanked Mark McMurtrie for this report.

9 Any Other Business (prior agreed with the PCC secretary) – No other items of business for this meeting.

The Grace Prayer was said together to close the meeting.

Revd Lutsenko thanked everyone for attending the meeting.

Church of St Mary the Virgin
Horsell



PCC Annual Report for 2023

Directory

www.stmarys-horsell.org.uk

Incumbent: Reverend Dmitry Lutsenko
Tel: 01483 755618
The Vicarage, Wilson Way, Horsell, Woking, Surrey
Email: vicar@stmarys-horsell.org.uk

Children & Families' Worker: Rebecca Connolly
Tel: 07388 931904
Email: childrenandfamiliesstmarys@gmail.com

Parish Administrator: Helen Gravette
01483 772134
Email: stmaryshorsell@btinternet.com
Parish Office, The Vicarage, Wilson Way, Horsell, Woking, Surrey (Tues 9am-4pm, Wed, Fri 9am-1 pm)

Wardens:	Brian Sheriff, Barcroft House, Littlewick Road, Horsell, Woking, Surrey 01483 474975
	Mark McMurtrie, 6 Bedford Close, Horsell, Woking, Surrey Tel: 07815 635609
Secretary:	Sarah Bugler
Treasurer:	David Leach
Bank:	CAF Bank 25 Kings Hill Avenue, West Malling, ME19 ATA

Independent Examiner: David Weller

Charity registration number: 1128175

Annual Report for the year ended 31st December 2023

The Parochial Church Council (PCC) is responsible for co-operating with the incumbent in promoting in the ecclesiastical parish of Horsell the whole mission of the Church, pastoral, evangelistic, social, and ecumenical. It also has maintenance responsibility for the Church of St. Mary the Virgin, Horsell and its grounds.

PCC Membership

The incumbent, churchwardens and synod representatives are automatically members of the PCC. Other members are elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules or are co-opted by the PCC.

During the year, the following served as members of the PCC:

Incumbent: Reverend Dmitry Lutsenko

Wardens: Mark McMurtrie

Brian Sheriff

Representatives on the Deanery Synod:

David Leach (from APCM 2023)

Gill Squibb (from APCM 2023)

Elected members:

Sarah Bugler

Elaine Davies

Helen Teresa Edwards

Sarah Gladstone (until APCM 2023)

Mark McMurtrie (until APCM 2023)

Vanessa McMurtrie

Brian Rowlatt (until APCM 2023)

Lesley Templeman

Michael Templeman (from APCM 2023)

Tim Jordan (from APCM 2023)

Adrian Harvey (from APCM 2023)

1 Electoral Roll

At the end of the year there were 156 on the Church Electoral Roll (the same at the end of 2022).

2 Church Attendance

The usual Sunday attendance, counted during October, was 56 (76 in October 2022) Easter Sunday attendance was 145 (167), Christmas Eve was 96 (77), and on Christmas Day 106 (120).

3 Fabric, Goods and Ornaments

The Churchwardens have undertaken the annual inventory of the goods and fabric of the Church and report that all are on good order.

4 PCC Review of the Year 2023

There were 13 members of the PCC, who met 6 times in 2023 and the average attendance was 80%.

Safeguarding was discussed at each PCC meeting and there were no concerns raised requiring further action throughout the year.

At the PCC meeting in **January**, it was agreed to proceed with the recruitment of a Children and Families Ministry Lead. The financial budget for the year was also approved. Feedback on the Archdeacon's visitation was provided confirming that the Archdeacon was pleased by all the work put into the Church Development Plan and that he was satisfied with how the Parish is being managed and the quality of record keeping. The PCC also agreed to commence the project for replacement of the church lighting.

In **March**, we discussed the Church Development Plan, focussing on the topics of Prayer and Worship. We agreed to trial an alternative style of communion service on the 5th Sunday.

We were provided with an update on the Church Clock and Lighting replacement project. The PCC also approved the annual accounts. The name of the new Parish Safeguarding Officer was confirmed.

In **May**, we welcomed three new members to the PCC and said farewell to three others. At this PCC meeting the appointment of PCC officers and members of the various subcommittees were approved.

Additionally, the PCC approved the following resolution: The PCC agrees that a Faculty to carry out extension work on St Andrews Room, as recommended by Guildford DAC, now be forwarded to the Consistory Court in London for approval. Also, an update was provided on the progress being made to dismantle a section of the churchyard wall. We heard that the damage caused by the break-in to the Church and Vestry had been rectified.

At the **July** meeting we heard that Rebecca Connolly had accepted the offer to be our Children and Families' Worker and would be starting in August. We agreed to run 'The Bible' course starting in the Autumn. We had further discussions on the style of services and types of music.

In **September** we held discussions on reintroducing the Common Cup during Communion. This resulted in the Church Wardens being tasked with conducting a more extensive discussion with member of the congregation. We continued to discuss service styles. At the meeting the PCC of St Mary the Virgin, Horsell adopted the Policy on the Recruitment of Ex-Offenders. We also started planning for the busy Christmas period. The PCC agreed to the recommendation of Grahame Wood as a PCC Foundation Governor at the Horsell CofE Junior School for a 4-year term of office. To accelerate the rebuilding of the churchyard wall we agreed to retain a professional bricklayer.

At the meeting in **November**, we heard that the Diocese was pleased with the progress being made on our Church Development Plan. The PCC agreed to continue with intinction for Communion at the 10 am service. Further discussions were held on the style of service at the 10am service on the 1st and 5th Sundays and about the style of music and choice of hymns and worship songs. The PCC of St Mary the Virgin, Horsell, approved all of the following policies: Conflict of Interest Policy, Complaints Policy, Serious Incident Policy (revised) and The Financial Controls Policy. We discussed the progress made with Children and Families work following the appointment of Rebecca Connolly.

5 Review of the Deanery Synod Year

Deanery Synod continues to meet three times a year.

At the January 2023 meeting, the main item on the agenda was connecting with the community.

Presentations were received from Knaphill on running a community fridge, Goldsworth Park on Andy's Café and Christ Church on their café.

Being an online meeting, we were able to receive a presentation from a church in Chorlton, Manchester. The church collected spare winter coats and clothing in the autumn and then gave away the clothing over the winter.

The aim of all these initiatives is mission and not just running a business. A lot of effort, prayer and trust in God was required to make these initiatives work. There is a desire to create community places to share surplus food/clothing, particularly with those in need.

We heard that Ripley had left Woking Deanery to join with Ockham and Downside. The diocesan synod update included the Diocesan Youth Strategy which is being funded by the national church Strategic Development Fund.

The June 2023 meeting was on small group ministry. 83% of churches in Woking deanery had identified small groups as a priority area through the parish needs process. The aim of small group ministry is to grow disciples.

We heard that New Haw were merging with West Byfleet. The diocesan synod update included the Diocesan local ministry plan.

At the October 2023 meeting, we had a presentation on the Diocesan local ministry programme. There are three strands:

1. Licensed ministry as an ordinand or licensed lay minister
2. Lay associate minister course teaching foundations of ministry for lay leaders
3. Theology hub providing public events with speakers on theology

Deanery synod are seeking a new lay chair and a new secretary. The current post holders feel that it is now time for them to pass the role on. The diocesan synod update advised that diocesan priorities include the Parish Needs Process, revitalisation of struggling parishes, youth ministry, school academisation, property management and net carbon zero.

6 Safeguarding and Disclosure and Barring Service Checks

Sandra Bayliss-Hare was appointed as Parish Safeguarding Officer and Brian Sherriff as DBS validator in April, 2023.

The PCC has continued to give due regard during the year to the House of Bishops' Safeguarding Policy, which adopts the C of E's 'Promoting a Safer Church' policy statement, the House of Bishops' practice guidance and the supporting diocesan safeguarding protocols. The PCC agreed to the policy statement at the PCC meeting held on Monday, 15th May, 2023.

DBS checks have continued throughout the year. Safeguarding training has been a high priority this year, with a number of group and individual face-to-face training sessions taking place as well as online training. As a result of this prioritisation, and the consistently high compliance with the policy, St. Mary's has been promoted to level 3 of the Safeguarding Dashboard (the highest level achievable).

Two incidents were referred to the Diocesan Safeguarding Team for consideration and advice, but no action was required. There are no outstanding concerns.

Due to personal issues, Sandra Bayliss-Hare has temporarily stepped down from the responsibility of Parish Safeguarding Officer. She hopes to take up the role again towards the end of the year. In the interim, Lesley Templeman has stepped into the role of PSO, with the support of Helen Gravette.

