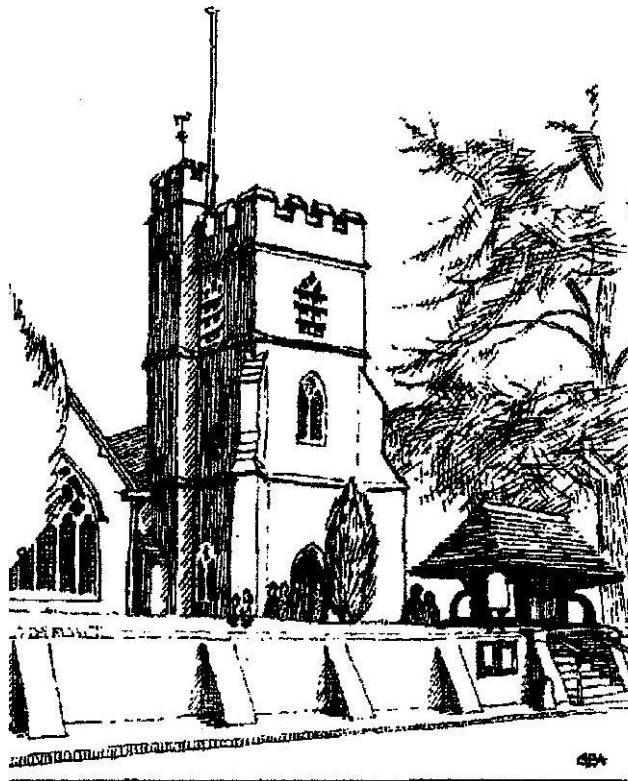


St Mary-the -Virgin  
Horsell



The Annual Parishioners Meeting and  
The Annual Parochial Church Meeting  
23<sup>rd</sup> May 2021, 11:15 a.m.  
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 11.15am Sunday 23<sup>rd</sup> May 2021 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 2020 Annual Meeting of Parishioners
4. Election of Churchwardens for 2021 – 2022

'The Churchwardens Measure 2001 provides that AMP may by resolution decide that the term of office for Churchwardens of up to 6 years does not apply in relation to St Mary's Horsell.' The terms of this resolution are valid from the 23<sup>rd</sup> of May 2021 to the next AMP meeting.

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 2020 Annual Parochial Church Meeting
2. Annual Report for 2020
  - a) Electoral Roll
  - b) Report on the fabric, goods, and ornaments
  - c) Report on the PCC's proceedings
  - d) Financial Statements

3. Appointment of the Independent Examiner
4. Elections:
  - a) Deanery Synod
  - b) Parochial Church Council
5. Annual Reports from Church Organisations (Book 2).
6. Churchwarden's report for 2020
7. Discussion on matters of general parochial interest (it would be helpful, although not essential) if you would notify the Vicar or Secretary of any items before the meeting begins.

Update on St Andrew's Room Extension – Brian Sheriff

**Minutes of the Annual Meeting of Parishioners and The Annual Parochial Church Meeting  
on Sunday 18<sup>th</sup> October 2020, held in St Mary's Church, Horsell, and via Zoom**

**Minutes of the Annual Meeting of Parishioners**

- 1. Prayer** - Mike Couper opened the meeting with a prayer.
- 2. Apologies** - Michael Templeman and Brian Rowlatt
- 3. Minutes of the 2019 Meeting of Parishioners** - approved.
- 4. Election of Churchwardens for 2020 – 2021** – Mike Couper and Pam Rowe have agreed to continue as Churchwardens until April (**APCM 2021**). They were elected as Churchwardens - Proposer - Helen Gravette, Secunder - Mary Williams. The Lay Vice Chair (Mark McMurtrie) thanked Pam and Mike for all their hard work, especially throughout the Covid Crisis. The Parishioners showed their support and thanks with applause.

**Minutes of the Annual Parochial Church Meeting**

- 1. Minutes of the 2019 Annual Parochial Church Meeting** – approved.
- 2. Annual Report for 2019**
  - a.) Electoral Roll** - Many thanks to Brian Sheriff for his work on preparing the Electoral Roll in 2019. Details are largely the same as the year before with 167 people listed. On page 10 of the 2019 report the date has been corrected.
  - b.) Report on the fabric, goods, and ornaments** – The Churchwardens reported that the annual inventory had been completed, and all is fine and in good order. The screens have now been added to the inventory.
  - c.) Report on the PCC's proceedings** - A review of the PCC year is on page 10 and 11.
  - d.) Financial Statements** - A report from the PCC Treasurer (David Leach) was read (below).

‘One of the joys of preparing the accounts is seeing how broad our ministry is, which also comes across clearly reading the vast number of reports in Book 2 of the annual report. Our independent examiner of the accounts, who attends another church in Reading, comments each year on how much he enjoys examining our accounts and seeing all we have been doing. The range of activities is only possible due to the generosity of our congregation with their time, talents, and monetary giving. Thank you!

Our accounts for 2019 show a drop in giving of £5,000 which led to the annual deficit increasing to £25,000 from £20,000 recorded in 2018. The PCC benefitted from additional income in earlier years from legacies, capital growth on investments and renting out 6 Walden's Park Road. The surpluses from these earlier years have allowed the PCC to invest for the future and extend the ministries we offer through the recruitment of Marcus and Peter. Following Peter's retirement, we are renting out 6 Walden's Park Road again.

2020 has brought challenges financially due to Covid 19. Our income has dropped significantly through lower attendance and donations at services and reduced income from hall hire. Thankfully most planned giving has continued, and we have been able to reduce some expenditure however the Covid 19 restrictions are costing St Mary's £2,000 per month. I therefore ask you for something I have not asked previously, please can you pray for the financial position of St Mary's to continue supporting the excellent ministries we offer.

I am happy to take questions, either now or privately after the meeting.’

The Chair thanked people for their generosity which is much appreciated and thanked the Treasurer for all his hard work. The Parishioners showed their support and thanks with applause.

**3. Appointment of the Independent Examiner** - Proposer- Alan Nichols, Seconder - Hilary Mills, David Weller was appointed.

**4. Elections:**

**a.) Deanery Synod** - David Leach, Gill Squibb, and Ruth Carter were elected to the Deanery Synod. Proposer - Jan Mihell, Seconder – Margaret Johnson

**b.) PCC** - Brian Sheriff, Sarah Gladstone, and Lesley Templeman were re - elected to the PCC. Proposer - Alan Nichols, Seconder - Jennifer Richards.

Roger King and Brian Rowlatt were appointed to the PCC. Proposer - Hilary Mills, Seconder - Gill Squibb

**5. Annual reports from Church Organisations (Book 2)** – Thank you to all those involved for this report.

**6. Report for 2019** - Mike Couper read the following report to the meeting.

**Churchwarden’s report for 2019**

‘As we are in the middle of a vacancy Mike Couper, as Churchwarden, has put together some of the highs (and sadly, lows) of 2019. There are many things to celebrate and give thanks and some of them may be helpful for the new Incumbent to see.

Since the previous APCM, the parish said farewell to a number of much-loved members of the congregation: David Bramwell, Elizabeth Edwards, Colin Fox, Pauline Medhurst, Daphne O’Connell and Cyril Pawley. Tony Noel very kindly presented the church with two beautiful frontals for the pulpit, in memory of his wife Pam and using her materials. A generous donation was made to the church for a Book of Remembrance, as we will soon not be able to have a plot for ashes in the churchyard. A Memorial Garden was set up to provide a place for ashes to be scattered. There was a small decrease in our number, but there is still a regular attendance at the main services we hold. If you want an increase, organise a Messy Church Celebration. This has proved to be phenomenally successful. Many thanks to the team who organise and have fun at these monthly sessions the average number attending is around 100. We have learned that, for these families, this is ‘Church’ for them. They are keen to join in the craft activities, the celebration and, definitely, the meal we provide. It is amazing to see how even the dads join in everything!

There are other times when we provide worship for different needs: the Memorial Service in November to which recently bereaved people are invited to light a candle and join in a short candlelit service. Lodge Brothers (local Funeral Directors) approached us to hold a Carol Service with a similar service of thanksgiving. A bonus was the Christmas Tree kindly donated and much appreciated. A small group visit Kettlewell Lodge (and Horsell Lodge) once a month for a short service of familiar hymns and readings. Many thanks to Sarah and Michael Templeman for leading these services.

Children’s activities have continued to provide a regular weekly opportunity for all ages to come together and learn to grow in their Christian journey, thanks to Marcus’ enthusiasm and belief. Twinkle Tots regularly has a sound base of 40 in total (children, mums, and carers, one dad included). A very enjoyable Teddy Bears’ Picnic was held in the green area at the Institute.

The time around Easter provides the opportunity to involve a larger group of people to be in church. The children from the Church School (Years 5 & 6) enjoyed the Easter Experience by joining in the journey from Palm Sunday to the Easter Garden. Their knowledge of the story was impressive, and thanks are due to Marcus Brookfield, Barbara Brown, Ruth Carter, Mike Couper, Sue Dunsford, Rev Sarah Hayes, Roz Haynes, Jan Mihell and Jennifer Richards. Our Family Service on Good Friday was well attended, and the hot cross buns and coffee were very welcomed.

Sarah’s help in our prayerful journey was enhanced by two Bible Courses, one of which attracted 40 regular attendees. Rev Peter Brown held a Retreat at Salisbury, once again well attended and their

thoughts were quite moving when told to the congregation. Peter continued to be a strong support in the Men's Group which he set up. With Elaine's help they organised a very strong Home Group that met regularly each Sunday evening. There are other Home Groups that continue to prosper.

He also visited Throwleigh Lodge once a month, a place with which we had lost touch. A small group of teenagers and two adults were confirmed by the Bishop during a Baptism, Confirmation with Communion Service in June.

St Mary's continues to strengthen and maintain close links with the local community – examples such as Woodlanders (helping in the churchyard), Rainbows (a service and refreshments), Organ Recitals (organised by Alan Rapley), Garden Safari, Picnic on the Green, refreshments at the Annual Village Show, Barn Dances, World Day of Prayer.

Our links with the three schools in the village continue to be strong: weekly Open the Book Assemblies (celebrating 20 years since it started) at both the Infant & Junior School, Handbell Group and regular termly visits for an End of Term Service and Harvest Festival (Junior), Christmas Carol Services (all three schools), and a very special Remembrance Service (High School). We also have visits from other local schools and St Andrew's School.

We also hosted the annual Heritage Weekend and the bi-annual Christmas Tree Festival.

Sadly, we were informed of Sarah's decision to leave in November. Grateful thanks are recorded for her time here – helping us to explore new ways of worshipping, make prayer the most important in our Christian life, and looking beyond the walls of our church to become more involved with the community. A small group interviewed 5 architects and chose one, to help us develop our plans for extending St Andrew's Room – once again to fulfill a need for more space and being able to involve groups from the community.

To close, I will read our Prayer for Mission which guides us in our future journey in our Christian Faith, helping us to grow, spread the Good News and increase our belief in our own personal lives.'

## **7. Discussion on matters of general parochial interest.**

- How do we encourage young people to join in and also to be confirmed?  
After a brief discussion it was suggested that this should be an agenda item for the next PCC meeting.
- How many people have been interviewed to fill the Vacancy at St Mary's?  
It was confirmed that the interviews would be in November.
- Who does the interviewing?  
There are five people on the formal interview panel: The Bishop of Guildford, the Archdeacon, the Area Dean of Woking, and St Mary's two representatives who are Michael Couper and Jennifer Richards.

The Chair read the following safeguarding report to the meeting from Roger King (Safeguarding Officer and DBS Validator).

### **Safeguarding and Disclosure and Barring Service Checks 2019-2020**

We wish to extend our thanks to Christine Pulford for all her hard work over recent years on managing activities relating to Safeguarding and Disclosure checking. This has been greatly appreciated by all of us at St Mary's. Roger King was appointed Parish Safeguarding Officer and DBS Validator with effect from 1 September 2019.

The PCC has had due regard during the year to the House of Bishops' Safeguarding Policy and Practice Guidance and has formally adopted a Statement of Safeguarding Policy which adopts the Church of England Promoting a Safer Church Policy Statement and the House of Bishops' Practice Guidance and the supporting diocesan safeguarding protocols.

A Safeguarding self-audit has been completed and a return made to the diocese. The self-audit identified some areas in which further work is required, notably the preparation and updating of risk assessments and the finalisation of role descriptions for the various roles within St Mary's. Disclosure and Barring Service (DBS) checks and renewals have been carried out as needed throughout the year.

Mike Couper thanked Mark McMurtrie for his hard work as Lay Vice Chair, chairing the annual meetings, extra PCC meetings, as well as Standing Committee during the Pandemic.

Mike Couper read a prayer to close the meeting.

# Church of St Mary-the-Virgin

Horsell



PCC Annual Report for 2020

## Directory

[www.stmarys-horsell.org.uk](http://www.stmarys-horsell.org.uk)

Incumbent: Rev'd Sarah Hayes (until 19<sup>th</sup> January 2020)

Tel: 01483 721901 e-mail: [sarah@sehayes.co.uk](mailto:sarah@sehayes.co.uk)

The Vicarage, Wilson Way, Horsell, Woking, Surrey

Assistant Minister: Rev'd Peter Brown (until 30<sup>th</sup> August 2020)

6 Waldens Park Road

Parish Administrator: Helen Gravette

01483772134 email [stmaryshorsell@btinternet.com](mailto:stmaryshorsell@btinternet.com)

Parish Office, The Vicarage, Wilson Way, Horsell, Woking, Surrey (Tues, Wed, Fri 9am — 1 pm)

Wardens: Pamela Rowe co/- Parish Office

Michael Couper,

17 Pine Close, Horsell, Woking, Surrey

Tel: 01483 770920

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

## **PCC Annual Report for the year ended 31<sup>st</sup> December 2020.**

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.

### **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 Sarah Hayes (until 19<sup>th</sup> January 2020)

Wardens: Michael Couper  
Pamela Rowe

Representatives on the Deanery Synod:

Ruth Carter  
David Leach  
Gill Squibb

Elected members:

Sarah Bugler  
Helen Teresa Edwards  
Sarah Gladstone  
Margaret Johnson  
Roger Kling  
Mark McMurtrie  
Jennifer Richards  
Brian Rowlatt  
Brian Sheriff  
Lesley Templeman

## **Electoral Roll. PCC and Church Attendance**

1. At the end of the year there were 159 on the Church Electoral Roll (compared with 167 at the end of 2019).
2. The usual attendance, counted during October, was 50 (104 in October 2019, no adults and children were recorded at Easter because of lockdown, and the cascade system we were using did not include numbers (216 in 2019) and only one service took place (on Christmas Day) with 57 people attending the Family Communion in church (1225 on Christmas Eve & Christmas Day in 2019).

## **Fabric, goods, and ornaments**

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

## **The PCC Review of the Year 2020**

4. The PCC met 9 times in 2020. The average attendance at the meetings was 93%. The PCC had an additional meeting in February, as the Vacancy began, and one at the beginning of March. PCC meetings were also held via Zoom, from June to November, when meetings were not allowed in person due to the coronavirus pandemic and the lockdown government guidelines.
5. At the January meeting, the PCC were reminded of the key dates during the Vacancy, and management arrangements were discussed and agreed for the Vacancy period.
6. Two extra meetings were planned, to agree the Parish Profile, and in order to choose Parish Representatives for the Vacancy process. In February, the PCC met to receive feedback on the Parish Profile, and then again, in early March, held the required Section 11 meeting, to choose Parish Representatives and agree the Parish Profile.
7. The PCC cancelled a meeting planned in March just before the pandemic took hold, after that the lockdown began, and the church closed due to Government Restrictions.
8. On May 18<sup>th</sup>2020, and agreed by email, the PCC 'reviewed and adopted the House of Bishops Safeguarding Policy Statement, together with the supporting safeguarding policies and practice guidance.' The PCC Secretary gave a report to the PCC at the June PCC meeting via Zoom, that as the Church Representation Rules 2020 - Section M29 give details of the new rule allowing the PCC to conduct business by correspondence, this was agreed unanimously by email.
9. At the June PCC meeting via Zoom, the Parish Representatives, Mike Couper and Jennifer Richards reported that the recruitment of a new Vicar was on hold. A 'Coronavirus Report' was presented by Mike Couper, Churchwarden, to give details of the contact with the congregation during the pandemic, while the church had been closed. This report gave details of all the hard work by The Pastoral Care Team during this time, keeping in touch with parishioners as well as creating an email 'cascade' to send a Daily/Weekly Prayer Focus, and other resources. Each week, Morning Prayer Service sheets were also distributed by email. He also reported to the PCC that the Children and Families Worker, Marcus Brookfield, had been putting together regular materials sent out by email, to the families that would normally attend JAM (Jesus and Me) and Messy Church sessions. The Parochial Church Council also agreed the first of many risk assessments during the coronavirus pandemic. 'The Risk Assessment for

Opening Church Buildings' which was prepared by Mike Couper, Marcus Brookfield (Children and Families worker) and Helen Gravette (Church Administrator).

**10.** During the PCC meeting in July, the PCC also approved the Financial Accounts presented by David Leach (PCC Treasurer). Another risk assessment was agreed by the PCC for opening Church buildings for Public Worship at this meeting, and plans were discussed for the next few months.

**11.** In August, as the Annual Meeting dates were extended due to the pandemic, the PCC began plans for the APCM which would be in September or October 2020. The PCC continued to receive regular updates from the Teams and Subcommittees prior to each virtual meeting. The Finance and Property Subcommittee produced a written report for this meeting, and the St Andrew's Room Extension Subcommittee continued to make progress.

**12.** The PCC received an update on the Vacancy at the September PCC meeting via Zoom. The Parish Profile had been updated as Reverend Peter Brown had retired, the Annual Meeting date was confirmed as October 18<sup>th</sup>2020, and it was reported that Sunday services were going well with social distancing and all the government restrictions in place.

**13.** The Annual Meeting 2020 was held in October, both in church as well as on Zoom, to allow more people to participate.

**14.** In November, the PCC continued to meet via Zoom, and The Parish Representatives, Mike Couper and Jennifer Richards, gave an update on the next steps in the Vacancy process. The Children and Families Worker attended this meeting to discuss a recent survey sent to families with children and teenagers. He reported that weekly Jam activities and Messy Church sessions were continuing to be distributed via email and could be accessed via the St Mary's website. Brian Sheriff also gave an update on the St Andrew's Room extension project and their plans.

**15.** In November it was reported that the collections on Harvest Sunday for the York Road Project had gone well. The PCC Treasurer had also set up 'Just Giving' which would allow St Mary's to collect funds for other Outward Giving online in the future.

**16.** The month of December brought another coronavirus lockdown, and the decision was made by the PCC to close St Mary's for Sunday 27<sup>th</sup> of December. The PCC looked forward to welcoming a new Vicar in 2021.

## Review of the Deanery Synod Year

Deanery Synod met three times in 2020.

At the **February 2020** meeting, we heard a stimulating and interesting talk from Rev Beverley Hunt. Beverley was previously an Assistant Minister at St Peter's and now has a role as Chair of the National Minority Ethnic Vocations Advisory Group. She has Caribbean origins, and spoke movingly of the difficulties BAME members of the Anglican Church experience when they arrive in this country and try to fit in at their local church. She pointed out that in most congregations there are very few BAME worshippers, so that newcomers easily feel very out of place. She went on to explain the importance of the Church of England developing the ministries of its BAME members, both for the benefit of potential ministers, and that of BAME worshippers joining our congregations.

At the **June 2020** virtual meeting, churches in Woking submitted joys and challenges that each have experienced as churches during the lockdown crisis. They included:-

### Joys:

- Online Services watched either live or later – reaching out wider than the parish and Woking - and proving to be a safe space, especially for fringe members of the church. Also attracting new people.
- Regular prayer meetings
- Church members becoming involved in new areas and learning new skills
- Children and Family work with families exploring faith together
- Pastoral care – including providing resources to those not online
- Emphasis on the church being the people and not the building
- The church being more visible in the community (including offering support for shopping etc).
- An online Alpha course (St Mary of Bethany)

### Challenges:

- To master the new technology
- Not able to do some outreach
- Lack of physical contact, not seeing friends, not being together
- No communion
- Finances – lack of collections and hall not able to be hired out
- Pastorally – can be isolated (even if online)
- Funerals – not all people can be there
- Anxiety for both the present situation and how to transition out of lockdown in the future
- Overwhelmed by information

The June 2020 meeting also heard about St Michaels, in Sheerwater. For the last 4 years, St Michaels has been run as a Bishops Mission Order, (BMO), which has allowed it to be run as a 'mission' with a time frame of 5 years of funding for the part time minister, Gillaine. The plan has been to see real growth however, the realities of the re-generation project mean that people have been moving away from the area as the council prepares to knock down old housing in preparation for the new buildings negating the growth obtained. This has a major impact on the 'success' of the BMO! The BMO itself comes to an end in June 2021, and the Bishop of Guildford has already said that the Diocese has no more money to fund the minister's stipend beyond that date. In 2019, the General Synod said that the church should have a worshipping community on all estates in the UK, especially those that are in decline and poverty.

The reality seems to be that in places like this where the church should be, there is a 'pulling away'. As part of the re-generation project, Woking Borough Council are offering a significant sum of £2.3m to replace the church building, allowing for a new community hub, which will house the church as well as MASCOT, and a number of other community projects. The timeline for the rebuilding is to start in about 1 year and for that to be completed in 2.5 years. This means that there is also the challenge of how to retain and build numbers whilst there is no actual building to meet in!

At the **October 2020** virtual meeting, we heard that St Michaels had received enough funding from Christians in Woking for the BMO to be extended for a further five years.

We also heard presentations on hospital and army chaplaincy. Hospital chaplaincy at St Peter's and Ashford hospitals provides pastoral, spiritual and compassionate care. They minister to patients, relatives and staff. More recently with visiting restrictions, the chaplains have been acting as links between patients and local faith leaders as well as arranging ways for patients to communicate with their family. Staff are finding it difficult that relatives are less able to help with patient care.

Pirbright army base receives 5,000 - 6,000 new recruits a year and the average age at Pirbright is 26. As well as offering pastoral and spiritual support, the chaplaincy team teach values, standards and morality lessons as part of the training.

### **Safeguarding and Disclosure and Barring Service Checks 2020-2021**

We wish to extend our thanks to Margaret Johnson who has now stepped down as Safeguarding Lead on the PCC. Roger King, who was appointed Parish Safeguarding Officer and DBS Validator with effect from 1 September 2019, was co-opted onto the PCC in June 2020 and elected at the APCM in October 2020. Roger King is now both the Safeguarding Lead on the PCC and the Parish Safeguarding Officer and DBS Validator.

The PCC has had due regard during the year to the House of Bishop's Safeguarding Policy and Practice Guidance and has formally adopted a Statement of Safeguarding Policy which adopts the Church of England Promoting a Safer Church Policy Statement and the House of Bishops' Practice Guidance and the supporting diocesan safeguarding protocols.

The provision of, and the updating of, safeguarding training has not been straightforward in the past year. All face-to-face training continues to be suspended because of the pandemic. However, the Basic and Foundation level training has remained available online. Almost all of those whose training needed to be refreshed have repeated the Foundation course as a refresher. Some of the higher-level courses have become available via zoom and have been undertaken where appropriate.

A Safeguarding Self-Audit will be completed and returned to the Diocese by the required date of 30 September 2021.

Disclosure and Barring Service checks and renewals have been carried out as needed.