

St Mary-the -Virgin  
Horsell



The Annual Parishioners Meeting and  
The Annual Parochial Church Meeting  
29 May 2022, 11.15am.  
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 29 May 2022 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 2021 Annual Meeting of Parishioners
4. Election of Churchwardens for 2022 - 2023

'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 29<sup>th</sup> of May 2022 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 2021 Annual Parochial Church Meeting
2. Annual Report for 2021
  - a) Electoral Roll
  - b) Report on the fabric, goods, and ornaments
  - c) PCC Review of the Year
  - d) Safeguarding Report – Roger King.
  - e) 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 2021
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 Sherriff

**Minutes of The Annual meeting of Parishioners and The Annual Parochial Church meeting**  
**On Sunday 23<sup>rd</sup> May 2021, held in St Mary's Church, Horsell, and via Zoom**

**Minutes of The Annual Meeting of Parishioners**

- 1. Prayer** - Reverend Dmitry Lutsenko opened the meeting with a prayer.
- 2. Apologies** - Elizabeth Williams and Jeffrey Johnson
- 3. Minutes of the 2020 Annual Meeting of Parishioners** - approved
- 4. Election of Churchwardens for 2021 – 2022** - In order that Mike Couper may serve for another year as a churchwarden, the parishioners passed the following resolution:  
'The Churchwardens Measure 2001 provides the 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.  
Proposer – Alan Nichols, Seconder – Brian Sheriff, unanimously agreed.  
Pamela Rowe has decided to step down as a churchwarden. The Vice Chair, Mark McMurtrie, thanked Pam for all her work, particularly during the Vacancy. The Parishioners showed their gratitude and thanks with a gift and applause.  
Brian Sheriff has agreed to stand for election as a churchwarden. Mike Couper and Brian Sheriff were elected as churchwardens unanimously. Many thanks to them both.

**Minutes of the Annual Parochial Church Meeting**

- 1. Minutes of the 2020 Annual Parochial Church Meeting** – approved.
- 2. Annual report for 2020**
  - a.) Electoral Roll** - 159 parishioners are listed on the Electoral Roll.
  - b.) Report on the Fabric, Goods and Ornaments** – The Churchwardens reported that all is in its rightful place and in good order.
  - c.) Report on the PCC's proceedings** – See page 11 and 12 in Book 1.
  - d.) Financial Statements** – The PCC Treasurer, David Leach, gave a PowerPoint presentation (attached). The Treasurer began with 'Comparison year on year – 2020 v 2019' which showed both overall income and expenditure were each approximately £14,000 lower in 2020 than in 2019. St Mary's expenditure was lower due to the reduced number of activities during the pandemic. The following slide 'Comparison year on year – 2020 income' highlighted the areas in which income was lost in 2020, but also showed the income from the rental of 6 Walden's Park Road, following the retirement of Reverend Peter Brown. He discussed the income trends in 2020 in the next slide, '2020 Income trends – Planned Giving', which displayed the planned giving by each quarter of the year and showed consistency.  
David thanked the Parishioners for their commitment to giving, and their support of St Mary's throughout 2020, and he offered to discuss planned giving with anyone who is interested. The Treasurer confirmed that the financial support helped, during such an extraordinary year; to provide new ways to worship and connect via virtual meeting platform and streaming, among other initiatives.  
Due to the Covid restrictions during 2020, the next slide highlighted the drop in loose cash donations. However, a further slide listed many of the incredibly positive achievements as St Mary's adapted during the year. The Treasurer went on to discuss legacies and the exceptionally positive impact they can have

on the future for St Mary's congregations. He was delighted to make the announcement that during 2020, St Mary's had received legacies in excess of £400,000, and he informed the meeting that Brian Sheriff would be speaking more about this later in the meeting. Reminding the meeting that legacies pass on faith over generations, David showed the Parishioners some pamphlets which are available, on how to give a legacy. He also gave details of a legacy of £600 which allowed a home communion kit to be purchased to help take communion to those who are unable to come to church. The Treasurer thanked all past, present, and future parishioners who have, and will continue to give to St Mary's. The Vice Chair thanked the Treasurer for all his hard work throughout the pandemic and acknowledged what an amazing year it had been for legacies. The Parishioners showed their appreciation and thanks with applause.

**3. Appointment of the Independent Examiner** – David Weller who has looked after examining St Mary's Financial Statements was appointed. Many thanks to him.

**4. Elections:**

a.) Deanery Synod – it was confirmed that the three Deanery Synod Representatives: David Leach, Gill Squibb and Ruth Carter who were elected in Oct 2020 will continue to serve.

b.) Parochial Church Council – Margaret Johnson, Mark McMurtrie, Jennifer Richards, and Sarah Bugler were re-elected to the PCC.

Pam Rowe, Elaine Davies, and Alan Nichols were elected to the PCC.

**5. Annual Reports from Church Organisations (Book 2)** – All of St Mary's groups and subcommittees had produced reports for the meeting, which were gathered to form Book 2 by the Parish Administrator, Helen Gravette. The Vice Chair reminded the meeting that some of these activities needed to be paused during the continued Covid restrictions, and their opening once again, was much anticipated. Thanks was recorded to St Mary's Children and Families Worker, Marcus Brookfield, for all his work during the year. The parishioners showed their appreciation with applause.

**6. Churchwarden's Report 2020**

Mike Couper said, 'This report will go down in the parish records as unique (I hope).

We record and remember those from our congregation who sadly died during the year and who will be greatly missed: - Brian Ashley, Barry Bartlett, Christopher Eatough and Roy Jarvis.

On 19<sup>th</sup> January we said farewell to Sarah at her last service with us, It was a sad time in many ways, but we still made the event as happy as we could. We were able to thank her with a very generous gift from the congregation and wished her every success in her new job and life. We thanked her sincerely for all the progress she had made to 'move us into the twentieth century' (her words, not mine). We became a very much more prayerful congregation and she helped us so much in strengthening links with the village community.

Life had to carry on – we had already put together a Management Team (Peter Brown, Marcus Brookfield, Mike Couper, Helen Gravette, Pam Rowe and Jonathan Thomas [Area Dean]). This met monthly until we reached the interview process – much longer than we had hoped. We kept the congregation informed with regular updates, which seemed to be appreciated by all.

We also formed a team to produce a Parish Profile – Marcus Brookfield, Mike Couper, Adrian Harvey, Lucy Leach, Jennifer Richards, Pam Rowe, Brian Rowlatt and Jenny Spencer. I would like to record grateful thanks for the many hours the team gave up in order to produce a strong profile. We spent many hours burning the candle, the latest time being 10.45pm! At the beginning of March, the PCC held a Section 11 meeting in church to agree how the vacancy would be filled. Additionally, the PCC members voted to select the two parish representatives.

As the year moved on, of course, so did the Coronavirus. At the beginning of March, we were directed by the Government to close the church. Quickly a new system of communication became very important. There were forms to fill in, lists to make, and a wonderful Cascading system was set up. All information relating to St. Mary's and wider church matters was disseminated by means of a number of church members forwarding it to others. This emergency system, created when the church office was out of action due to Covid, aimed to give us resilience and enable us to continue communicating, even if many of us fell ill with the virus. We called it the Cascade, as this was the principle on which it operated. As we could no longer meet face to face, we embraced the digital age with PCC meetings taking place via Zoom.

Like all parishes our finances suffered during the first lockdown from lack of collections during Sunday services and being unable to take hire bookings. As a result, we accepted a small grant offered by the Diocese to assist our financial position.

After a short while we put together a weekly service (Morning Prayer) distributed by the cascade system, so that as many people as possible could take part in the worship in their own homes. One advantage was that we could join in with the prayers, hymns and read through the weekly sermons and reflections, and once again I should record the wonderful help from Peter Brown, Roy Wernham and Marcus Brookfield during the months that the church was closed. They continued to help when the church was eventually allowed to be open for Private Prayer and Sunday Worship.

We were also allowed to have Communion (we chose to have this once a month) with just the bread being offered to the congregation. We were delighted that Richard Hay helped us each month with his gentle, kind manner. Marcus kept in touch with the families by sending out weekly worksheets and services to be used at home. There have been funerals during the year, with various members of other churches officiating. This was quite a challenge after Peter Brown (and his wife Elaine) had left us at the end of August. Another sad farewell, with a record number of people at the service. We wished them a happy move to Alton.

Another result of the virus was the use of zoom sessions, which Elaine Davies set up for the evening forms of worship, involving Meditation and Prayer & Praise. Another opportunity to keep in touch. The Meditation session was more successful because of the dynamics of trying to 'sing' in a group. In order to maintain our service to the Junior School we produced regular 'Open the Book' digital recordings which the children could watch at home as part of school assemblies. I wish to express my thanks to Roz Haynes for directing these, to her daughter Sarah Haynes for recording and editing them and to the loyal team of actors for their contributions.

Back to the Vacancy- Guildford Diocese decided to pause the recruitment process during the first lockdown. In September, Jennifer Richards, and Mike Couper (as Parish Representatives) were advised that advertising would recommence on a nationwide basis. We received six applications, four of which came from outside our Diocese. These were reviewed by the Interview Panel (comprising Bishop Andrew, Archdeacon Martin, Area Dean Jonathan, Jennifer, and Mike) and a candidate short-list was agreed. In November, on the day before the Interview, the selection panel met with the short-listed candidates by Zoom, a team representing the church and the parish met the two candidates for a Q&A session, again by Zoom. This team meeting replaced the normal meeting that the short-listed candidates would have had with the PCC had it not been for Covid restrictions. The feedback from the team was very useful when the Interview Panel came to their final deliberations. The Interview Panel's decision

was unanimous, and Dmitry Lutsenko was selected as our Preferred Candidate. Following a socially distanced face-to-face meeting between the two Parish Representatives and Dmitry and his family for further discussions, a formal offer was made, and the appointment agreed.

We took the decision to delay our 2020 annual meeting until October to allow this to be held within church but also broadcast it via Zoom to allow all those who wished to attend.

As the country entered a second national lockdown in December and case numbers in Woking rocketed the PCC decided to temporarily stop holding services in the church building.

Once Dmitry arrived, we were able to offer services via Zoom, which proved to be very well attended and also ran a weekly prayer series. We were delighted to be able to return to church on Easter Day 2021 for the resumption of face-to-face services.

As you can see, we have had a very busy year despite the lockdowns and unusual variations to ensure that we could keep in touch with as many members of the congregation as possible.'

Mike expressed his grateful thanks to Mark McMurtrie for all his hard work as Vice Chair of the PCC, and the Parishioners showed their thanks with applause.

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

The Vice Chair encouraged the meeting to look at the Safeguarding Report in Book 1 by Roger King, Safeguarding Officer, who is the point of contact for any safeguarding issue, and re-iterated how seriously safeguarding is taken at St Mary's. Many thanks to Roger for this report and his continued hard work.

Thanks, were also noted to the PCC Secretary.

#### **Update on St Andrew's Room**

Brian Sheriff gave an update to the meeting from the St Andrew's Room Extension subcommittee. He acknowledged that the St Andrew's Room had served St Mary's well since it was built in the 1980s, however, under Reverend Sarah Hayes, this subcommittee was put together to determine current requirements. This highlighted the need for better toilet facilities, kitchen equipment as well as improved suitable storage space for Children and Families equipment and resources. A covered storage area was also desired for pram/stroller parking during parent and baby, and parent and toddler activities. Following interviews, Charles Darby was chosen as architect, and 2 plans were drawn up and considered. These were distributed for feedback to the PCC.

A fourth plan will be ready next month, after which time, it will be sent to the Diocese for approval, a VAT expert consulted, and following that sent to Woking Council.

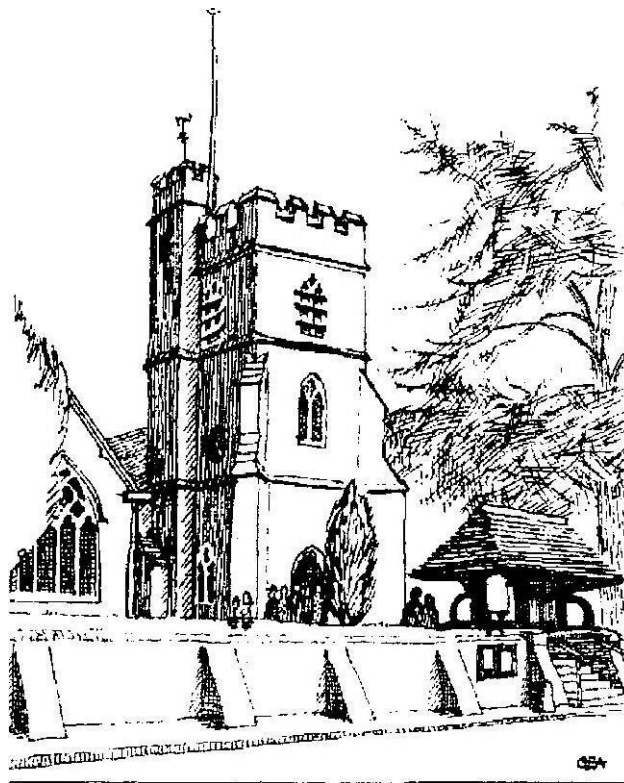
In the meantime, the subcommittee has consulted with the Quantitative Surveyor, William Swanson of Ainsleys, who will visit and cost the design. When the next plans are completed, they will be distributed, and the subcommittee will welcome any input at that time. The desired improvements are 2 toilets, 1 disabled toilet, a new kitchen and 2 further toilets.

There were no questions at this time. Mike Couper thanked Brian for the update on behalf of the parishioners.

Reverend Lutsenko closed the meeting with the Grace Prayer.

# Church of St Mary-the-Virgin

Horsell



PCC Annual Report for 2021

## Directory

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

Incumbent: Reverend Dmitry Lutsenko

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Parish Administrator: Helen Gravette

01483 772134

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

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

Wardens: Brian Sheriff,  
Barcroft House, Littlewick Road,  
Horsell, Woking, Surrey  
01483 474975

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 2021.**

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 Dmitry Lutsenko

Wardens: Michael Couper

Brian Sheriff

Representatives on the Deanery Synod:

Ruth Carter

David Leach

Gill Squibb

Elected members:

Sarah Bugler

Elaine Davis

Helen Teresa Edwards

Sarah Gladstone

Margaret Johnson

Roger King

Mark McMurtrie

Alan Nichols

Jennifer Richards

Brian Rowlatt

Pam Rowe

Lesley Templeman

## **1 Electoral Roll**

At the end of the year there were 153 on the Church Electoral Roll (compared with 159 at the end of 2020)

## **2 Church Attendance**

The usual Sunday attendance, counted during October, was 104 (50 in October 2020 – during Covid) 106 adults and children attended the one service on Easter Sunday. There was a zoom service on Maundy Thursday and Good Friday to which 85 people logged on (because of lockdown, and the cascade system we were using we did not include numbers last year (216 in 2019) and 127 on Christmas Eve and Christmas Day (only one service took place on Christmas Day last year with 57 people due to Covid).

## **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 2021**

The PCC met 7 times in 2021. The average attendance was 96%. As the year began, the first four meetings were held virtually via Zoom due to the continuing pandemic national lockdown. In the autumn when restrictions allowed, the PCC began to meet again in person, and the new wifi connection in St Andrew's Room made hybrid meetings possible.

In January, the PCC looked forward to the arrival of the new Vicar, Revd Dmitry Lutsenko, and his family at St Mary's. Plans were considered for the congregation to watch a recorded Institution service or to attend the service virtually, due to the pandemic lockdown. At this January meeting, thanks were recorded for all of the work of the subcommittees and for their reports. In particular, grateful thanks were noted to the Pastoral Care team for the distribution of Prayer services. The St Andrew's Room extension subcommittee reported that they would be considering more designs and were making progress.

At the end of January, the PCC was delighted to welcome our new Vicar at a PCC meeting via Zoom. As St Mary's remained closed for public worship until the end of the coronavirus pandemic lockdown, the PCC approved the Vicar's plan to hold Sunday services via Zoom. The PCC also supported both the teaching series on prayer for these virtual Sunday services as well as the 7-week Lent Course via Zoom that were proposed by the Vicar.

Planning ahead for Easter was also considered at the PCC meeting in March. The PCC gave their approval to re-open St Mary's for public worship on Easter Sunday as long as it would be allowed by the rules at that time, and the guidance from both the Government and the Church of England with restrictions in

place. Again, this PCC meeting was held via Zoom. The PCC considered and made new plans for the Annual Meeting which would be held in May. An update was given by the PCC Treasurer and the PCC approved St Mary's accounts 2020. Risk assessments that had been revised by the churchwardens were also considered.

Plans for a consultation with the congregation on the St Andrews Room extension project were discussed in March, as this had not been possible due to the pandemic lockdown. Brian Sheriff gave an update on the progress of this project at the APCM which was held on 23 May 2021.

At the meeting held on 6 May 2021, the Parochial Church Council adopted *'The Church of England Promoting a Safer Church Policy Statement, House of Bishop's practice Guidance and supporting diocesan safeguarding protocols'*.

On Saturday 8 May, several members of the PCC attended a virtual 'PCC Away Day' for the Diocese of Guildford hosted by the Diocesan Mission Enabler Team. They worked as a team to complete a Parish Development Plan for the rest of 2021. The PCC held a follow-up Development Plan meeting at 7 pm on 24 June 2021, to review and revise the draft plan together.

In July, the PCC meeting via Zoom considered a paper about Eco Church from the Diocese of Guildford which was circulated and discussed. It was agreed to find out more about this initiative developed by A Rocha UK. As the Church of England 'Living in love and faith' course was being offered by some local Woking Deanery churches, an introduction and an update were given at this meeting.

St Mary's is very fortunate to benefit from very dedicated subcommittees who report to the PCC very regularly throughout the year. At the PCC meeting in November, the Vicar thanked the PCC for their subcommittee and group reports, as well as their work for St Mary's. It was also agreed: a survey and a report would be completed to assess the churchyard wall, the Finance and Property subcommittee would complete a fire safety review, and a small Eco Church team was formed. The safeguarding training requirements of PCC members were also considered. At this hybrid meeting, Christmas plans were also discussed. For the first time, St Mary's would now have the streaming capability, and all of the Christmas services would be streamed. This would prove extremely useful for all people who were unable to attend church over the Christmas period, and a valuable resource for the future.

At the close of each PCC meeting the PCC says the Grace Prayer together:

*'May the grace of our Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all, now, and evermore. Amen.'*

## **Review of the Deanery Synod Year 2021**

At the February 2021 meeting, the main item on the agenda was Living in love and faith which are resources Church of England churches across the country can use to study and pray together in relation to matters of identity, sexuality, relationships, and marriage. This church-wide learning together, listening to one another, and listening to God is part of discerning a way forward for the Church of England. The resources are about listening and appreciating differing viewpoints and not about debating which are right.

Woking Deanery ran a course based on the resources which five members of the PCC attended and contributed to the church-wide learning.

At the June 2021 meeting, we received presentations from four Woking churches on an area of ministry which has been fruitful during lockdown.

St Paul's began by presenting on how their church hall became a vaccination centre. They were approached by a local pharmacist who wanted to begin that week. Like many churches, St Paul's were not used to doing things quickly and it was refreshing that they were able to respond. Many of the vaccinators were Muslim with members of St Paul's assisting as stewards. This was a great example of faith communities working together and helped strengthen links. People coming for vaccines were entering the church hall and some went on to attend services.

St Mary of Bethany spoke about their online services. Moving online brought out some hidden talents in technology and music among their members. Being online also allowed the church to reach a wider audience with some attending from outside the Woking area and others with limited mobility also able to attend. Their house groups went online too and they have decided that one house group will continue permanently online.

St Peter's presented on children's work. They began by trying Zoom sessions with families but found that these did not work well. They then came up with two service types, both running once a month. Forest church ran in the churchyard and allowed attendees the chance to move about more and make more noise and even sing. Energise ran in church and accepted that children will want to move about and play games. These two services helped families attend who were concerned that children might not like to remain quiet and still and were therefore hesitant to come to church.

St Andrew's presented on become a Foodwise hub in Woking. Foodwise are a charity providing meals to those in need, operating out of Guildford. Foodwise were finding a need to serve people in Woking and used St Andrew's as a more local hub for preparing and distributing meals from. Volunteers from both the church and the wider community assisted.

The October 2021 meeting was on the climate crisis. There was a video presentation "Climate Grief and Climate Action" by Alison Moulden, Diocesan Environment Officer followed by a discussion in groups. It was a very informative presentation starting with a brief summary of the context, background and the seriousness of what the world is facing, moving on to why we, as Christians, should act, before talking about what we can do as churches and the tools available to help us.

We were also introduced to Celia Young (of St Paul's) who is the Deanery Greenery Eco Network

Co-ordinator. Alison said that it is good to involve young people as they know lots about climate change and want to be part of what churches are doing. She also warned that teenagers are turning away from churches that aren't talking about the Climate Crisis.

We found all three meetings in 2021 helpful and relevant. We have deepened our knowledge and understanding of matters of identity and sexuality. We have listened to other churches and improved our online capabilities. We have engaged with climate change discussions through registering for Eco church and appointing an eco-representative.

### **Safeguarding and Disclosure and Barring Service Checks**

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 as such is no longer required. Instead, we are now required to answer the questions in an on-line Parish Dashboard, which was introduced in late 2021 and covers the ground previously covered by the self-audit and several other audit forms as well as introducing some monitoring of adherence to best practice in areas such as recruitment to both paid and volunteer positions.

Safeguarding training has been an issue throughout the pandemic with face-to-face training being suspended. During the year the Diocese has rolled out online courses covering all the areas in which safeguarding training is required. The level of training required continues to depend on the nature of the role for which an individual is to be trained. The Training Pathway was amended at the beginning of 2022 to add a requirement that each member of the PCC take the course on Raising Awareness of Domestic Abuse if they have not already done so for other roles in addition to the Basic/Foundation training which continues to be required.

A Safeguarding Sunday was held on 21 November 2021 to raise awareness of safeguarding issues within the congregation.

Disclosure and Barring Service (DBS) checks and renewals have been carried out as needed throughout the year. The lifting of restrictions has made it possible to resume meetings to check and verify identity documents. Until January 2022 DBS check certificates were accepted as valid for a period of 5 years from the date of issue. With effect from January 2022 the Diocese requires DBS checks to be renewed every 3 years, which brings the period of validity into line with the period after which safeguarding training is required to be refreshed.