

St Mary the Virgin
Horsell



The Annual Parishioners Meeting
And the Annual Parochial Church Meeting
on 30 April 2023, at 11:15 am
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**

11.15 am on Sunday 30 April 2023 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 2023 – 2024

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 2022 Annual Parochial Church Meeting
- 2 Annual Report for 2022
 - a) Electoral Roll
 - b) Report on the fabric, goods, and ornament
 - c) PCC Review of the Year - Sarah Bugler
 - 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 2022
- 7 Update on St. Andrew's Room extension – Brian Sheriff
- 8 Update on the Recruitment of Children and Families' Ministry Lead – Mark McMurtrie
- 9 Any Other Business (prior agreed with the PCC secretary)

**Minutes of the Annual Meeting of Parishioners and The Annual Parochial Church Meeting
Held on Sunday 29 May 2022 in St Mary's Church, Horsell**

Minutes of the Annual Meeting of Parishioners

1 Prayer – Revd Dmitry Lutsenko opened the annual meeting with a prayer.

2 Apologies – Lesley and Michael Templeman. 56 parishioners attended the meetings.

3 Minutes of the Annual meeting of Parishioners – Proposer – Adrian Harvey, Seconder – Alan Nichols, approved by majority.

4 Election of Churchwardens for 2022- 2023 – There are two nominees this year: Mike Couper and Brian Sheriff. This year will be their eighth and second year, respectively. The Vicar noted that he and Mike have agreed that this will be his final year and the search for his successor has begun. 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 29 of May 2022 to the next AMP.'

Proposer – Brian Sheriff, seconder – Hilary Mills, approved by the majority. Mike Couper and Brian Sheriff were elected as churchwardens by a majority as follows: Agree 51, disagree 0, abstain 5. The Vicar said he is looking forward to working together again and presented Mike and Brian with a gift from St Mary's. The parishioners showed their appreciation with applause. Many thanks to them both.

Minutes of the Annual Parochial Church Meeting

1 Minutes of the 2021 APCM – Proposer – Adrian Harvey, seconder – Colin Bugler, approved by the majority.

2 Annual Report for 2021

a) Electoral Roll – 153 parishioners are listed on the electoral roll. This is a modest decline from 159 the previous year.

b) Report of the fabric, goods, and ornaments – The churchwardens have completed their annual inventory and report that all are in good order (page 11). For details, please ask the churchwardens for a full list of what is checked.

c) Report on the PCC's proceedings in 2021– The Vicar highlighted details from this overview of the PCC year written by the PCC Secretary (See 'PCC Review of the Year', pages 11 – 12). He noted that the names of the PCC members are recorded in Book 1. He spoke about the PCC meetings throughout the year, beginning with the short zoom meeting in January 2021 to welcome him to the PCC, and another meeting later that month. St Mary's also worshipped, held the vision series on prayer, as well as the Lent course via zoom. The decision was made to re-open the church in March.

In May, the PCC agreed the safeguarding statement, and attended a 'PCC Away Day' via zoom led by the Diocesan Mission Enabler to put together the 'Church Development Plan.' The Eco Church paper from the Diocese and the 'Living in Love and Faith' CofE course were discussed in July. In September, the PCC pursued the idea of Eco Church. (He also gave a 2022 update. St Mary's has now applied for the bronze award – hope to achieve silver soon – then continue to work towards gold afterwards.)

He also confirmed that the 8am Sunday service was agreed to begin weekly in November and an Eco Church group held a meeting in December. The PCC continue the tradition of saying 'The Grace Prayer' together to conclude meetings and also pause meetings to pray for St Mary's ministries. The Vicar thanked PCC Secretary, Sarah Bugler, and she was presented with flowers and a card.

d) Parish Safeguarding Officer, Roger King said he had a few things he wishes to highlight from his report on page 14. The interval in between DBS checks has been reduced from five years to three years. Training has been a problem during the pandemic and requirements have changed. The PCC must complete the Safeguarding Foundation course and the Raising Awareness of Domestic Abuse course. The Vicar thanked Roger and the parishioners showed their appreciation with applause.

e) Financial Statements – The PCC Treasurer, David Leach, gave a PowerPoint presentation (attached). David spoke of the joy of 2 legacies received. He said he would like to see them used for something special. £471,363 is set aside for the St Andrew’s room extension. David spoke about the new streaming capability, paid for with a legacy, which was used for Christmas services. It can also be used for weddings and funerals. He confirmed that this has meant so much to people and is a great asset.

He spoke about St Mary’s growing in numbers in 2022 and encouraging people to join. The Treasurer thanked all who contribute to planned giving. The total raised each year through planned giving has reduced over the years. He also spoke with concern about the outlook for 2022 with inflation at 9% – the highest for 40 years. The next challenge, he said, would be how to grow the ministry and still pay the energy bill. David thanked Hilary Mills for doing the banking, Helen Gravette, Lucy Leach for processing Gift Aid, and Mark McMurtrie for countersigning cheques. He thanked all who give and support St Mary’s. David answered a few questions, and the Vicar thanked him for all his hard work. The parishioners showed their gratitude with applause.

3 Appointment of the Independent Examiner – David Weller has confirmed that he is happy to serve in this role. Proposer – David Leach, seconder – Mark McMurtrie, approved by a majority.

4 Elections

a) Deanery Synod – There are no elections for deanery synod this year. The 3 representatives end of term is next year.

b) PCC – The Vicar confirmed that there are two vacancies. Helen Teresa Edwards is seeking to be re-elected. Margaret Johnson is stepping down. The Vicar thanked Margaret for serving for a number of years. The parishioners thanked Margaret with applause. She has nominated Vanessa McMurtrie who is standing for election for the first time. Helen Teresa Edwards and Vanessa McMurtrie were elected by a majority vote.

5 Annual Reports from Church Organisations (Book 2) – The Vicar said that if anyone has any questions regarding Book 2, they should speak with the author of that report. He thanked everyone for their contributions to Book 2 and for all their hard work during 2021.

Statement of correction:

The children’s activities pages in ‘Horsell Matters’ magazine in 2021 were designed and produced by a contributor who wishes to remain anonymous, NOT by the former children’s and families worker as incorrectly stated in the APCM report (Book 2, page 10).

6 Vicar’s Report for 2021

2021 was a rather unusual year with recovering from the pandemic, gradually restarting our usual events, services and activities and welcoming our new vicar Revd Dmitry and his family to St Mary’s and Horsell. Since the previous APCM, the parish sadly said farewell to a number of much-loved members of the congregation: Alan Bennett, Joan Booker, Anna Jones, Colin Kramer, Ken Leat, Joan Simpson, Elizabeth Williams. We started the beginning of the year with no public services on Sunday due to the pandemic. After the installation of our new vicar Revd Dmitry, the PCC supported his proposal to move online for Zoom services for Feb and March, which proved to be quite a success enabling our congregation to worship in a new digital way and to be able to see each other after a long break. Eventually we returned to our church building for Easter Day Celebration and have been meeting in person since.

Thanks to Roy Jarvis' legacy we were able to install the new A/V equipment allowing us to record and stream our Sunday and other services, which we have been offering since the day of the installation was complete in August 2021.

Our **8am services** restarted at the end of April on a fortnightly basis, then on a weekly basis from November. Reopening of in person 'Meditation' and 'Peaceful Praise and Prayer' services shortly followed. Many thanks to Elaine Davies for overseeing them.

In terms of teaching, we have done teaching series on 'Prayer' and 'Evangelism' with some returns to the Lectionary during 2021. The small preaching team of 3 was formed that faithfully delivered thought provoking sermons every week.

4 home groups were relaunched in September. Many thanks to their leaders offering the hospitality of their homes and for creating a safe environment for bible study, prayer, and fellowship: Michael and Lesley Templeman, Barry and Gill Squibb, Mike Couper, Dmitry and Olya Lutsenko.

We also ran Two Courses in 2021: 1. a 6-week Lent Course based on prayer, with 20+ attending on Zoom; 2. Alpha, an evangelistic course, with 6-9 attending in person for 10 weeks. Many thanks to the team who gave their time, energy, and effort to run them.

Prayer Ministry team was formed led by Margaret Johnson and Elaine Davies to assist the vicar and the churchwardens in promoting prayer in the church. The after-church prayer ministry was restarted in September.

Pastoral team headed by Hilary Mills continued to offer pastoral support throughout the year meeting ever increasing needs of the members of our congregation due to pandemic, ill health or old age. Many thanks to Hilary and her team to offering such a vital ministry to the members of our congregation.

Children Activities gradually restarted throughout 2021. JaM restarted in May, followed by Twinkle Tots throughout the summer on the Village Institute Green. Tuesday Mums and Toddlers' group restarted in September. Messy Church restarted in October. Thanks to Marcus and his team.

Open the Book team met regularly during the pandemic either online or face to face restrictions permitting for recording of the Bible stories, Bible study and Fellowship and eventually started going into Junior school in September 2021. Horsell Village school continued receiving videos from us throughout the year. One face to face visit was made to St Andrew's school. Many thanks to Roz Haynes and her team for commitment to schoolwork.

Schools' visits to St Mary's were, to somewhat, patchy due to pandemic and restrictions in place. Y3 came to learn about Christian Festivals and Colours in June. Y6 'leavers' assembly was held at St Mary's in July. St Andrew's school Y1 and Y2 came for a visit to learn more about the church and its history. The church was also used for Harvest Festival by Junior school and for Christmas Performances by both Junior and Horsell Village schools. St Andrew's school came to celebrate their annual patronal day service in November.

Handbell club at Junior school continued to flourish under the leadership of Mike Couper and the team, Many thanks to them all.

Our Christmas Services were affected by another Covid outbreak (this time the Omicron variant). Unfortunately, we had to curtail some of our Christmas plans and cancelled face to face Christingle services and also St Andrew's school did not come for their annual Carol Service. Despite Covid and restrictions we had our Annual 9 Lessons and Carols, Midnight Communion and Christmas Day Celebration Services.

There were other times when we provided worship for different needs: the Memorial service in November to which recently bereaved people were 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 format in December. The Remembrance Day service took place by the war memorial in November, more than 300 residents came to pay respect to those who have fallen in WW1 and 2 and recent conflicts.

During 2021 we hosted the annual Heritage Weekend and the bi-annual Christmas Tree Festival, with over 1000 residents and visitors attending both. Many thanks to Mike Couper and team for running these activities.

We managed to maintain some of our links with the local community. To name some of them, Woodlanders (helping in the churchyard), Garden Safari, Village Show (helping with refreshments), World Day of Prayer.

Nursing Homes_ Margaret Johnson started going with the team to Throwleigh Lodge once a month.

Unfortunately, the home was closed in the summer and the residents were relocated elsewhere. We did not go into other Nursing Homes during 2021.

3 Baptisms took place during 2021: Amalie, Maxwell and Connie were baptised. We have retained the links with the families and now see them occasionally at church on Sundays.

Horsell Matters Magazine. With one issue being offered online the rest of them were hand delivered. Many thanks to Sue Rowlatt, the editorial team and to those who deliver the magazine for maintaining this vital link with our community.

SAR extension update - A Chartered Quantity Surveyor was recruited to assess the cost of the plans produced by our Architect. Work on refining the designs continued, culminating in a visit by Guildford DAC headed by the Archdeacon and DAC secretary at the end of August. Their useful recommendations were incorporated into our designs and statements of need and significance in preparation for an application to WBC for pre planning consent in the first half of 2022. The development team was strengthened by the recruitment of additional members. Thanks to Brian Sheriff.

Church Wall update - Concerns over the safety of the south wall and the Cedar tree at the front of the church continue to delay WBC from taking over responsibility for the closed churchyard. We contracted an independent structural engineer to report on the walls condition and a cost-effective solution. Thanks to Brian Sheriff.

My final thanks go to our two dedicated churchwardens Mike Couper and Brian Sherriff for the support that they offer to me and the church.

The Vicar asked if there were any questions.

Jan Mihell asked if when the flag is changed will it be a Union flag for the Jubilee. It was confirmed that a new Union flag has now been raised. It was also confirmed that the minutes will continue to be displayed.

7 Discussion on matters of general parochial interest (it would be helpful, although not essential) if you would notify the Vicar or PCC Secretary of any items before the meeting begins.

Alan Nichols suggested that the image on the cover of St Mary's annual reports should be updated for the 2022 annual report.

8 Update on St Andrew's Room Extension – Brian Sheriff

The Archdeacon and the DAC looked at the plans and interviewed the architect. They generally supported the plans and provided some updates. The subcommittee relies on Roger Chamberlain for his advice. The changes recommended have been applied, the plans have now been submitted to Woking Borough Council (WBC) for pre-planning advice, and a reply should be received soon. Brian said the plans are on display in St Andrew's room so please look at what is being proposed and ask the subcommittee any questions. A survey has also been completed.

The subcommittee will meet at the end of June to review next steps and plan to apply for full planning permission afterwards. Costings have been considered in two different ways: as a refurbishment or a demolish and rebuild, as there is a difference in the impact of the VAT. Brian noted that the subcommittee have had the advice of a professional (VAT). Add figures for above. At this point in time 60% of the cost is set aside already. The team haven't yet looked at grant agencies and fundraising. He said another option is a low interest loan.

There is a gap between what we have and the total cost. The Treasurer asked if anyone is interested in looking into a grant.

Brian took questions:

Brian confirmed that a 10% contingency as well as 15% inflation has been considered based on starting construction next year.

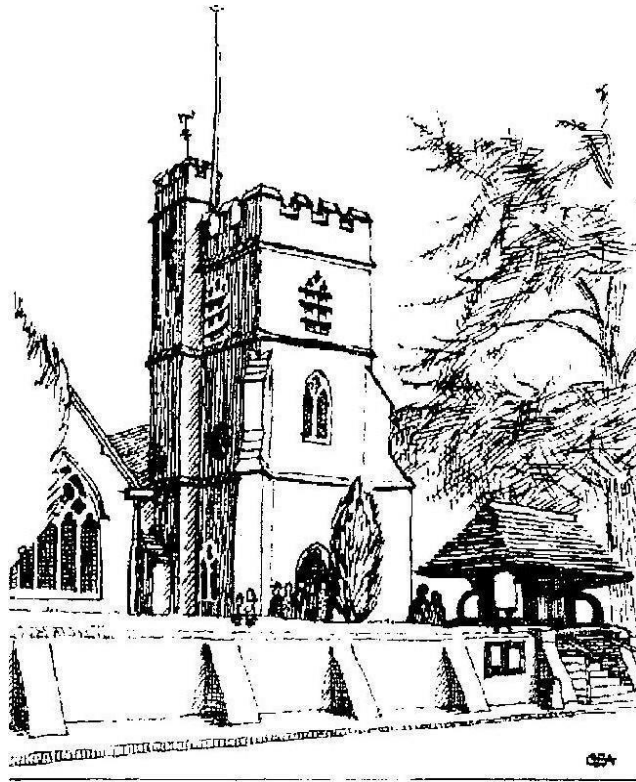
He also answered a query about when the plans would be on the website, and he stated that this would be possible when the plans are submitted for planning permission. Councillor Adam Kirby confirmed that the plans will be on the WBC website once they are formally submitted.

Brian was also asked about the objective of the project. He spoke about the initial idea to provide more toilet facilities as well as a disabled toilet. In the plans there are 5 toilets of which one is a disabled toilet. He confirmed that the kitchen facilities do not meet modern health and safety standards. The Vicar stated that the overall vision is for a community hub, not only for St Mary's. He also said the existing hall has served for many years but there is a need to build for the future.

The Vicar thanked Brian for all the things he does for St Mary's.

Revd Lutsenko thanked everyone for attending the annual meetings and closed the meeting.

Church of St Mary the Virgin
Horsell



PCC Annual Report for 2022

Directory

www.stmarys-horsell.org.uk

Incumbent: Reverend Dmitry Lutsenko

Tel: 01483 755618

The Vicarage, Wilson Way, Horsell, Woking, Surrey

Parish Administrator: Helen Gravette

01483 772134

email 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

Annual Report for the year ended 31st December 2022

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: Michael Couper
Brian Sheriff

Representatives on the Deanery Synod:

Ruth Carter (resigned 06/08/2022)

David Leach

Gill Squibb

Elected members:

Sarah Bugler

Elaine Davies

Helen Teresa Edwards

Sarah Gladstone

Roger King (resigned 18/11/2022)

Margaret Johnson (until APCM 2022)

Mark McMurtrie

Vanessa McMurtrie (from APCM 2022)

Alan Nichols (resigned 26/07/2022)

Jennifer Richards (resigned 17/11/2022)

Brian Rowlatt

Pam Rowe (resigned 27/10/2022)

Lesley Templeman

1 Electoral Roll

At the end of the year there were 156 on the Church Electoral Roll (compared with 153 at the end of 2021).

2 Church Attendance

The usual Sunday attendance, counted during October, was 76 (104 in October 2021) Easter Sunday attendance was 167 (106), Christmas Eve was 77 (127), and on Christmas Day 120 (57).

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 2022

The PCC met 6 times in 2022. The average attendance was 86%.

At the PCC meeting in January, the Eco Church Group reported that the first Eco Church Survey was nearly completed. The PCC also approved the next stage of the work to rebuild the churchyard wall, and the next two stages of the contract for the St Andrew's Room Development plans, as well as the Budget Paper.

In March, the St Andrew's Room Extension Subcommittee continued to make progress, and more people joined this committee. There was an update on the Deanery Synod, and St Mary's work with the schools was discussed. At this meeting, there was also an update from the PCC Treasurer, the Annual Accounts were approved, and plans were reviewed for the Annual Parochial Church Meeting.

On 21 March 2022, 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".

In May, a report from St Andrew's Room Extension Subcommittee was carefully reviewed. The Eco Church Survey was discussed at this meeting, and the PCC were asked to contribute their ideas. An application would be completed soon for the bronze award.

The PCC also decided that a new union flag would be bought for the platinum jubilee, and a new tree will be planted to replace the Blue Atlas Cedar tree in the churchyard.

At the July meeting, the PCC appointed the PCC officers. They are appointed every year at the meeting after the APCM. At the same meeting, the 6 subcommittees were also appointed. The Vicar discussed the "Role of the PCC" paper, which will be displayed on the church noticeboard.

In September, it was decided that the "Role of the PCC" paper would be reviewed each year, after the APCM, and a copy will also be given to each new PCC member. The PCC also discussed and updated the priorities and action points in the Church Development Plan.

At meeting in November, the PCC set aside ordinary business to reflect on the past year and prepare for the future.

Review of the Deanery Synod Year

Deanery Synod continues to meet three times a year.

At the **February 2022** meeting, the main item on the agenda was engaging with schools. Jane Whittington from Guildford Diocese presented, including ideas on how churches and schools could work together.

The PCC considered these ideas at the March PCC meeting. The PCC concluded that St Mary's works well with local schools and gave praise for all we do.

Deanery Synod were informed that Jonathan Thomas was standing down as Area Dean at the end of February 2022. Mark Wallace replaced Jonathan and gave a brief introduction at June's meeting.

The **June 2022** meeting was held at St Michael's, Sheerwater. The main agenda item was blessing the community through sport. We were joined by a personal trainer who runs exercises classes for all ages at All Saints New Haw and in Sheerwater. Deanery Synod then participated in an exercise class, working out to a selection of dance hits from the 1980s and 1990s.

Our workout continued with a walk around Sheerwater, making the most of a pleasant summer's evening. The walk gave Deanery Synod an opportunity to see the regeneration going on in Sheerwater. We heard about Woking Borough Council's plans to redevelop St Michael's church to be a community hub for Sheerwater. Woking Council have approved £1.85m investment budget however uncertainty remains over the project given the financial challenges Woking Council faces. St Michael's values the prayers of the Deanery.

At the **October 2022** meeting, churches from across the Deanery shared good news on something happening in their church.

St Mary's Horsell updated Deanery Synod on our work supporting Ukrainians, first as a collection hub and then in providing English courses.

Along with our update, a Pop-up after school café in Sheerwater and a new trainee children's worker at St John's were particularly well received by Deanery Synod.

Safeguarding and Disclosure and Barring Service Checks

We wish to extend our thanks to Roger King who stepped down as our safeguarding officer in November 2022 and was replaced by an interim safeguarding team, prior to the appointment of Sandra Bayliss as Parish Safeguarding Officer and Brian Sheriff as DBS Validator.

The PCC has continued to have due regard during the year to the House of Bishop's 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 PCC agreed to the Policy Statement, copies of which were displayed in the Church Porch, on the display board in the North Aisle and in St Andrew's Room.

A safeguarding self-audit is no longer required and was replaced by an on-line Safeguarding Parish Dashboard, which covers the ground previously covered by the self-audit.

Online safeguarding training and DBS checks have continued throughout the year. One incident was referred to the Diocesan safeguarding advisor for consideration.

Interim safeguarding team