

**Minutes of the Annual Parish Meeting of St Mary & St Michael, Trumpington,
held on Sunday 27 September 2020 at 11.30 am via Zoom**

Present: The Revd Dr Mandy Maxwell, Vicar (in the chair), The Revd Diana Johnson, two churchwardens, and 36 other members of the electoral roll.

The vicar opened the meeting with a prayer and then welcomed everyone to the meeting.

1. Apologies had been received from Denis Bartlett, Fiona Gabrielczyk, The Revd Steve Harris and Julia Smith.

2. Minutes

The minutes of the previous meeting, held on 28 April 2019, were agreed and signed.

3. Matters arising

There were no matters arising.

4. Election of Churchwardens

Sheila Betts was retiring today as churchwarden, after an extended period of nearly 6½ years' service, and Edmund Brookes had expressed his willingness to stand again. The vicar thanked them both for their service and a presentation had been made to Sheila at the end of the 10.00am service that morning, before the congregation had gone home to join this meeting on *Zoom*.

Edmund Brookes had been proposed by Ken Fletcher and seconded by Kimberley St. John Green.

There being no other nominations, the vicar declared Mr Brookes duly elected. He pledged to do his best to support the church and the people in it in the months ahead.

5. A.O.B

There was no other business and the meeting was then closed.

Secretary.....

Chairman.....

Date.....

**Minutes of the Annual Parochial Church Meeting of St Mary & St Michael, Trumpington,
held on Sunday 27 September at 11.40am via Zoom**

1. Present and apologies – as per the Annual Parish Meeting.

2. Minutes

The minutes of the previous meeting, held on 28 April 2019, were agreed and signed. There were no matters arising.

3. Reports

Electoral Roll Officer

Janet Hendy reported that there were now 136 names on the electoral roll of whom 35 were resident outside the parish. This was an increase from 127 on the new roll, of whom 26 were resident outside the parish at the APCM 2020. Janet encouraged regular churchgoers who were not on the roll to join.

The vicar thanked Janet for her report.

Annual Report – PCC Secretary

Copies of the PCC's Annual Report had been available in church in advance of the meeting and it has also been made available on the church website.

The PCC Secretary, Carolyn Aston, noted that this was the first Annual Meeting since we had welcomed The Revd Dr Mandy Maxwell to the parish as our vicar in July 2019 and she thanked Mandy for her leadership and care for the parish during what had been a very challenging time for all. She also expressed thanks to all those who had steered us through the vacancy and to all who had served on PCC since the APCM 2019 and to those who were standing for election/re-election today.

In particular she thanked Sheila Betts, who was standing down after serving first as an elected PCC member, and then as churchwarden for over 6 years. While it was customary at Trumpington only to serve as churchwarden for 4 years at a stretch, Sheila had valiantly volunteered to continue for an extra 2 years to see us through the vacancy. Then the Coronavirus intervened and this meeting had had to be deferred from April until now, and so she could not retire until now.

She also thanked Helen Bell, who was ex-officio a member of the PCC, while also an elected member of Diocesan Synod, until July 2020; Ken Fletcher who had served on the Deanery Synod and the PCC since 2015 and who was standing for re-election; and our co-opted PCC members, Rachel Acland, Jo Davidson, Fiona Gabrielczyk, Sarah Gill and Izzie Sutherland-Cash whose periods of co-option ended with the APCM.

There were now vacancies for 2 Deanery Synod members and 4 new PCC members today to stand until the APCM 2023.

The sidespersons who greeted us on arrival for services (in normal times) were also normally appointed at the APCM. Whilst several of those who had been appointed at the APCM 2019 were currently shielding, she hoped that many would like to resume the role, as and when services return nearer to normal, to assist our churchwarden. If others would like to take up the role, when the time came, names could always be added to the list by the PCC.

There being no questions of the Secretary, the Annual Report was adopted.

Annual Accounts – PCC Treasurer

The Treasurer, Edmund Brookes, presented for adoption the 2019 accounts, which had been examined and displayed on the church noticeboard for the requisite period prior to the meeting. Copies had been available in church and on the church website as per the Annual Report.

He drew attention to the following:

The accounts were in similar form to previous years and the key figure to note was the top line on page 8. The PCC had again run a deficit on its General Account, of about £3,000 this time, which was less than he had originally projected. While this might seem small in relation to the year-end figure for the General Reserve, the source of the church's income still remained quite unbalanced and the church was dependant on historic income and uncertain donations to keep the deficit as small as it was. We had continued to benefit from Diocesan and Council grants to support the Children and Families Outreach Worker post (some of which had been reserved from previous years), and from the full donation in 2019 from the Trinity College Funds (following a reduced sum in 2018).

He stressed that it was important not to be deceived by the very large sums which appeared on page 3 and the bottom of page 4 of the accounts. Much of this represented the nominal value of fixed assets and investments which produced income for the church, and apart from the General Fund, the cash (note 7) on page 8 could be used for specific purposes only, and was not available for ordinary expenses.

Referring to the summary of Receipts and Payments, at sections 2 & 3 on pages 5 & 6, while there were variations there was nothing untoward to note. Special Fund payments included the cost of the Fawcett Plaque (funded by donations) and early Quinquennial repair work on windows.

The Fabric Fund contained sufficient cash to fund the 2018 Quinquennial repairs.

He commended the accounts to the meeting. There being no questions, it was proposed by Sheila Betts, seconded by Michael Hendy and agreed unanimously, to adopt the accounts.

As the accounts presented today related to the year 2019 and we were now nearly $\frac{3}{4}$ of the way through 2020, Edmund went on to comment on the current situation. He noted that the written text of the financial section of the Annual Report included an update on 2020, reflecting the special circumstances we were currently facing. Trying to make an accurate estimate of the effect of the Coronavirus pandemic on our accounts was difficult, as it was quite uncertain as to when we would return to any kind of new financial normality. He was keeping a very close eye on likely changes which could affect his forecast, but he currently estimated a deficit for the year in the range of £20,000 - £30,000, which would leave a much smaller reserve to take forward into 2021. While dividend income had held up so far, he was concerned that the Central Board of Finance of the Church of England Unitised Investment Fund dividends in 2021 would come under pressure and we had to take steps to balance the budget. The majority of our payments (ministry share, energy, insurance etc) were fixed costs and not directly related to our receipts.

The vicar thanked Edmund for his report.

Churchwardens' Report

Edmund Brookes reported to the meeting on behalf of himself and Sheila Betts.

(A) Fabric

He said that the physical building remained in a basically good condition, though an emerging hole in the plaster roof of the nave could be a cause for concern.

The key event in 2019 had been the installation of a new and very effective public address system, largely funded by a legacy held in reserve for the purpose. Early essential work on the fabric resulting from the 2018 Quinquennial inspection report had been completed in 2019, but not invoiced until 2020.

The main 2018 Quinquennial repairs were currently underway. Most of this work was in the south chapel and should be completed in the current financial year. The cost would be of the order of £30,000 and while the VAT would be recoverable, the cash balance on the Fabric Fund would be severely diminished. The churchwardens hoped that after completion this work, there would be a period when little maintenance would be required so that the Fabric Fund could be built up for future capital projects.

(B) Ornaments

The Terrier, the record of fixtures and ornaments, had been checked in February 2020, successfully. The only changes from 2019 were the installation of the new sound system installation and the purchase of new hymn books, funded by a generous donation.

In view of the delayed APCM, the churchwardens had carried out a brief update and check of the main items. The only other addition was the gift of 150 pew bibles which would be brought into use when 'normality' returned.

(C) Operations

The churchwardens had continued to support the vicar and the rest of the ministry team, and this had been especially important since March 2020 in the light of the Coronavirus pandemic. Apart from general support and at weddings and funerals etc, they had continued to co-ordinate and arrange lay support at all services, although they could always do with more help from willing volunteers from the congregation. Since it had been possible to re-open up the church building again for private prayer and services, they had assisted in the preparations for this and manning the building when open, as the building could no longer be left unattended in view of cleaning requirements.

It was impossible to describe accurately a churchwarden's duties, but he would simply summarise it as anything at any time to support the vicar in the discharge of her ecclesiastical duties. If it was inappropriate to delegate a particular task or another volunteer could not be found, the churchwardens did it. They were also there for the congregation to approach re any matter that concerned them, passing on such concerns to the vicar where appropriate.

The report was noted.

The vicar thanked Sheila for all the other hats she wore in addition to being churchwarden. She was not disappearing and had offered to continue with some of the other roles, notably as our Safeguarding Officer. The vicar thanked Edmund for continuing to serve as churchwarden.

Deanery Synod Report

Printed copies of a written report had been made available in church in advance of the meeting and a copy had also been posted on the website. A copy is filed with these minutes.

4. Elections

Deanery Synod

There were 2 vacancies for terms to expire at the APCM 2023. 2 nominations had been received:

Ken Fletcher – proposed by Edmund Brookes and seconded by Janet Hookham
Issobel Sutherland-Cash – proposed by Carolyn Aston and seconded by Catherine Rowland

There being no other nominations, Ken and Issobel were declared duly elected.

PCC Members

There were 4 vacancies for terms to expire at the APCM 2023. 3 nominations had been received:

Fiona Gabrielczyk – proposed by Ken Fletcher and seconded by Catherine Rowland
Sarah Gill – proposed by Chris Points and seconded by Katie Howard

Julia Smith – proposed by Diana Jackson and seconded by Carolyn Aston

There being no other nominations, Fiona, Sarah and Julia were declared duly elected.

5. Appointment of Sidespeople

The following, who were appointed as sidespeople at the APCM in 2019, were re-appointed *pro tem*, although it was appreciated that several were shielding and so would not be able to take up the role again, at least for the time being:

Tricia Abraham, Carolyn Aston, Kay Barker, Christine Browning, Almudena Cano, Edward Chaplin, Nicky Chaplin, Jackie Fish, Della Fletcher, Ken Fletcher, Fiona Gabrielczyk, Janet Hendy, Michael Hendy, Janet Hookham, Estelle Howard, Diana Jackson, Gloria MacLeod, Catherine Rowland, Ruth Smith, Jonathan Spence, Barbara Thomson, Chris Walker.

The vicar thanked all sidespeople for their service until now.

[NB Siân Jones had also joined the sidepeople's rota in 2019 and Sheila Betts, retiring churchwarden, was prepared to join the rota now. CA.]

6. Appointment of Independent Examiner

It was proposed by Edmund Brookes, seconded by Ken Fletcher, and agreed unanimously that Mrs Lisa King of Burdett King Accountancy Limited be re-appointed Independent Examiner.

7. Vicar's report

The Revd Dr Mandy Maxwell said it had been impressed upon her *[by the Diocese]* to be brief and so she had tried to condense the year into a few paragraphs.

This had, without doubt, been an extraordinary year. The months from August 2019 *[following her induction in July 2019]* to March 2020 had followed a normal pattern of events and services, including midweek communion on Wednesdays, a monthly Messy Church on Mondays, *Open the Book* assemblies each week during term-time at the three local primary schools, pastoral visiting and so forth.

During Lent 2020, the Coronavirus lockdown had commenced and services had had to be conducted virtually, trying as far as possible to retain what had been offered previously. We had returned to the church building in August 2020, first with a BCP Communion at 9.00am, and currently with a 10.00am Communion service. The Third Sunday Service continued to be *Zoomed* from home, but it was preceded by a 9.00am BCP Communion in the church, and was followed by a 6.30pm service of Evening Prayer. It might be possible to return to an 8am and 10am service pattern in November, but we would have to proceed with caution, and if we were able to do this, we would need more help, in addition to that already volunteered, to clean the church between the services.

Lockdown had not been without its opportunities. It had provided a chance for her to become familiar with the wider community of Trumpington, working in collaboration with the Trumpington Federation Families Workers and the Trumpington Voluntary Service. She and the churchwardens had kept in touch with the wider congregation by a combination of letters to members the electoral roll and telephone calls.

Church members Joan Holloway and Alan Howard had sadly died during the pandemic, resulting in one graveside service and one service with numbers attending capped at 30 persons. *Zoom* had become a feature of church life and would probably be with us indefinitely. However, it did allow us to include former members of the congregation who were no longer physically able to come to the church, and we should not let go of this. To date we had done our best with limited borrowed equipment, but as this morning's experience had demonstrated, better technics were needed in the longer term.

Emerging from lockdown had brought a lot of administrative work and planning.

Weddings had recommenced in September and another two were booked for October.

She had begun a series of monthly talks at the 10.00am service on *What it means to be Healthy Church* and she would be continuing with these, to help plot the way forward in the coming years. She proposed making some structural changes to the PCC, engaging in a serious discussion re how we could make best use of our church building and considering how we might develop a church plant. She was in discussions with the Diocese re a possible training curate for next year.

This year we were saying goodbye to Sheila as Churchwarden, Carolyn as PCC Secretary and Helen as Children and Families Outreach Worker. They had each been excellent in their roles and deserved her utmost thanks. Many would know that Diana's [*the Revd Diana Johnson's*] curacy had likewise now officially ended. Her ministry here has been greatly appreciated.

Mandy also expressed her thanks to the many church members and volunteers who contributed to the life of St Mary and St Michael's and to those who had helped to keep the Junior Church together during and after the lockdown. It had been an interesting year and we would see what the future held. She asked for prayer for the future of this our church and for its growth both in numbers and in faith.

8. A.O.B

On behalf of everyone assembled, Edmund thanked Mandy for her report. She had worked extremely hard over the past 14 months since her induction and she deserved our 100% support.

The meeting closed with the Grace.

Secretary..... Chair.....

Date.....