

## PARISH OF ABINGDON

(St Helen's -- St Michael & All Angels' - St Nicolas')

## ANNUAL MEETING OF PARISHONERS & ANNUAL PAROCHIAL CHURCH MEETING To be held on Thursday8 May 2025 in St Michael's Church

## AGENDA ANNUAL MEETING OF PARISHIONERS 7:00pm

- 1. Minutes of the meeting on Thursday 18 April 2024 (attached p2)
- 2. Resolution:
  - To suspend, in the Parish of Abingdon on Thames, the automatic disqualification of a member for the office of Churchwarden following six consecutive years of service.
  - This resolution may be rescinded at any future Annual Meeting of Parishoners
- 3. Election of six churchwardens, noting nominations by the Annual District Church Meetings (ADCMs)

## **ANNUAL PAROCHIAL CHURCH MEETING (APCM) 7:15pm**

- 1. Opening prayer
- 2. Apologies
- 3. Minutes of the APCM held on Thursday 18 April 2024 (attached)
- 4. Matters arising
- 5. Notification of any other business
- 6. Report on the 2025 full revision of the Electoral Roll (Kate Burland)
- 7. Election of representatives of the laity (as nominated by ADCMs) to the PCC
- 8. Annual report on activities of the Parish in 2024 (written report available)
- 9. Report of the financial affairs of the Parish 2024 (written report available)
- 10. Appointment of Auditor and Independent Examiner for 2025
- 11. Team Vicar's Remarks
- 12. Any other business (as previously notified)



# (St Helen's-- St Michael's -- St Nicolas') MINUTES OF THE ANNUAL MEETING OF PARISHIONERS held on Thursday 18 April 2024

7.00 pm in the South Aisle, St Helen's Church

## The Team Rector, led the opening devotions and welcomed those present

1. Approval of minutes from the Meeting of Parishioners for Thursday 20 April 2023

There being no changes proposed the minutes, circulated in advance, were approved.

### 2. Election of Church Wardens

The following nominations had been received from the Annual District Church meetings:

•	St Helen's:	Margaret Horton	proposed Halcyon Pope, seconded Simon Tonks		
		David Pope	proposed Gwen Bevington, seconded Mary Anderson		
•	St Michael's:	Joyce Kelly	proposed Beryl Clements, seconded Nicola Ng		
		Louise Heffernan	proposed Louise Heffernan, seconded Peter Squire		
•	St Nicolas':	Eluned Hallas	proposed Roderick Smith, seconded Jenny Smith		
		Paul Rast-Lindsell	proposed Jenny Fishpool, seconded Gwyneth Lewis		

There being no further nominations from the floor the six Wardens were declared elected.

The Rector expressed thanks to Linda Hobbs for her seven years service as St Helen's Warden, and presented her with a card and a bouquet of flowers.

He also commented that the Wardens worked closely as Parish team – and met regularly for discussion (and cake).

Meeting Closed at 7.15pm



## (St Helen's-- St Michael's -- St Nicolas')

## MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING held on Thursday 18 April 2024

7.15 pm in the South Aisle, St Helen's Church

Present: The Revd Charles Miller (Chairman), Revd Andrew Adam, Gwen Bevington, Keith Bowman, Kate Burland,

Val Casemore, Colin Casemore, Hilary Clare, Kath Cook, Peter Foster, Norman Gee, Hazel Glennie, Alexandra Green, Eluned Hallas, Louise Heffernan, Linda Hobbs, , Margaret Horton, Elizabeth Irving, Chris Jefferis, Joyce Kelly, Geoff Meen, Sue Pemberton, David Pope, Revd Ruth Pyke, Revd Richard Pyke, Robert Rutherford, Susan Scott, the Revd Paul Smith, Roderick Smith, Jenny Smith, Marian Ward,

Apologies: Mary Anderson, David Bevington Carol Bowman, the Revd Jen Brown, John Clare, Beryl Hill, Susan Gee, Sue Holligan, Patrick Holligan, Richard Kirby, Gwyneth Lewis, Halcyon Pope, Susan Read, Revd Rosalind Rutherford, Alex Scott, Sue Scott, David Scott, Elizabeth Simpson

1	The minutes of the APCM on Thursday 20 April 2023 were aproved				
	Proposed the Geoff Meen, seconded Linda Hobbs. Passed Nem Con (with one abstention from a member not present last year)				
2	Safeguarding: the Rector confirmed that for much of 2023 he and the Team Vicar had acted as Safeguarding Officers for St Helen's and St Michael's churches. A Church Safeguarding Officer had now been appointed for St Helen's but the Team Vicar continued to act for St Michael's.				
	As yet the posts of Parish Safeguarding Officer and Parish Verifier remained vacant.  David Pope had taken over the maintenance of the Parish Dashboard  Safeguarding was discussed regularly at PPC, DCC and Clergy meetings.				

## ELECTORAL ROLL

3 Richard Kirby, Parish Electoral Roll Officer, and unable to be present had sent a written report (available at the meeting) showing a net increase of 12:

	2023	2024				
	roll	deletions	additions	change	roll	% change
St Helen	214	6	21	15	229	<b>7</b> %
St Michael	69	3	1	-2	67	-3%
St Nicolas	63	6	5	-1	62	-2%
Abingdon on Thames	346	15	27	12	358	3%

That the report be received was proposed D Pope, seconded Joyce Kelly and agreed nem con.

The Rector echoed Richard Kirby's thanks to the Church Electoral Roll Officers and thanked him in for his role as Parish Electoral Roll officer.

## ELECTION of LAITY to the PCC

4 St Helen: Mary Anderson proposed Sue Pemberton, seconded Gwen Bevington

St Michael John Clare (to 2027) proposed Joyce Kelly, seconded Barbara King

Hilary Clare (to 2026) proposed Ming Ng, seconded Beryl Clements

St Nicolas: Gwyneth Lewis proposed Jenny Fishpool, seconded Hildegard Hyde

There being no further nominees from the floor, all were declared elected.

## ANNUAL REPORT OF THE ACTIVITIES of the PARISH

The Rector thanked all contributors to the Annual Report which had been made available in advance in hard copy and via the church websites, and invited questions or comments.

None were forthcoming

That the report (already approved by the PCC) be received was proposed Linda Hobbs, seconded Alexandra Green and passed nem con.

## FINANCIAL REPORT AND ACCOUNTS

A set of Parish Accounts (approved by the PCC and the Accountants) had been made available in advance of, and at, the meeting. The Parish Treasurer, unable to present, had also prepared a two-page summary – also available in advance and at the meeting – which the Rector summarised.

The accounts for 2023 showed a bottom line net surplus on movement of funds of £6k. However this included a large unrealised gain in investment value.

Looking at the figures before the investment gains and losses there was a £41k deficit (2022: £1k deficit).

This in part was due to exceptional spending of over £45k on the St Nicolas Annexe project, for which funds had been raised in advance.

Giving and collections provide the biggest part of parish unrestricted income, but the amounts have not risen as hoped (2023: £226k, 2022: £227k, 2021: £216k). The 2022 figure is in part attributable to the excellent fund-raising efforts at St Nicolas Church for the Annexe.

The Parish was happy in 2023 to receive a legacy of £20k for church fabric split equally between St Helen's and St Nicolas' Churches.

Fund raising income at St Michael's was exceptional, exceeding their efforts the previous year (2023: £9k, 2022: £7k). St Helen's Church, impressed by St Michael's success, increased its fund raising efforts (2023: £7k, 2022: £5k).

The Parish Share makes up more than half of the costs on the General Fund, but the diocese maintained the previous year's overall charge and our share reduced slightly compared with the previous year (2023: £158k, 2022: £168k, 2021: £162k).

PCC policy on liquidity, i.e. the amount easily available for spending is that each church should hold the equivalent of at least two months of average expenditure at all times. St Helen's and St Nicolas churches have higher liquidity ratios but St Michael's is too low.

The Rector invited attendees to direct any specific questions to the Parish Treasurer on her return.

The Rector then read a letter from Susan Read expressing her resignation as Parish Treasurer, and from the PCC, from July 2024, ie after compiling the consolidated half yearly results. She

was willing to continue as St Helen's Treasurer, and to oversee book keeping for St Helen's, St Michael's, Friends of St Helen's and the Parish.

In her absence the Rector thanked Susan for her work as Parish Treasurer, and in particular for moving all three churches onto a single online accounting system. Susan taking on the annual consolidation exercise had also reduced external accountants costs considerably.

Looking forwards, the Rector questioned whether there was in-house expertise for a Parish Treasurer, or would the parish need to employ external support? This was becoming increasingly common in churches, but he had no idea on potential costs.. To this end he had requested a meeting with the parish's accountants.

It was noted that St Michael's were also looking to appoint a Treasurer

During discission it was suggested that the role of Treasurer was particularly church specific. Book keeping and accounting skills could be 'bought in' but the role of Treasurer involved the interpretation of the accounts to the PCC /DCC / congregations and an understanding of the requirement / wishes of the DCC / PCC. An external advisor would be less likely to be able to take on this role than people embedded in the churches.

It was noted that the online package used had reporting facilities which were not currently used on a Parish basis (as the Treasurer did much analysis 'of line'). It may be that these would provide the 'operational' date needed by DCCs / PCCs (as currently used by St Nicolas').

The need to understand the figures in context was important. And informed forecasts formed an important part of strategic planning. Trends are important.

The Church Administrators Network (UCAN) might also have information which could help in the discussions.

The matter would be taken up by the PCC.

## APPOINTMENT OF AUDITORS for 2024

That Mr Andrew Churchill Stone (of Mercer Lewin Chartered Accountants, Oxford) be appointed as auditor/examiner of accounts of accounts for the parish until the conclusion of the next APCM

was proposed: Kate Burland, seconded: Jenny Smith and passed nem con.

## REPORTS FROM THE CHURCHES

The Reports from the churches, previously circulated as part of the Parish Report were noted. There were no questions.

The Inventories and Log Books of St Helen's, St Michael's and St Nicolas' would be presented at the first meeting of the PCC.

## **TEAM RECTORS ADDRESS**

The Team Rector started by thanking all those involved in the work of the Parish over the year. He then announced his retirement, after 18 years as Team Rector, at the end of the year, with his last Service in the Parish to be All Saints' Sunday 3 November.

In his final address to the Parish he wished to stress a few key points and make some suggestions for the future direction of the Parish.

11 As Christians, our main focus should be on the good news of Jesus Christ.

Details of administration / governance can often overshadow this, but we must maintain perspective.

We are called to witness always to the Good news, and must keep this focus.

Buildings: the parish has four very distinct buildings, and should be looking to build on their strengths going forward:

	Finance: in all these scenarios cost is a concern. Also as the number of clergy (and volunteers) decreases, parishes are needing to find funds to cover administration costs. This can come from increased congregational giving. Or is it time to consider other income possibilities?
13	He felt that the parish should concentrate on
	Focus on the Gospel
	Pastoral Care
	Quality Worship
	Good Facilities
	To move forward will require energy, enthusiasm & faith – as individuals, churches and a Parish.
	To quote John Henry Newman:
	To live is to change, and to be perfect is to have changed often.
	The future has the potential to be very exciting.
14	In response the Team Vicar thanked the Rector for his work in the parish to date, and his
	honesty in his final address. Which was reinforced by general acclamation.
	He thanked the Rector for his call to focus on the Good News of Christ, agreeing that it can be easy to be distracted from this by other callings
	And ended the meeting with prayer.

The meeting closed at 8:20pm.