

**ST MARY'S CHURCH WALBERTON**  
**MEETING OF PARISHIONERS and**  
**ANNUAL PAROCHIAL CHURCH MEETING**

**To be held on 22 October 2020**  
**7.30pm by Zoom**

Email [office@stmaryswalberton.org.uk](mailto:office@stmaryswalberton.org.uk) for a link if you are not on Churchsuite.

**AGENDA**

- A. Opening Prayers**
- B. Meeting of Parishioners**
  - 1. Apologies for absence
  - 2. Minutes of the 2019 Meeting
  - 3. Vicar's vote of thanks
  - 4. Choosing of Churchwardens
- C. Annual Parochial Church Meeting**
  - 1. Apologies for absence
  - 2. Minutes of the 2019 Meeting
  - 3. Matters arising
  - 4. Report by the Electoral Roll Officer
  - 5. The Annual Report of the PCC for 2019
  - 6. Hon. Treasurer's Report
  - 7. Independently Examined Accounts for 2019
  - 8. Re-appointment of Independent examiner for current year
  - 9. Report upon the fabric, goods and ornaments of the church
  - 10. Report on the proceedings of the Deanery Synod
  - 11. Safeguarding Update
  - 12. Supplementary Reports
  - 13. Election of 5 parochial representatives of the laity to the PCC
  - 14. Election of 3 parochial representative to the Deanery Synod
  - 15. Appointment of reader to the Parish
  - 16. Presentation on Legacy Funding
  - 17. The Vicar's Address
  - 18. Questions to the PCC and other matters of parochial or general church interest.

Minutes of the Annual Meeting of Parishioners  
held in St Mary's Church on Sunday 28th April 2019 at 10.50 am

Present: Rev Tim Ward, Vicar, Kevin Durban-Jackson, Churchwarden, Steven Phillips, Churchwarden and 42 other parishioners.

The Vicar welcomed everyone and opened the meeting with prayer.

**1. Apologies for absence**

Apologies for absence were received from:

Vanessa Church, Gaye Reynolds, Di Clack, Tim & Alison Surrell, John & Helen Pilling and Martin Cannings.

**2. Minutes of the meeting held on 28th April 2018**

It was proposed by Rev Tim Ward, and carried nem con, that the minutes be accepted as a correct record of that meeting. The minutes were signed accordingly.

**3. Vicar's Vote of thanks**

Rev Tim Ward said it was his pleasure to propose a vote of thanks to both churchwardens. Due to personal family commitments Steve Phillips would now be standing down.

**4. Choosing of Churchwardens**

The Hon Secretary said that nominations had been received for Jean Strickland and Kevin Durban-Jackson. Rev Tim Ward said that he was happy to consent to their appointment and as there were no other nominations declared them duly elected.

There were no questions to the churchwardens and the meeting closed at 10.59 am.

**ST MARY'S CHURCH WALBERTON**

Minutes of the Annual Parochial Church Meeting  
held in St Mary's Church on Sunday 28th April 2019 at 11.00 am

**1. Apologies for absence.**

It was agreed that the apologies for absence were the same as for the Meeting of Parishioners.

**2. Minutes of the Meeting held on 22nd April 2018**

It was proposed by Rev Tim Ward, and carried nem con that the minutes be accepted as a correct record. Rev Tim Ward signed the minutes accordingly.

**3. Matters arising**

None.

**4. Report by the Electoral Roll Officer**

John Wiles explained that there had been a full revision of the electoral roll this year, as per the 6 year legal requirement. Original paper copies, completed by the parishioners, were now held securely in the church office. The electoral roll data is on a spreadsheet which is password protected. The roll now stood at 130 parishioners, of whom 42 were non-resident in the parish. This was a fall from 174 last year. A decline over the last 10 years has generally been seen across the diocese. However it was hopeful that numbers would

rise again over the coming years, in our parish, due to new housing in local areas.

### **5. The Annual Report of the PCC for 2018**

The annual report was prepared by the Independent Examiners in Walberton. As this year is the first year the report will be public on the Charity Commission website Rev Tim Ward felt that it was important that the details were verified by a different examiner from last year.

Rev Tim Ward referred everyone to page 5 which outlines the aims and purposes of the church as a charity.

Rev Tim Ward mentioned some highlights from the year – for example, the In Grateful Service and Pet Service which were very well attended.

No other points were raised on the report which was received by the meeting.

### **6. Hon Treasurer's Report**

Tom Evans explained that the format of the report adhered to the subscribed format from the Charity Commission so was slightly different to previous years. At the end of the year the accounts showed a small surplus of just under £1000. There was not a significant expenditure on the church building this year. Some repairs still to be completed – for example repairs to the Kissing Gate. Overall giving has decreased slightly. Tax reclaimed, of approximately £2000, from the small Gift Aid donations for years 2015/16 and 2016/17 has partly been redistributed to the chosen charities. A youth worker or an organist, have not been employed for part of the year which has kept expenses down.

### **7. Independently Examined accounts for 2018**

Tom Evans explained that the income from investment was low. There were no transfer of funds from the reserved funds. New reporting this year meant that the church assets had to be named – for example the churchyard tools and office lap top. The outward giving details were shown in the Supplementary reports.

The accounts as independently examined were received by the meeting.

Rev Tim Ward thanked Tom for his work and a round of applause was given.

### **8. Report upon the fabric, goods and ornaments of the church**

Steven Phillips said that the PCC have carried out the following maintenance work as part of the ongoing upkeep of St Mary's including the surrounding graveyard. Some of this work was reported in the quinquennial report.

Internally:

- Installed luminous Fire Extinguisher position label
- Installed bolts to the choir room doors
- Installed new hook for the vestry clothing and audio cables and moved heater
- Pat Varney has repaired the church linen including the alter cloth
- Upgraded a number of circuits on the electrical system

- Re-tuned the church organ
- Replaced the broken toilet seat
- Replaced the worn-out window cords, enabling them to be shut tighter.

Externally:

- Cleaned the roof guttering
- Removed growing vegetation from the roof vegetation
- Carried out tree maintenance lopping off dead wood
- Hedge planting of the new graveyard extension area
- Repair the wall in the new graveyard extension area
- Lighting conductor has been retested
- General maintenance of the churchyard carried out by the churchyard working party.

Roger Page asked whether the PCC were happy that the reserve funds would cover the cost of repair work as directed by the architects? Rev Tim Ward confirmed that this was not known at this time but the cost may have to be covered by requested donations.

### **9. Report on the proceedings of the Deanery Synod**

Bernard Lane, one of the representatives of the Deanery Synod, explained that either he or, Susan Martineau the second representative, attended the Deanery Synod meetings during the year. Topics such as "Parish Share and Approval of the Deanery Budget", "Retirement of the long standing Lay chair followed with a vote to elect a new chairperson", "prayer space for school in the year of the prayer", "setting the people free" talk by Rev'd Jane Prestwood on welcoming new comers into church and Bishop Mark speaking on the "Year of Vocation". All were well presented. Bernard thought that the talk by Rev's Jane was particularly interesting. It is therefore proposed to invite Rev'd Jane to come to our church to present this talk to the congregation at St Mary's. With the proposed influx of new housing in and around the parish it is felt that this could be particularly relevant.

### **10. Safeguarding Update**

Rev Tim Ward drew attention to the report on safeguarding in the Supplementary Reports. Kasia Nichols would continue to be the Safeguarding Officer. Her contact details are on the notice board at the back of the church. Rev Tim Ward confirmed that all relevant DBS checks required had been completed during the year.

### **11. Supplementary Reports for 2018**

Rev Tim Ward ran briefly through the various reports expressing thanks to all those mentioned therein who had contributed to the life of the church over the last year. In particular, thanks were mentioned to:

- Sandra Cooke – for over 20 years commitment to YPTIF.
- Jill Whitelock – for maintaining the church website.
- Gaye Reynolds – for voluntarily playing the organ saving approximately £2000 to the parish.

- Andrew Naylor – for stepping in at Christmas time in Dec 2018.

Rev Tim Ward mentioned his concern over the falling members of YPTIF as not many children, currently in years 5 and 6, were attending. Any Outreach ideas to be passed to Kevin and Julie. There was a strong group of women in the Mother's Union which was heartening. Mention made to the slightly younger ladies of the RAFT group who supported each other when required. The schools in Living Waters continue to grow.

No questions were raised by the parishioners on any of the reports provided.

### **12. Election of 6 parochial representatives of the laity to the PCC**

Rev Tim Ward thanked Andy Harris and Emma Sandieson for their support as PCC members for the past 6 years.

The Hon Secretary said nominations had been received for Andy Blumer, Peter Brown and Steve Phillips. Rev Tim Ward said that if there were no other nominations then these three could be declared elected which was duly approved by the meeting. Rev Tim Ward said it was open to the PCC to fill the remaining vacancies.

### **13. Election of 1 parochial representative to the Deanery Synod.**

Rev Tim Ward asked Julie Allday if she would be prepared to stand as representative to the Deanery Synod for the coming year. Rev Tim Ward proposed Julie to be elected, this was seconded by Andy Blumer and all agreed nem con.

### **14. Appointment of Reader to the PCC**

Rev Tim explained that as Julie Allday was elected as a representative to the Deanery Synod there was no requirement to appoint Julie as Reader to the PCC.

### **15. Appointment of Sidespersons**

Jean Strickland said all those listed in the supplementary report were content to continue. Sue and Ken Cox had unfortunately been omitted from the current list, but were happy to be included, and Steve Napier-Raikes was willing to join the team. Additions to the team are always welcome. Rev Tim Ward proposed that the addition/appointment be agreed and all agreed nem con.

### **16. Appointment of External Examiner for 2018**

Rev Tim Ward proposed that Independent Examiners Ltd be reappointed unless anyone else could be found who would not charge for the service. All agreed nem con.

### **17. Presentation on Legacy Funding**

Kevin Durban-Jackson handed out a leaflet to the parishioners and gave a presentation of Legacy funding as per the attached paper to the agenda. Kevin mentioned that Edward Martineau would be happy to provide anyone with any guidance on will making. It was noted that tax is exempt from any charity giving.

### **18. The Vicar's Address**

In his address Rev Tim Ward gave thanks to the wardens with particular regard to:

1. Kevin for standing in again as warden. Kevin's organisation of the Colin Chambers event was much appreciated as will be taking on the silent auction with Steve Napier-Raikes this coming June.
2. Steve for taking on the health and safety role and putting up the fire extinguisher notices.
3. Jean for organising coffee stop and for keeping a pastoral eye on our elderly members and being willing to serve again as churchwarden.

Rev Tim Ward also thanked:

- PCC secretary Helen Hine for taking on this role in the last year so efficiently in a voluntary capacity and for also for taking on Facebook.
- Office manager Jill who has now taken on the website.
- Gaye for standing in for much of last year playing the organ.
- Andrew for taking on the choir, with much enthusiasm, in a voluntary capacity. Andrew is looking to recruit more members shortly.
- Peter for looking after the churchyard, its working party and for being willing to come back as a PCC member. It was noted that the church path beyond the lychgate is much improved and more welcoming
- Steve Napier Raikes for clearing the moss off the lychgate. It was noted in the coming year that a bench may be put in around one of the trees for the new church yard.
- Emma Sandieson for arranging the after school club with such enthusiasm last term. A two day club worked well and was well attended. Hopefully it can be repeated next year.
- Di Rogers for taking up the church's place on the CPAWS board of trustees.
- Bishop Michael and Ian Senior for producing the prayer leaflet with Roland Brackley taking photographs. The church has been closed because of attacks on nearby churches especially Binsted and Barnham. Hopefully it will be reopened soon.
- John Pilling who continues to produce an excellent magazine and haggling with the copier company. Haggling is definitely a gift.

Rev Tim Ward explained that last year he spent a lot of time at Central School in Chichester in the first two terms as part of the drive to get it out of special measures. The School was recently re-inspected and awaiting the report. The previous report was a low fail. Rev Tim Ward stepped back from Central in September but has been made vice chair of the academy trust which has 7 schools; only narrowly avoided being made chair. DCAT has lost a lot of directors in the last year - only 2 of the original 8 remain including Rev Tim Ward. Tim hopes to hand on this responsibility later in the year. As the Walberton school does not wish to become an academy Tim does not wish to continue with this role.

Rev Tim Ward felt that the most enjoyable part of the last year was undoubtedly Alpha which was well attended. Rev Tim thanked all those who

cooked and to his dear wife, Catherine, for being such a good host and to the Sewels for hosting the away day. Later this week four of our youngsters will be confirmed which is also a great pleasure.

The big challenge in the coming year will be welcoming the new residents of the village in the Tupper's field. It is good that our communication platforms are up to scratch before this happens. It will be particularly important to establish good relations with families moving into the village. More help is needed with our Sunday school which is under staffed at present. Also need to re-establish links with the new Walberton Place Care Home and Rev Tim encouraged everyone to go along and make themselves known as members of the church. The facilities in church, in particular the area around the door and sink, will be considered for improvement.

Rev Tim Ward ended with a word of scripture from the letter to the Ephesians which will be studied together this term. Paul writes: "Pray in the Spirit on all occasions with all kinds of prayers and requests. With this in mind be alert and always keep on praying with all the saints. Pray also for me that whenever I open my mouth words may be given to me so that I fearlessly make known the mystery of the gospel".

### **19. Questions to the PCC and other matters of parochial or general church interest.**

Irene Howell commented, in relation to her Barnabas Fund report, that Asia Bibi had still not left the country despite reassurance from Imran Khan that she was free to do so. Rev Tim Ward included in the prayers at the end of the meeting that Asia would be allowed to leave as promised as soon as possible.

Susan Martineau advised that Bishop Mark of Horsham encouraged members of the Deanery Synod to seek vocations, not only in themselves, but also in others and to encourage others; not particularly as a priest but anything that may seem promising and worth encouraging.

Andy Harris expressed thanks to everyone in the prayer chain as he particularly gained help from them and thought they did a fabulous job.

Bernard Lane thanked Steve Phillips for his work as churchwarden in the last year.

Kevin Durban Jackson thanked Andy Harris for bringing the adults from HTF to the church services.

Rev Tim Ward closed the meeting with a prayer and the Grace at 12.00pm.