

**PARISH OF HOLY TRINITY, MINCHINHAMPTON
WITH ST. BARNABAS, BOX.
MINUTES OF THE ANNUAL VESTRY AND PAROCHIAL CHURCH
MEETINGS**

Held on Monday 3rd April 2017 at Minchinhampton School at 7pm

There were 65 parishoners present and 5 members of the clergy.

Apologies were received on behalf of :- Revd. Helen Bailey, Angie Ayling, Karen Bedford, Rosemary Boon, Sally Byng, John Cleever, Mary Codling, Mary Davis, David Goldsmith, Margaret Hunnisett, Janet Rutherford, Margaret Sheather, Sue Simmons, Deborah Smith, Hilary Sparkhall, Carol Strachan, Alison Weller, and Juliet Wilson.

The meeting opened with the Revd. Sandy Emery (Associate Priest) in the chair, who welcomed all those present and led prayers especially for a full and swift recovery for The Rector.

The Chair then read out a message from the Arch Deacon which emphasised that in the Rector's absence, the Clergy team would be functioning as a unit to maintain the highest possible level of pastoral care in both parishes and that the Revd. Sandy Emery should be regarded as the principal point of contact until the Rector took up her duties once more.

THE VESTRY MEETING

The Minutes of the Vestry Meeting held on Monday 25th April 2016, which had previously been distributed to members of the PCC and available on the night, were subject to one change. They incorrectly recorded Steve Jarvis as having tendered his apologies whereas Steve Jarvis was not on the Electoral Roll of either parish. Subject to this change the Minutes were proposed as a correct record by Ian Jarvis and seconded by Peter Morris. After a unanimous vote in favour they were signed by the Chair.

The Election of Church Wardens followed. The Chair made reference to the exceptional amount of work the Wardens had done in addition to their normal duties in respect of the forthcoming Re-Ordering project and the 6P's Appeal. She thanked Mandy Jutsum and Howard Browning on behalf of all those present and the wider church community and reiterated how truly fortunate we were that they had agreed to stand for a further year as continuity was simply vital at this time of change. Mandy Jutsum was proposed by Mary Codling and seconded by Richard Bedford. Howard Browning was proposed by Joan Barclay and seconded by Richard Barclay. Both Mandy and Howard indicated their willingness to stand for another year. The vote of the meeting was unanimously in favour.

THE ANNUAL MEETING

The Minutes of the meeting held on Monday 25th April 2016, which had previously been distributed to the PCC and available on the night, were held to be correct.

Proposed by Ian Jarvis and seconded by Nich Rutherford. After a unanimous vote in favour they were signed by the Chair.

Matters Arising: There were no matters arising.

Deanery Synod: Mandy Jutsum (Church Warden) informed the meeting that Margaret Sheather and Linda Jarvis, who have completed their three year terms, had agreed to stand again for a further three years. Sarah Rogaly who has completed two years (but was appointed mid-term), also needed to be formally re-elected. Mandy thanked all three on behalf of everyone, for the additional responsibilities they had taken on. She pointed out that we were entitled to four representatives on the Deanery Synod and asked if anyone present would be prepared to put their names forward for this very rewarding and important role within the life of the Church, and if so to contact Margaret Sheather.

Mandy Jutsum proposed a vote to re-elect of all three Representatives which was unanimously in favour.

Election of PCC Members: Mandy Jutsum explained this was an exceptional year for the PCC as no less than 6 members were due to retire having served for the three year statutory period. In addition Sally Byng having handed over the PCC secretarial duties was resigning due to other commitments. She therefore was proposing that the meeting agreed to revoke the existing rule that members of the PCC can only stand again after one year's interregnum. Secondly that those who were prepared to put their names forward again to serve on the PCC, should be allowed to do so for one further year only, before reverting to the previous arrangements. Her reasoning was that continuity of experience was vital with all that was planned in the church over the next 12 months.

Jamie Dalrymple Hamilton (The Hon. Secretary) then read out the names of the candidates standing for re-election to the PCC as follows: Simon Ritter - proposed by Howard Browning and seconded by Alison Weller; Martin Dence - proposed by John Gerrard and seconded by Neil Cooper; Alison Wood - proposed by Howard Browning and seconded by Julia Gerard; Mike Gwilliam - proposed by Jame Dalrymple Hamilton and seconded by Ian Jarvis; Roy Wilson - proposed by Linda Jarvis and seconded by Margaret Sheather.

In addition there was a nomination for election to the PCC - Mary Codling. In her absence, The Hon Secretary read out a brief résumé on her behalf: "Ben and I have lived in Minchinhampton for 40 years and worshipped at Holy Trinity for about 39 years. As a primary school teacher I taught in Schools in Minchinhampton, Bisley and Stroud. After leaving teaching I worked in Stroud CAB as an advisor, for 17 years was a Prison Visitor at Gloucester Prison and was Chairman of the Governors of Minchinhampton School. I have served three terms on the PCC and looked after the children in the days when there was a creche in the Church during services. I currently serve on the Hospitality Committee (in which role I arranged the making up of the Porch Room curtains) and am currently a member of the Building Project team".

Mandy Jutsum reiterated how fortunate we were that Mary had agreed to rejoin the PCC again and proposed the election of the candidates for the new PCC, a motion that was seconded by Simon Ritter. There was one question from the floor as to what would happen at the 2018 APCM, when the same situation would arise (retiring members) and Mandy Jutsum responded that the Wardens were confident of new candidates being identified in the interim. A vote was then taken which was passed unanimously.

- The Church Wardens and the PCC will be commissioned on Sunday 23rd April 2017 in the Parish Church.
- The first meeting of the new PCC will take place on Tuesday 24th of May at 7:30 pm in the Porch Rooms.
- All officers will be appointed at the first meeting of the new PCC as follows: Chair - The Rector, Vice-Chair - The Church Wardens, Hon. Secretary - Jamie Dalrymple Hamilton, Hon. Treasurer - John Jutsum, Electoral Roll Officer - Pam Page.
- The APCM in 2018 will take place on the 23rd of April. (Easter Sunday is on the 1st of April).

THE CHURCH FINANCIAL STATEMENTS ANNUAL REPORT

For the year end of 31st December 2016.

Copies of the annual report and financial statements have been available in the Church for the previous two Sundays and John Jutsum (The Hon. Treasurer) gave the meeting a detailed and highly informative briefing. He began by pointing out that the Annual Report was longer than normal as further information was required being a registered charity. He wished to formally record his thanks to all the Treasurers from the different church organisations, for their co-operation and help, Peter Sparkhall for his invaluable assistance with the collating and banking the weekly collections, and Pat Swift for handling the Gift Aid envelopes - a thankless task! Finally he expressed his thanks to Martin Hexter for a very thorough job as Independent Examiner.

Highlights from the remainder of his address included the fact the Churches had enjoyed a very positive year financially during 2016 with income up and costs down, the former due to a large extent to the Stewardship Fund which had been a great success. However he also drew attention to the extent our Parish Share commitments had increased (now amounting to more than 50% of all general expenses). In this respect he forecast a financial loss for the coming year due in part to the closure of Minchinhampton Church during re-ordering but stated that reserves were quite sufficient provided losses did not extend into further years, hence the importance of planning ahead to make full use of the new facilities on completion. Regarding the Reordering the meeting was provided with a paper (Appendix A), showing the estimated costs during the different stages drawn up by an independent Structural Engineer. It was pointed out that the cost of materials had increased due to the fall in the value of the pound. John Jutsum was sincerely thanked by all those present for a very clear detailed and informative presentation.

APPOINTMENT OF AN INDEPENDENT EXAMINER FOR 2017

The Hon. Treasurer proposed that Martin Hexter was re-appointed as the Independent Examiner for 2017, seconded by Mike Gwilliam - unanimously approved. John Jutsum pointed out that in the event of income exceeding £500,000 next year then the accounts will need to be prepared by a professional Auditor with implications for fees.

APPOINTMENT OF SIDESPERSONS (WELCOME STEWARDS)

Mandy Jutsum warmly thanked all those who had fulfilled this vital roll, both at the 8am and 10am services throughout the year. The rota of people welcoming at the 8 o'clock service remains unchanged. Thanks are due to Colin and Anne Brookes, Hugh Lister, Hilary Exton, Paul and Rosemay Boon, Roy Wilson, Sue Blades, Alison Weller and Mick Evans on their continued service.

There are four people on duty at the 10am service: 20 altogether. The usual term of service is 3 years but with the agreement of the PCC this can be extended. Joan Goldsmith, Mary Murray-Wells, Simon and Cheryl Ritter retire this year, but we will still be seeing Simon on the door! In addition Mandy was delighted to welcome Alison Coe, Judith and John Cleever, Nick Lacey and Peter Petrolito to the team and give a retrospective welcome to Richard and Karen Bedford who joined the team during the year. They are all officially appointed at this meeting. Finally Mandy offered a special thanks to all the sidespeople and ex sidespeople who occasionally stand in, for carrying out this important roll and to those willing to help at other services such as at Advent and Easter especially mentioning Cheryl and Simon Ritter in this respect.

THE CHURCH COMMITTEES AND ORGANISATIONS ANNUAL REPORT

These had been available at the back of the church for two Sundays previous to the APCM. Comments from the floor were expressed as follows:

- It was noted that overall there had been a slight fall in church attendance.
- The Revd. John Hunnisett expressed a vote of thanks on behalf of all the retired clergy working in the Parishes for how they had been made to feel so welcome and how the fact everything was so well organised on those days that they were officiating made everything so much easier.
- A formal vote of thanks was called for from the floor, to recognise the exceptional work done on behalf of us all by Christine Gibson (Parish Administrator) in the Church Office. The Hon. Secretary subsequently undertook to present her with a card expressing our appreciation and a bunch of flowers.

THE CHURCH ANNUAL REPORT

In view of the Rector's absence the Revd. Sandy Emery (Chair) and the Church Wardens, have together compiled the following report summarising the year and looking forwards to 2017 to 2018.

Mandy Jutsum - Church Warden

Firstly I would like to thank our Rector, Helen, for another year of overseeing the three churches in the Benefice. We wish her well and pray for a full and swift recovery. Thank you to all of the clergy who have so ably supported Helen in this role and a special thank you to Sandy, who with Deborah's and Linda's support, is, in the words of Archdeacon Jackie 'making sure that ongoing mission and ministry continue as normal'. We also need to thank the retired clergy for their ongoing involvement and for their willingness to help at this current time, especially Alison Guy, John Hunnisett, Mike Tucker, Ann Morris, Brian Andrews and Anthony Roberts. Last July, it was a pleasure to welcome the Revd. Deborah Curram as our curate. It has been a joy to have her in our midst, in fact she is so well integrated it feels like she's been with us forever. We very much look forward to the service and celebration on July 16th when Deborah will become priested. It has also been a pleasure to have John Thompson join us during the last few months as part of his transference from the Methodist to the Anglican church. We shall miss him when he completes his year in July but wish him well in his continued and important role as the hospital chaplain.

The Church Office

The church administrator, Christine Gibson, is owed a very great debt of thanks for her smooth management of the church office despite the frequently unpredictable nature of the work entailed. During the year the church office has become the Benefice Office: Christine has taken on some work for Amberley Church, mainly the booking and arrangements for funerals and weddings and baptisms and producing their Pewsheets for Sunday services. She always manages to maintain a friendly approach for which we are grateful.

The Verger

Colin has been doing the verger's job for 20 years or more. It is very easy to overlook the fact that this work goes on as it always happens! The church is opened and closed and made ready each day, for religious worship and for a wide variety of activities and events. Colin is ably supported by Anne in his roll. We thank them both.

Church groups

Another busy year where there has been, by necessity, a strong focus on the reordering and refurbishment of Holy Trinity Church and raising the necessary funds. This has in no way reduced the achievements and activities of the various groups in the church as is reflected in the reports from each group. Please take the time to read these reports from 21 different groups! The number of people involved in contributing to the worship, outreach, mission, organisation and maintenance of our church is quite amazing and frequently includes people who are not regular attenders at the traditional services of worship but who want to contribute to the church in this

community in some way. A point for celebration in the Minchinhampton and Box communities is the seamlessness between church and community and the atmosphere of collaboration that exists between different organisations within the town and village.

The Revd. Sandy Emery - an overview of the past year in the life of the church.

Mission:

Mission is about taking God's love out into the community and engaging with people to share in that love. An excellent example of mission over this last year has been through the work of the Building Group and Fund Raising Group where their activities have engaged with the community, for example the Nearly New Sale and the Auction of Promises at the Golf Club which attracted a great deal of support from the community, resulting in a real buzz as to what we are trying to achieve.

Relationship across the benefice

Continues to flourish. There have been shared services and social events around festivals, especially Trinity, Harvest, Confirmation service and preparation, shared Lent groups and Lent lunches, and a Marriage preparation course. The Benefice and team ministry flourishes with all contributing so much to the wealth and experience and being blessed with a team offering different styles of ministry and preaching. With the clergy, including retired clergy and our Reader willing to travel to all churches across the Benefice, this also enhances the richness of our worship experiences.

The House for Duty Priest for Amberley was announced and Revd. John Spiers will be joining the team. Although he will be primarily responsible for Amberley he will also act as an Associate Priest within the team. However, it must be remembered that the Associate Priest/House for Duty role is only two days a week, plus Sunday.

Our curate Revd. Deborah Curram joined us in June, and has been an excellent asset to our team. She is part time and offers us 28 hours per week in Minchinhampton and Box Parishes. Deborah will be ordained priest on Saturday 15th July and will preside at her first Eucharist on the Sunday, a great occasion for joy and celebration. Churches Together in Minchinhampton, Box and Amberley (CTMBA). We meet every other month to share ideas and pray together. We shared an informal gathering in Christian Unity week, the dawn Easter day service on the common and an act of worship on Remembrance Sunday at the War Memorial.

Work with Families and Young People

All Age services continue to be well supported and Messy church continues to thrive. Junior church struggles with low numbers of children attending on Sundays. The teenagers who have been confirmed have requested to remain in the service and engage with the sermon. It is so affirming that these young people are continuing to grow in their faith and spirituality. As a result of this Deborah and Sandy who led the Confirmation classes have consulted with the young people and are starting a Youth Group commencing this month. Building up our family and children attendance on Sundays is a long term approach. Our curate Revd. Deborah Curram has joined the Primary School Academy parents facebook page, as a way of fostering and building up the important relationships necessary to engage with families. This is proving to be a success in the gaining and sharing information. To build further our relationships

with young families, Sandy and Deborah are commencing a Porch Café in May on the first and third Tuesdays of each month from 9-10am for parents or grandparents dropping off children to come to the Porch room for coffee, tea and croissants and informal chat.

Minchinhampton school - We continue to have a well established relationship with the school and Deborah and Sandy regularly participate in leading school assemblies now referred to as Collective Worship. We hope in the next year to enhance the parish school partnership. Experiences such as Experience Harvest, Christmas and Easter continue to be highly valued by the school. School services in church continue to be at Harvest, Christmas, Easter, and School Leavers' service where there is shared worship. The School children feel so relaxed about coming into church that often they will drop in by themselves or with parents to pray and write messages in our prayer book to be read at worship services.

Occasional offices: weddings, baptisms, funerals:

We continue to hold Baptism preparation sessions engaging with Christian faith. Opportunities to engage with non church families are so important in developing relationships of care, enabling them to find church and the life of the church in the community, something they then feel able to accept and know how approachable church life and individuals can be. Further development is needed in this area and to think about developing a baptism team for support and follow-up. This next year there may be the possibility of setting up a bereavement group to help with the aftercare clergy give already.

Communications

We always endeavour to work hard and effectively with communications but there is always need for improvement. We are very fortunate to have an excellent website thanks to our Webmaster Mike Gwilliam who keeps the website updated and ensures all events are advertised. We are fortunate to have a dedicated Parish Magazine editor in Kathy Hurst and for Wizzy Lapping and her team of dedicated distributors who ensure our news is delivered to well over 900 households on a monthly basis. We are ever grateful to them all.

Pastoral work

The Pastoral Care Team (PCT) under the leadership of our Reader Linda Jarvis has been a real asset to the life of our parish. Their continuing hard work has enabled us to be aware of the needs of most people, with perhaps only a few slipping through the net. This is why the PCT rely on individuals to be vigilant in reporting your concerns to them.

Prayer life: Worship and learning

Worship is about celebrating God's love and remembering the times when we may have failed to do this. Asking for and getting the opportunity to start again in celebrating God's love with all is not just on Sunday, but on every day of the week. Enabling people to explore and commence their spiritual journeys in faith and love with God and eventually to share their faith journeys with others, must be one of our goals. Please read the Committee's report.

Sharing and developing of vision:

The Vision day last July enabled us to explore and consider a way forward for the mission and ministries of our churches. It was refreshing to see the similarities and stumbling blocks we all shared. It was hoped that we would be able to launch our Vision Document this evening at the APCM but with the Rector having an extended period of sick leave, it has not been possible for individual comments and feedback to be addressed and acted upon. Then the final document must be approved and supported by both the Standing Committee and the PCC before it can be officially launched.

Howard Browning - Church Warden

Music

The church music goes from strength to strength. Main services are well-supported by Julian Elloway, the choir, and, on occasion, the music group. We have known for some time that the organ has been modified considerably over time, but is now among the best instruments in Gloucestershire. The church space is also particularly rewarding for choral music, is now the official home of the Cappella Singers, an important venue for the Stuart Singers, and, but for the pews, would be attractive to Stroud Choral Society. Further work is planned on the acoustics to make the space more tuned to speech as well, but that is not possible until the reordering of the floor and associated work is complete.

Reordering

The fund raising and building project teams have been working hard this past year to continue to build on the generosity of the David Thomas Trust and to ensure the project can go ahead. Thanks are due to the generosity of the many donors who have and continue to respond to the 6Ps appeal. The opportunity to contribute in this way remains open! Some generous grants have also been acquired, however, there is still more to do here: grant applications by the project team are ongoing. The fund raising group, whilst planning and coordinating events, have been fully supported by a variety of individuals and groups undertaking different projects: the mother's union ran the newly new sale and have more planned; Diana and Peter Lapping were the main instigators of the auction of promises with amazing results; Hilary Kemmett has produced an illustrated book of poems relating to church and church life which will be on sale soon; Hilary Bellhouse volunteered to run a series of yoga classes which, have not only raised a significant amount of money, but have also contributed to the health and well being of the people in the group. The classes are ongoing as is the fund raising. There is a real sense of people drawing together to see the first phase achieved. Underpinning all of this work has been the agreement last year of HRH the Princess Royal to act as our Patron. We were delighted to welcome HRH to the church recently, accompanied by her husband, Vice Admiral Sir Timothy Laurence, to officially launch the 6Ps campaign and to hear about the planned work ahead. This became a great opportunity, after three years of consultation and planning, to share with representatives from across the community the more detailed planning and the imminence of the work ahead.

The reordering project has come to a natural decision point with the delivery of our plans for consideration by the Diocesan Advisory Committee in Gloucester. Initial response, still unofficial, has been very positive: they think that our process, and our consultation is the best in the Diocese(!), and we expect a positive outcome when the committee considers the application on April 7th. At that point, the timetable is largely out of our hands, as the application goes to various statutory consultees. Their role is to find areas that would go against their particular interests, and about which they would like to complain. The most important are Historic England and the Church Buildings Council: happily both of these are generally supportive, as are Stroud Council in the specific areas they are concerned with – what can be seen from outside. However, we still expect opposition from the Victorian Society, since that is what they normally do, and possibly from the Twentieth Century Society, and the Society for the Protection of Ancient Buildings. If there are formal complaints from any of these, the plans will have to go to the Diocesan Chancellor for a decision, yea or nay. The DAC officers believe that she will agree with our plans and support them, but that may introduce a delay, simply to make the process happen. We hope it doesn't come to that!

Remembrance Garden

The Wildlife Group have been developing the far end of the churchyard to make it more environmentally friendly. As part of that they have suggested that there should be a remembrance area in the churchyard, where people could go to think of relatives or friends who have left us. The suggestion has been to use an open area just beyond the line of pleached limes, near the middle. We have identified a particular landscape architect (an ex-doctor) who has come up with an exciting outline scheme, using the same three-fold pattern, signifying Holy Trinity, that is planned for the centre of the nave. Happily, we have also found a sponsor who is keen to support just such a development as this. Further discussion is planned with the DAC landscapes advisor, before finally developing the scheme for discussion with the PCC, and then forwards for sanction.

VOTE OF THANKS - MANDY JUTSUM

Four people have retired from specific roles in the church and we would like to acknowledge their contribution as well as welcoming their successors:

- Mary Codling is standing down as Head Sacristan. Her replacement, Alison Whitaker has experienced various roles within the church including being Church Warden.
- Sally Byng as PCC secretary, who has been replaced by Jamie Dalrymple Hamilton who has also been a Church Warden.
- Jane Goldsmith is handing over the role of Safeguarding Officer to Judy Little.
- David Goldsmith is retiring from the PCC to be replaced by Mary Codling.
- Each of those who are stepping down have given up an enormous amount of their own time and energy to the smooth running of the Church and we should be extremely grateful for their efforts.

The Revd. Sandy Emery added her own personal vote of thanks to all those who are going out of their ways to help her perform her duties every day and to everyone who had taken the trouble to attend the APCM.

There being no further business the Meeting concluded at 9pm.

APPENDIX A

Estimated costs (in thousand pound units) of the Reordering of Minchinahampton Church, as referred to by the Hon. Treasure at the APCM 3rd April 2017

1	Remove pews, level floors, move font and screen, new paving or patterned tiles, under floor heating, new boiler	£567
2	Narthex cupboards	£12
3	Lean to	8
	Sub-total	<hr/> 587
4	Chairs for nave and choir - including VAT	69
	Sub-total	<hr/> 656
5	Chairs for Lady Chapel - including VAT	27
6	Porch	80
7	Lighting	144
8	Sound system	76
9	Dias and altar including VAT	83
10	Organ	313
	<u>Total estimated costs of project</u>	<hr/> <hr/> 1,379

Funds raised to 29th March 2017

1	Cash received from individuals, local companies and Trusts to date	102
2	Future amounts promised by Trusts	456
	<u>Total funds raised to date</u>	<u>558</u>