



**ANNUAL PARISH AND ANNUAL PAROCHIAL CHURCH MEETING 2024
TO BE HELD ON MONDAY 22 APRIL 2024 AT 8PM IN THE SAINT JAMES CENTRE**

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ANNUAL PARISH MEETING 2024

TO BE HELD ON MONDAY 22 APRIL 2024 AT 8PM IN THE SAINT JAMES CENTRE

AGENDA

1. Opening Prayer
2. Welcome and introduction
3. Election of churchwardens

ANNUAL PAROCHIAL CHURCH MEETING 2024

TO BE HELD ON MONDAY 22 APRIL 2024 FOLLOWING DIRECTLY AFTER THE ANNUAL
PARISH MEETING IN THE SAINT JAMES CENTRE

AGENDA

1. Welcome and apologies of absence
2. Minutes of the previous meeting – for **APPROVAL**
3. Matters arising from the minutes of the previous meeting
4. Reports to the APCM – for **NOTING**
 - (a) Electoral Roll report
 - (b) Rector's report on the proceedings of the PCC for the year ended 31 December 2023
 - (c) Annual Fabric report
 - (d) Report on the proceedings of the Deanery Synod
 - (e) Safeguarding report: Compliance with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016
5. Financial Statements for the year ending 31 December 2023 – for **NOTING**
6. Election of Deanery Synod members and PCC representatives
7. Appointment of Auditors
8. Questions

MINUTES OF THE ANNUAL PARISH MEETING AND THE ANNUAL PAROCHIAL CHURCH MEETING (APCM) OF ST JAMES GERRARDS CROSS AND FULMER HELD ON TUESDAY, 25 APRIL 2023 AT 8PM IN THE SAINT JAMES CENTRE

PRESENT: Chairman: Matt Beeby
Vice Chairman: Andrew Bell
48 church family members and 6 clergy members
11 apologies

OPENING

The Rector opened the meeting with a reading from Colossians 1:3-8 and prayer.

WELCOME AND INTRODUCTION

The Rector welcomed everyone to the Annual Parish meeting to be followed by the Annual Parochial Church meeting (APCM).

ANNUAL PARISH MEETING

1. Election of Churchwardens

The Rector reminded the meeting that, in addition to members registered on the church Electoral Roll, any resident of the parish whose name is on the register of local government electors is entitled to vote at the election of the churchwardens.

The Rector further reminded the meeting that Churchwardens are always elected to serve for one year at a time.

The Rector thanked the churchwardens for:

- their encouragement and support to him and the staff team and for the care and concern for the church family over the past year; and
- their prayers, faithfulness and practical service.

The Rector informed the meeting that Andrew Bell, Gary Palmer and Francesca Hall-Drinkwater had agreed to stand for election as churchwardens for another year.

The Rector shared with the meeting the nominations for Churchwardens, duly proposed and seconded and received before the meeting as follows:

Andrew Bell	Proposed by: Jonathan Rushworth	Seconded by: Dermot Purcell
Francesca Hall-Drinkwater	Proposed by: Wendy Blinco	Seconded by: Andrew Nealon

Gary Palmer

Proposed by: Ian Mitton

Seconded by: Will Coomber

As no further nominations were received and in terms of Rule M9 (3) of the Church Representation Rules the Rector **DECLARED** that Andrew Bell, Francesca Hall-Drinkwater and Gary Palmer were elected as churchwardens until the 2024 Annual Parish meeting.

Ross Mungavin prayed for the churchwardens and for God's blessing on their work.

The Rector closed the Annual Parish meeting.

ANNUAL PAROCHIAL CHURCH MEETING (APCM)

The Rector reminded the meeting that only those who are on the Electoral Roll of Saint James are permitted to vote at the APCM.

1. Apologies for Absence

Apologies were received from: Ian Mitton, Stephanie and Robin Summerell, Richard Lawrence, Lawrence Tebboth, John Young, Jane Josten, Janice Buchannan, David Turner, Rosie Rushworth, Heather Ashby-Rose, Wendy and Andrew Shingleton.

2. Minutes of the previous Annual Parochial Church Meeting

The minutes of the Annual Parish and Annual Parochial Church meetings held on 26 April 2022, proposed by Gary Palmer and seconded by Ann Green, were approved unanimously by the members and signed by the Rector as a true reflection of the meetings.

3. Matters Arising

The Rector dealt with the following matters arising from the minutes of the previous meeting not addressed later in the meeting:

a. Governance review

It was **NOTED** that the governance review had been completed and the recommendations made in that review are being implemented. One of the most obvious changes is to the structure of our PCC committees. Risk Audit and Finance Team, People and Culture Team, and Global Mission Group have been established, are meeting, and are finalising new Terms of Reference.

The Rector **THANKED** Jonathan Rushworth and the Governance Review Working Group (Grant Masom, Mark Nicholas, Wendy Shingleton and Amanda van der Walt) for the work they completed and Gary Palmer for the work he's doing with others to implement the recommendations that have come out of the review.

4. **Reports to the APCM**

a. **Electoral Roll report**

The meeting noted the Electoral Roll Report and the number on the Electoral Roll as follows:

Total 533 as follows: 444 in Gerrards Cross and 89 in Fulmer.

	Gerrards Cross	Fulmer
Names removed – those who have died	5	4
Names removed – those who have moved away	16	4
New additions	15	8
TOTAL NUMBER ON ELECTORAL ROLL	444	89

b. **Rector’s Report**

The meeting noted the content of the Rector’s Report and the verbal update by the Rector.

c. **Report on the proceedings of the PCC for the year ended 31 December 2022**

The meeting noted the content of the Report on the proceedings of the PCC for the year ending 31 December 2022.

d. **Annual Fabric report**

The meeting noted the content of the Annual Fabric report for the year ending 31 December 2022.

e. **Report on the proceedings of the Deanery Synod**

The meeting noted the content of the Report on the proceedings of the Deanery Synod for the year ending 31 December 2022.

f. **Safeguarding report: Compliance with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016**

The meeting noted the content of the Safeguarding report and noted, in particular, that the PCC had complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to the House of Bishop’s guidance on safeguarding children and vulnerable adults).

The meeting also noted that the safeguarding policy is available on the front page of the church website.

The Rector **THANKED** Ann Green for her diligence and work over the past year.

5. Financial Statements for the year ended 31 December 2022

David Steel, the Treasurer, shared an overview of the financial statements and financial results for the financial year ending 31 December 2022.

The Treasurer **THANKED** God for his amazing provision and further thanked Richard Lawrence, Megan Brodie and Hazel Robinson for their sterling support and work during the past year.

The Rector **THANKED** David Steel for his dedication in stewarding Saint James' finances and for assistance to the Rector.

QUESTIONS:

1. How we use the Two Saint James Trust assets?

The Two Saint James Trust (TSJT) is a charity completely separate and independent from the Saint James church charity. The TSJT owns two houses (Pinewood close & The Uplands) which are leased to the PCC of Saint James at a very competitive rate in support of their evangelical purpose. There are two lease agreements entered into between the PCC and TSJT.

The PCC repaid a loan from the TSJT GBP130 000 in 2022 and this with additional fundraising by the TSJT was used to purchase the Pinewood Close property, now being leased to PCC of Saint James.

The funds in the church growth fund are under the control of the PCC and the TSJT has no control over any of the PCC funds.

2. Income and expenditure on financials – have the increase in energy bills been considered and included in the deficit forecast?

Yes, tied into a fixed term agreement until October but increases have been projected and included in the deficit forecast.

3. How are the surplus funds held

Mostly in cash and some of it in tracker fund.

6. Election of members to the PCC

a. Deanery Synod representatives

The Rector reminded the meeting that lay members of the Deanery Synod are normally elected every three years.

The meeting noted Saint James has been allocated 8 seats on the Deanery Synod.

The following people have agreed to stand, and have been duly proposed and seconded.

Heather Ashby-Rose	Proposed by:	Gary Palmer	Seconded by:	Stephanie Summerell
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Francesca Hall-Drinkwater	Proposed by:	Wendy Blinco	Seconded by:	John Stanley
Grant Masom	Proposed by:	Bola Akinseye	Seconded by:	Lawrence Tebboth
Ian Mitton	Proposed by:	Gary Palmer	Seconded by:	Cobus van der Walt
Tim Ogunleye	Proposed by:	David Steel	Seconded by:	Anthony Bargioni
Jonathan Rushworth	Proposed by:	Andrew Bell	Seconded by:	Richard Lawrence
Lawrence Tebboth	Proposed by:	Jonathan Rushworth	Seconded by:	Anne Turner
John Young	Proposed by:	Andrew Bell	Seconded by:	Tom Kitching

As no further nominations were received and in terms of Rule 11 (3) of the Church Representation Rules the Rector **DECLARED** that Francesca Hall-Drinkwater, Jonathan Rushworth, Ian Mitton, Lawrence Tebboth, Tim Ogunleye, Heather Ashby-Rose and John Young were elected as a lay members of the Deanery Synod for a period of three years.

The Rector thanked Stephanie Summerell, Dave Kidner, Stephen Cooper and Cobus van der Walt who have stood down having served for the last 3 years or more.

b. Election of members to the PCC

The meeting noted the need to elect three people as Lay members of the PCC, to serve for three years.

The following members of the church family have agreed to stand for election to the PCC to fill these vacancies. Those standing, each duly proposed and seconded, are:

David Steel (Treasurer)	Proposed by:	Gail Bell	Seconded by:	Sally Grimmond
Will Coomber	Proposed by:	Tom Turkington	Seconded by:	Chris Booker
Liz Lee	Proposed by:	Gary Palmer	Seconded by:	Rebecca White

As no further nominations were received and in terms of Rule M9 (3) of the Church Representation Rules the Rector **DECLARED** that David Steel, Will Coomber and Liz Lee were elected as members of the PCC.

The Rector thanked Vic Gill who has stood down having served for the last 3 years.

7. Appointment of Auditors

The meeting noted Cansdales have been the Saint James auditors for a number of years and whilst there is no obligation to change, it is considered good governance practice to rotate

auditors on a regular, but not frequent, basis. This has indeed been raised at previous Annual Meetings.

The meeting noted the question, why a change of auditor is being proposed and the explanation that changing is just good governance after more than 10 years.

Proposed by David Steel and seconded by Francesca Hall-Drinkwater the meeting unanimously approved that Wenn Townsend, Chartered Accountants be appointed as auditors to the PCC for a term of office ending at the close of the 2024 APCM.

8. Questions and encouragements

The meeting noted the thanks, encouragements and suggestions shared by various members of the staff team and church family as follows:

- To Ross and Ben for their ministry and their contributions to the Ministry at Saint James.
- For the great potential in joining together the 9:15 and 11 and for the wonderful team working on the music for the new service.

9. Looking forward

The meeting further noted verbal update by the Rector and various things to be thankful for as a church family and the challenges and opportunities.

10. Thanks

The Rector and churchwardens **THANKED** all who serve in various aspect of church life and activities and the PCC and Staff Team for their dedication and commitment.

Andrew Bell specifically **THANKED**:

- Matt for speaking the word of God and for unfailingly opening the word of God to the whole church family.
- Amy for her faithful support of Matt and serving in all sorts of ways in church life.
- Matt and Ministry Team for their love, wisdom and faithfulness.

Andrew Bell closed the meeting with prayer.

CHAIRMAN

DATE

ELECTORAL ROLL REPORT

Following completion of the annual revision, the church Electoral Roll has been amended as follows:-

	Gerrards Cross	Fulmer
Names removed – those who have died	3	6
Names removed – those who have moved away	7	9
New additions	1	0
Error correction	-	1
TOTAL NUMBER ON ELECTORAL ROLL	433	75

The number on the Roll now stands at 508 for 2024. The 2023 Roll was 533.

Tara Purcell, Electoral Roll Officer on behalf of the PCC



RECTOR'S REPORT ON THE PROCEEDINGS OF THE PCC FOR THE YEAR ENDED 31 DECEMBER 2023

Please refer to the Financial Statements for the year ended 31 December 2023, available from the Church Office and on the Saint James website.



ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2023

The Annual Financial Statements for the year ended 31 December 2023 are available from the Church Office and on the Saint James website.

ANNUAL FABRIC REPORT (WARDENS' REPORT ON GOODS AND GIFTS)

As churchwardens, we are again enormously grateful to Edwin Clark who continues to manage the maintenance, repair and enhancement of our buildings, with the assistance of the other members of the Buildings Working Group.

The Governance Review Implementation Plan includes the formation of a Buildings Committee (Buildings and Fabric Team – BAFT); until this committee is in place, the PCC Standing Committee holds the responsibility that BAFT will hold.

Martin Paine continues to take ownership of all our annual maintenance contracts, ensuring that regular service arrangements are in place. This releases time for others to concentrate on the list of maintenance requirements to the fabric of our buildings and church houses that fall outside of contract. Mark Nicholas and the office team also spend significant time and energy overseeing repairs and maintenance. Our thanks are due to all of them, and to many others who help, often behind the scenes, to ensure that our buildings and their contents are clean and in good order for God's glory.

The latest quinquennial inspection of our buildings took place in October. A few minor works from the 2018 report were carried forward, but some significant items from the new report have already been completed (see list below). Prioritisation of other items is in progress.

We are also looking at two items of large expenditure during this year: a comprehensive solution to the ongoing problem of leaks from the roof of the Centre due to defects in the design and construction, and installation of solar panels on the Centre roof.

Below are the main tasks carried out this year on our buildings:

St James Fulmer

1. New wooden framed bin store
2. Extensive tree work on the boundary between Church and the Black Horse Pub next door
3. Extensive brickwork repairs to the turrets at top of bell tower (from 2023 quinquennial report)
4. New boiler house roof exterior and internal repair (from 2023 quinquennial report)
5. Replaced very old square cast iron downpipe on west wall and fixed leak to interior
6. Repainted walls to porch
7. Fitted Bird Spikes inside porch
8. White strips added to all internal steps
9. Electrical repairs to external lighting, and new fuse board

St James Gerrards Cross

1. New wooden framed bin store in car park
2. New yellow disabled parking lines
3. Repaired cistern in vestry WC

St James Centre

1. Serviced thermostatic radiator valves
2. Repairs to tap in kitchen
3. Various repairs, and ongoing investigations in leaks in the centre area of the roof
4. Clearance of car park storm drains
5. Cistern repairs in WCs

Staff Housing

38A Lovel Road:

- New fuse board RDC
- Rectify loft condensation, installation of inline extractor fan and replacement loft hatch
- New shower enclosure and aqua boards



- EICR five yearly electrical certificate

7 Gaviots Close:

- New replacement patio doors and three new double glazed unit replacements
- Clearance of blocked drains and various internal repairs between tenancies
- EICR five yearly electrical certificate

**Andrew Bell, Francesca Hall-Drinkwater, Gary Palmer
Churchwardens**

REPORT ON THE PROCEEDINGS OF THE DEANERY SYNOD IN 2023

The function of the Amersham Deanery Synod and Team is to equip enable support and facilitate growth and renewal in the local church throughout the Amersham Deanery. Formally the Area Dean is responsible for a number of items including:-

- Support to parishes in financial, pastoral and advisory capacities
- Setting the Parish Share within the Deanery contribution to the Diocese.
- Participating in the Clergy appointments in the Deanery
- Holding Parish Inspections with Churchwardens (Two St James due this year)
- Holding Deanery Synod meetings.

2023 continued to see significant changes in the Deanery clergy following both retirements and resignations. The relative strength of Oxford Diocese finances has meant that there has been the continued ability both to fill vacancies and make provision for Curates.

Amersham Deanery Synod met three times in 2023.

The March Synod included the AGM of Amersham Deanery Trust (ADT) and was held at St George Little Chalfont. The principal topic at Synod was around community engagement. Sue Nash talked about the Family Food Hub at St George's, giving a brief account of how St George's church was set up in the 1930s and how the area has developed since. The church is surrounded by social housing and some residents lead chaotic lives, including some abusive and difficult relationships. There is significant deprivation in the area. Following this, in a further presentation Rev'd Michael Johnson described how St Thomas' Beaconsfield had been remodelled to serve as a community centre café, and how this worked with the congregation. Finally an update was given of events at General Synod.

For the June meeting at Denham, we met with our Deanery Mission Partners Steve and Lindsey Poulson, who work with young adults in Honduras. The second speaker was Archdeaconry safeguarding officer Tsungai Muchegwa, who explained how safeguarding has developed recently and where the church was heading in the future.

The September meeting was cancelled.

At the December Synod held at the St James Centre, the Deanery Treasurer reported on the planned allocation of Parish share for the coming year, and a revised budget for the Amersham Deanery Trust. ADT income is derived from the Diocesan rebate dependent on meeting the Diocesan allocated parish share. Since the March ADT AGM, 2023 Amersham Deanery has not met its full allocation of Parish Share. This has been for reasons both of straightened individual finances, and for other reasons relating to the allocation mechanism and disagreement with the direction taken by the bishops within the diocese.

Our Deanery tag to General Synod is Rev'd Jeremy Moodey, presented on the past year in General Synod, and outlined some of the major issues that occurred in 2023.

Finally St James's own Sean Groombridge led is in an exploration of the role of music in church worship.



Presentations and Minutes of Meeting are posted on the Deanery Webpage
<https://www.amershamdeanery.org.uk/ddocuments.html>.

Lawrence Tebboth
Amersham Deanery Lay Chair

SAFEGUARDING REPORT: COMPLIANCE WITH THE DUTY UNDER SECTION 5 OF THE SAFEGUARDING AND CLERGY DISCIPLINE MEASURE 2016

The clergy and PCC continue to meet the requirement to have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults.

Our Safeguarding Policy was reviewed and approved at the November 2023 PCC meeting and is in line with the House of Bishops' Safeguarding Policy and Practice Guidance. The next review will be in October 2024. Our Safeguarding Notice is accessed at the foot of the front page on the church website providing guidance for raising a safeguarding concern along with key contacts and a direct link to our Safeguarding Policy.

Safeguarding continues to be a standing item on every PCC meeting agenda.

The clergy and staff team have responded well to any expressions of safeguarding concern –seeking advice from myself and the Diocese Safeguarding Team where necessary.

There was one reported safeguarding incident during 2023 which, with advice from the Diocese, was dealt with at a local level without the need to escalate to statutory authorities as they were already aware of the incident. We must continue to be on our guard to maintain the protection and well-being of all in our church family.

I have again provided an annual review document for clergy, ministry heads, standing committee and PCC on Church of England Safeguarding updates and best practice, giving links and references where appropriate.

In a church the size of ours, all ministry leads are encouraged to rigorously follow the Safer Recruitment process in recruiting and managing their teams. Key to best practice is the keeping of good records and I am very grateful to Rachel Pearce for all her admin support with this.

I am pleased to report that we have now migrated all our Disclosure & Barring Service (DBS) checks from a 5 year renewal cycle to the Church of England requirement of every three years for all our staff and volunteers working directly or indirectly with children or vulnerable adults.

I have also encouraged all 'church officers' – which is anyone undertaking a role on behalf of the church - to complete the online Basic Awareness of Safeguarding learning pathway. Many of our church family are serving week by week and can now do so with increased confidence and knowledge.

Safeguarding Sunday in November was a further opportunity to raise awareness in our church services in both Fulmer & Gerrards Cross, that caring for those around us is something we should all do. Safeguarding is an extension of that responsibility where we demonstrate as a church that we have good practices in place to make St James a safe place to be.

As Paul encourages the church in Ephesus, let us serve 'wholeheartedly' and together we will continue to create a Safer Church for All

Ann Green
PARISH SAFEGUARDING OFFICER

March 2024