

Minutes of the APM and APCM The Parish of St Anne with Holy Trinity Brondesbury 18th March 2018

In Attendance: Mother Christine, Bob Vickers, Liz Haggard, Patrick Haggard, Cecilia Quigley, Maggie Gibbs, Helen Brown, Jane Clist, Susan Baird, Liz O'Connell, Lee Gordon, Martin Stopford, Tim Collett, Richard Brindley, Pat West, Fr Laurence Hillel.

Apologies: Dame Alice Hudson, Michael Lyon, Simon Judge, Lindsay O'Hagan, Kay Anderson, David Till, Liz Morrison, Steve Haggard.

A./ Annual Parish meeting for the election of Churchwarden's to serve for 2017-18. 18th March 2018 meeting commenced at 11am

Under Church Warden Measure 2001, a person serving as churchwarden can only serve for a maximum of 6 years in succession – and then can only be reappointed after a two-year gap. The annual meeting however can pass a resolution to the effect that this measure does not apply.

Resolution 1

That St Anne with Holy Trinity Brondesbury agree that the appointment term of a warden as outlined in Church Warden Measure 2001 will not apply for the next term. It agrees to review this decision annually.

This motion was placed and agreed unanimously.

Election of two (2) Churchwardens.

One nomination was received

Dame Alice Hudson

Moved by Rhona Christie and Seconded by Mark Haggard

All Agreed.

The meeting noted it's thanks to Lee Gordon in her role of Warden during 2017.

Lee's contribution has been much appreciated.

The motion was agreed with applause.

Annual Parish meeting closed at 11.05am

B./ Annual Parochial Church Meeting. 18 March 2018

1. Apologies for absence were noted (as above)
2. **Minutes of the last meeting held on 26th March 2017**
Minutes were tabled
moved: Richard Brindley Seconded Rhona Christie
All agreed they were an accurate account of the meeting.
There were no matters arising.

3. **Election of nine (9) members of the laity to the PCC**
Nominations received from:

Michael Lyon
Bob Vickers
Richard Brindley
Lindsay O'Hagan
Rhona Christie
Tim Collett
Maggie Gibb

Vote on the acceptance of all nominations was unanimous.

Approval of ushers (sides people) – All those standing for election as Ushers will need to attend training

Nominations received from

Helen Brown
Bob Vickers
Cathy Hillman
Edgerton Rodgers
Liz O'Connell
Rhona Christie
Richard Brindley
Sue Baird
Lee Gordon
Cecilia Quigley
Nathalie Pami
Megan Kearney

Vote on the acceptance of all nominations was unanimous.

Election of Representatives to the Joint Council (Up to 4 spaces)

Nominations are:

Wardens – Alice Lyon
Tamala Anderson
Michael Lyon

Vote on the acceptance of all nominations was unanimous.

Mother Christine explained that in the event of conversations about the future, others from PCC or wider church may be co-opted.

Trustee nomination to the LIFC (1 appointment)

(Existing post – not a nomination just noted)

Liz Morrison

4. Election of Deanery Synod Reps to serve for two years.

Helen Brown and Liz Haggard were elected in 2017 and no election is required in 2018.

5. Consideration of the following business:

1. Electoral roll reports page – 9

Bob Vickers gave a verbal report of the report (note typo in printed report now corrected. 4 removals and 5 new members – new total of **115**).

Names added

Karen Ngo
Krista Burwood
Caroline Clark
Nathalie Pami
Daniel Wright

Names removed

Angharad Kowal
Mr Will Mawby
Mrs Lois Romain
Ms Priya Srikantharajavi

1.1 Appointment of Electoral Roll Officer

Nomination of Bob Vickers
Moved: Patrick Haggard Seconded: Jane Clist
All approved the appointment

2. Annual report (2017) reports page – 2

Mother Christine provided a summary of the printed report highlighting key items the PCC had considered in 2017.

Moved Lee Gordon Seconded Maggie Gibb
Received unopposed

3. Churchwardens Report and Fabric report (2017) reports page - 7

Mo C gave a verbal summary of the report on behalf of Alice and Lee.

Key points including St Anne's remains a small but engaged congregation which this year has given serious consideration to its mission and identity as a parish church which is also part of a local ecumenical project. With the support of Mother Christine the PCC has given realistic review of the parish's mission statistics and can feel very positive that there is a strong core of over 60 adult members who attend church regularly (at least once a month). This does however mean that weekly attendance is regularly between 30-40 and our clergy work correspondingly harder to mobilise the limited human resource around the demands of a busy parish; yet lots is achieved. Noted the works and repairs that had been undertaken. Noted that we are extremely grateful to all who contribute.

Moved Rhona Christie Seconded Mark Haggard
Received unopposed

4. Report on the financial affairs of the parish including accounts of the Parish Council for the year ended 31st December 2017 *see pink document*

Mo C presented Finance report on behalf of Michael – noted that we actually had a small surplus at the end of 2017, and that there had been an increase in parish giving.

Question was asked by Simon (via email) about funds in Willesden Consolidated Charities. Mo C explained that this was an historical Charity for the ‘poor and needy of the historical parish of Willesden’ – that actually in 2017 and in the start of 2018 these funds were used, but in wrong accounting code currently being fixed.

Question also asked about cost of fund generation – it was explained that this was anything that was used to manage or make funds eg – External examination or fee for Queens Park Day.

Moved Jane Clist Seconded Patrick Haggard
Received unopposed

5. Appointment of External Examiner – Kevin Ogilvie

It was proposed that The Annual meeting reappoint Kevin Ogilvie as External Examiner of Parish Accounts.

Moved Maggie Gibb Seconded Rhona Christie
Received unopposed

6. Report on the proceeding of the Joint Council reports page – 11

Mo C explained that Joint Council in essence is the Finance and Property Committee, but is formed of both members of St Andrew’s and St Anne’s.

Liz pointed out that it was important to note that while it is a shared resource that the majority of administrative burden is carried by Mo C.

Much of the works described in the JC report were also included in the fabric report.

Mo C also drew to the attention of the meeting that we are in the process of looking at our long term future for the sharing agreement now that we are at the 20 year mark, and also because of the changes which have occurred during this time. Liz Haggard noted that she had found it helpful to realise that when the venture began both congregations were of similar size and so shared burden was easier. This is not the case now.

Mo C also explained that this was not about the future of the LIFC which was a charity in its own right, and while there may be some impact, it was not about that function, rather about the sharing of the building and its resources.

Moved Rhona Christie Seconded Jane Clist
Received unopposed

7. Report on the proceeding of the Deanery Synod reports page – 13

Helen gave a verbal report of her involvement in both Deanery and Diocesan Synod. She noted the hope for change with appointment of Bishop Sarah and her desire to visit parish and get to know people in the Diocese. Change is slow but she hopes to be focused on health and wellbeing of people and parishes.

Received unopposed

8. Vicar's Report reports page – 4

Mo C included most of her report in her sermon and so noted that she really felt that we offered a great resource of a safe place to the community, though this also brought challenges. She also expressed her thanks for all who help in the course of each week and year.

Received unopposed

9. Other Reports

9.1 Assistant Priest Report reports page – 9

Fr Laurence referred to his report and said how much he appreciated being involved in the life of the parish and being included.

9.2 Mission Action Plan Report reports page -12

Tim gave a summary of the written report – PCC use MAP as a guide; value of Two-minute slot, links with QPARA and schools. Huge thanks to Steve Crabb for work on WWI project. Mo C explained that it looked like this might be included in the QP literary event in July.

9.3 Inter Faith Centre Report reports page – 13

Fr L explained that this is the same report LIFC give to the Charities Commission. Fr L was mostly on his own during 2017, so work less than previous years; and that since John's arrival Fr L maintains admin of LIFC. John provides good academic input and for courses. Wednesday afternoon slot has been great for course with 12-18 people on most, though mostly retired audience. Continued schools work positive

Question was asked about work with Brent Multi-faith Forum – Fr L is involved and they have successfully bid for funds for an interfaith project in Harlesden.

9.4 Youth and Children's Report reports page – 15

Maggie gave a verbal summary of report – small and broad age range a challenge but we are committed to ensuring young people have something on offer.

9.5 My Move Report reports page – 16

Maggie gave a verbal summary of report – Henri and Mo C with a small committee continue to work with My Move. Change of those who come change nature of the group with a higher percentage of nannies now.

9.6 Queens Park Day Report reports page – 18

While funds slightly less last year – still a good outcome. Need some more ideas for this year. (Sheep theme?)

9.7 Tea and Chat Report reports page – 18

Rhona gave verbal update – up to about 5 regulars with more for parties. Have moved to weekly
Thanks to Rhona and Lee for helping it continue.

After all reports under section 9 were received they were formal put before the meeting.

**Moved Laurence Hillel Seconded Helen Brown
Received unopposed**

Photo's for memory only

10. Other business

- 10.1 Safeguarding Policy Annual Renewal reports page - 19
Safeguarding Officer Appointment – Alice Hudson
Children's Champion appointment – Maggie Gibbs

The meeting unanimously appointment Maggie and Alice to continue in their respective safeguarding roles.

The meeting received and noted the Safe Guarding Policy and our commitment to be a SAFE parish.

Received unopposed

- 10.2 General Data Protection Regulations May 2018 reports page - 18

Mother Christine reported on GDPR

The new General Data Protection Regulation (GDPR) will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by organisations. Just like any other organisation, parishes and churches must comply with the requirements of the GDPR. At one level, nothing is changing – we still have to guarantee the same level of data protection as we have in the past – though the rights to individuals has improved.

As a parish, this means several things.

1. We are in the process of carrying out an audit to ensure that we know what person data we keep, where it is stored and who has access to it.

2. After Easter the PCC will approve a new Privacy Policy which we as a parish will adhere to in the way that we keep all person data. This will be available on the website and can be made available in hard copy for anyone who needs it.
3. Each member of the parish will receive an email or letter asking them to 'opt in' to being contacted. We need your permission so that you can receive email newsletters, or publicity which is personal to you about the parish. Please do respond when you receive this correspondence. From the 25th May we can only use the address we have for you if you have given us explicit permission to do so.
4. From 2019, we will collect this permission at the same time as we do the review of the Electoral Roll, this means every 6 years our database will be totally renewed.
5. Our other responsibility is to ensure that key office holders receive training about the requirements of GDPR. All staff and PCC members will participate in this. If you would like also to do this there is a video session available on the Diocesan Website - www.london.anglican.org/kb/data-protection/

11. Formal votes of thanks.

Our Mission Action Plan encourages us to thank and encourage each other in our fellowship life. At this point in the meeting we will pause to thank members of the Church for their hard work, commitment and enthusiasm and to remember that we are part of the one family of God.

Mother Christine particularly thanked everyone for their support and contributions. A small presentation was made to Lee Gordon for her time as warden. A small gift was also given to other volunteers.

Maggie also noted that we give thanks for all that Mo C does in the parish.

The meeting closed at 12.05pm