

ST JUDES CHURCH APCM AND VESTRY MEETING, 23 APRIL 2023

Minutes

Chair: Tim Smith

Minute taker: Ian Turner

Present: Mary Brake, Christine Beer, Esther Bennett, Marie Cooper, Phil Cooper, Brian Couch, Liz Couch, Julie Dent, Julie Evans, Linda Hadden, Peter Hadden, Liz Hardinge, Graham Harper, Liz Hoskin, Chris Jackson, Colin Macleod, Debbie Macleod, Barbara Milton, Paul Milton, Rob Ponsford, Gloria Prout, Sid Prout, Sandra Richings, Les Roper, Jean Roper, Derek Rowe, Jane Sanham, Nick Sanham, Gill Smith, Tim Smith, Judith Spear, Margaret Steer, Adrian Trace, Pat Trace, Ian Turner, Sue Turner, Selina Tyrrell, Veronica Webb, Paul Weekes, Sean Williams, and Jackie Yates
(Total: 43)

Non-voting attendees: Lesley Fielding

Vestry meeting

1. Minutes of 2022 Vestry Meeting

The minutes of the 2022 vestry meeting and APCM were distributed by email prior to the meeting and were made available at the back of church. The minutes of the 2022 vestry meeting were unanimously accepted and approved.

2. Appointment of Church Wardens

There was a vacancy for a second Church Warden to serve for a maximum period of 6 years in the role. Nomination forms and role descriptions for the position of Church Warden were made available for three weeks preceding the meeting. A nomination for Rob Ponsford, seconded by Liz Couch and Peter Hadden, was received by the vicar prior to the APCM and Rob Ponsford was duly elected as a second Church Warden. Sue Turner offered to serve a sixth year as Church Warden and the meeting once again thanked her for her faithfulness and willingness to continue to serve St Jude's in this role.

Annual Parochial Church Meeting

1. Apologies

Apologies were received from: Gordon Cook, Helen Foster, Kevin Hicks, Denise Horne, Edgar Horne, Pat Tremlett and Julie Williams.

2. Minutes of 2022 APCM

The minutes of the 2022 APCM were unanimously accepted and approved.

3. Election of PCC Members

With the election of Rob Ponsford as a Church Warden, four places were available to serve on the Parochial Church Council for a maximum period of 3 years. Two nominations were received. No election was necessary and the following were confirmed as members of the 2023/24 PCC:

- Colin Macleod - proposed by Sue Turner, seconded by Ian Turner
- Debbie Macleod - proposed by Nick Sanham, seconded by Colin Macleod

4. Election of Deanery Synod Members

Two places were available to serve on the Deanery Synod for the current Trimester 2023-2026. One nomination was received and the following was duly confirmed as our Deanery Synod representative for the next three years:

- Jean Roper – proposed by Sue Turner, seconded by Ian Turner

5. Electoral Roll Report

The church Electoral Roll was revised in March 2023. There are currently 66 names on the new church Electoral Roll. The Vicar signed the certificate of the Church Electoral Roll. The revised Electoral Roll will be displayed at the back of church for a period of 14 days following the APCM. The meeting noted that the number of people comprising the wider 'worshiping community' stood at 85.

6. Financial Report

Debbie Macleod produced a Treasurer's Report for the calendar year 2022 which was circulated prior to the meeting. A summary of the annual accounts was presented by Debbie and there were no questions other than 'whether we could afford a larger TV in the Upper Hall' and the Treasurer pointed out that it would need to be a PCC decision. Debbie was roundly applauded for all of her hard work in the preparation of the accounts and the Treasurer's Report, which is attached at Appendix 1.

7. Appointment of Auditor

The Treasurer proposed continuing to appoint Total Accounting Solutions as auditors of the church accounts. The proposal was unanimously approved.

8. Church Warden and Fabric Reports

Sue Turner prepared a Church Warden's Report for 2022 which highlighted the amount of practical help people give to the running of the church in all its many ways, and wanted to thank people for their support and goodwill. Sue also provided a Fabric Report on behalf of the Buildings Management Group which highlighted the large amount of work that had been carried out on all the buildings and church site during the year to keep St Jude's safe and well maintained. These reports were circulated prior to the meeting and are attached at Appendix 2 and 3 respectively. Sue was personally thanked by the vicar for the support she provided to the ministry at St Jude's and she was roundly applauded by the meeting for all her hard work.

9. Next Era Project Report

Ian Turner provided a summary of progress made over the last year and his report is at Appendix 4. The major milestone was achieved in August 2022 with the granting of a faculty for the work. The main focus is now on fundraising sufficient finance to start the contract tendering process with a view to commencing the work later this year. Ian also provided a report at Appendix 5 on the Community Hub which continues to thrive. He reflected that here we can see a 'purpose in the pause' to the Next era project whilst we build the community that will benefit from the future reordered church building.

10. Vicar's Report

Tim prepared a report looking back on the last year, which included recovering from the COVID restrictions on church life and the mounting energy costs, and looking forward to a year when the focus will be on 'pressing on' with our personal call to follow Christ and our corporate call to serve the community. This year should see the Next Era Project become a reality if we can bridge a relatively small gap in the required finances and reduce the contents of the main contract by taking on as much of the work ourselves. The report is at Appendix 6.

11. Questions & Feedback

The church members present were encouraged to ask questions and offer feedback.

Jackie Yates asked for an updated list of who is now serving on the PCC. Tim replied that it would be given in the next church newsletter and posted at the back of church.

Brian Couch reminded everyone that the church moved out of the church building for several years when the roof needed repairing, so the disruption caused by the Next Era project will be 'nothing at all'.

Ian Turner remarked that we have had to wait a long time for the Next Era project but now is the time to turn our patience into persistence and we should lean into God and press on with the building work.

12. Closing prayers

Tim closed the meeting in prayer.

Appendix 1 – APCM 2023 Treasurer’s Report

As presented in the St Jude’s Annual Report 2022 (Full Accounts are available separately)

Planned giving donations through standing orders at the bank and the highly successful Parish Giving Scheme, where givers can voluntarily increase their gift, annually, in line with inflation has enabled the Church’s income to remain buoyant. The importance of these, generally tax efficient forms of regular giving, cannot be stressed enough and consistent and predicible income allows the PCC to plan and budget more effectively.

Once again, the financial outturn exceeded our forecast for the year in our unrestricted General Account. Our income was £96,599 and through careful management of our spending of £87,677, we achieved an in-year surplus of £6,098. This equated to a 5.9% increase in giving over the previous year, including the tax recoverable on this income and highlights the generosity of financial support from our Church family despite challenging economic pressures.

The Church was awarded, a very welcome Energy Grant of £3,210 (half the utility costs shown in the 2021 accounts) from Exeter Diocese, in recognition of the exponential rises in energy costs being incurred by churches across the region.

The contribution to the 2022 Common Fund of £42,161 was paid in full, a 5% increase from 2021. The diocesan share is calculated by taking into account the size of our church family, discounting various groups, who could find it difficult to give financially and local deprivation factors.

It is important to note that included in the unrestricted General Account figures the PCC decided to move £3,527 to increase the Reserve Fund to £10,000, an agreed balance to covers unplanned emergencies and is held within a designated fund within the Church accounts. We also repaid £5,000 of the £11,400 shortfall on the 2018 Common Fund because of well-rehearsed issues experienced by us at the time.

The Church continues to support the work of others through our charitable giving and transfers 8% of our unallocated donations, to our Mission Partner Group for distribution to Mission Partners. A proportion of this money is allocated for the discretionary use of the group to meet urgent worldwide disasters and to support local need. Specific Charity collections, such as the TEN Ukraine Support and their Harvest Appeal and the Christmas Card Appeal for the Salvation Army, local initiative, are distributed shortly after their receipt.

To support and facilitate the Community Hub project and in acknowledgment of their success in self-generating funds, the PCC approved setting up their own bank account. From October the Community Hub became more financially autonomous. The group will remain accountable to the PCC and their accounts will form part of the overall gross income and expenditure of the Church and be included in the Churches Annual Financial Statements.

The gross income includes the General Account and the Community Hub Funds, and restricted funds for the Next Era redevelopment and a secondary fund to provided New Chairs for this project, Vicar’s Discretionary Fund and Digital Mission. Designated funds of the Special Donation, Reserve Fund, and the Sutton Deanery Grant and all these funds amounts to

£125,012 against an expenditure of £97,295.

The largest of our funds is those held for the Restricted Next Era Development, and we received a further generous donation during the year of £25,940 (including tax recoverable).

We are incredibly blessed as a Church thanks to the generosity of **all** our donors who faithfully support the life, work, and future of our Church sharing the Good News and growing God's Kingdom in this community.

Debbie Macleod
St Jude's Church Treasurer

Appendix 2 – APCM 2023 Warden's Report

One of the main roles as a Church Warden is to have oversight of the church finance and site. Here at St Jude's we are blessed with a Finance Team and Buildings Management Group, who support and make helpful recommendations to the PCC throughout the year. Grateful thanks to all who serve in this way, and for all the practical efforts throughout the year of, among others, the monthly work parties and the cleaning team, to ensure that the site is kept safe and attractive.

Sunday worship and other activities

Special thanks to Tim, ably assisted by Pete, Jackie, David and Rob, as he leads our services and opens up the Bible to us week by week. There is also a great team of people ready to welcome, serve as duty officers (who ensure that everything runs smoothly), run Jude's Club, provide flowers so beautifully, set up for communion, operate the sound desk, lead worship, prepare Bible-readings and prayers, look out for newcomers, count the collection, serve refreshments, offer prayer ministry. These all make for a great atmosphere in which to worship our heavenly Father. The introduction of monthly Church Brunches has proved very popular; thanks to Tim for sourcing the necessary provisions. The site is in use throughout the year hosting, among others, Tots' Time, Girls' and Boys' Brigade, Community Hub, Midweeker Group, Snack and Chat, theatre rehearsals, meetings; not forgetting the very successful Queen's Jubilee Garden Party.

Safety and well-being

- Many thanks to our Safeguarding Team - Ian and Kathy - who work hard to make sure the correct procedures are in place for the protection of all. Thanks to all who have completed the necessary safeguarding courses to ensure compliance with diocesan guidelines.
- Volunteers at monthly work parties are issued with guidelines for their protection. Risk assessments are in place for all church activities.
- The church kitchen is registered with the Council, with the appropriate paperwork in place. Those involved in food preparation are required to follow the protocols and guidelines for food safety.
- The well-stocked First Aid kits in all buildings are checked regularly. A defibrillator is located outside the church for community access, with a number of church members trained in its use.
- The Pastoral Care Team meets regularly to identify care needs and promote inclusion.
- Rough sleepers found on the site are always treated with respect and offered practical help and support wherever possible.

Fair Trade and Sustainability

As a Fairtrade church, we use fairly-traded tea, coffee, sugar, and other products, wherever we can. Our paper towels, kitchen and toilet rolls, tissues and washing-up liquid are now obtained, as far as possible, from sustainable sources, with every effort made to find ways of reducing waste and our use of plastic.

Practical Giving

As well as financial generosity, other giving throughout the year included over 100 bags of goods donated to the Foodbank and Refugee Centre. Additional funding allowed for the distribution of 'keep warm' bags, slow cooker packs, and 'Hugs from the Hub' blankets.

It is a joy to serve as a Church Warden in St Jude's as there is such goodwill and support.

Sue Turner
Church Warden

Appendix 3 – APCM 2023 Fabric Report

This report is prepared for the APCM and concerns the material state of the church buildings and site over the last calendar year.

The Buildings Management Group (BMG) met three times during the year and currently comprises: Paul Milton, Colin Macleod, Adrian Trace, John Butler, Tim Smith, Sid Prout and Sue Turner (Chair/Sec). Their remit is to identify and prioritise work and maintenance requirements on the church site, and to report to the PCC.

Monthly work parties

Fortified with coffee and doughnuts, a cheerful band of volunteers carried out many essential tasks over the course of the year, including leaf-collecting, pruning and weeding; checking/clearing the bell tower, pipes, gullies, drains and gutters; pressure-washing, cleaning, and a variety of other tasks as necessary. Guidelines are issued to all volunteers to keep everyone as safe as possible.

Testing and Inspections

All necessary system testing (Lightning conductor, Electrics, Gas, Fire safety) has been satisfactorily completed.

Ecclesiastical Insurance conducted a detailed survey of the site to check our policies and procedures, inspect the condition of the building, and make a new valuation for insurance purposes. The surveyor commented very favourably on the upkeep of the site and paperwork, with no concerns highlighted apart from the positioning of the bins (which was rectified before he left!)

The CofE Carbon Footprint Pathway Document

Focussing mainly on energy use and supply costs, this was discussed by the BMG with some suggestions, such as installation of smart meters, being taken to the PCC for consideration.

The Church

- A defibrillator was installed outside the church entrance, with Colin Macleod as the named supervisor.
- Essential repairs were carried out, under insurance, to roof slates after storm damage.

Upper Hall

- Expensive repairs were required by a specialist firm to replace one of the office window panes following vandalism.
- A mandatory electrical inspection resulted in some costly remedial work to conform to new regulations and obtain a satisfactory report (EICR).
- All fluorescent lighting was replaced with LEDs.

Lower Hall

- Following the closure of Preschool, work continued throughout the year to dispose of unnecessary items and rearrange the space for general use.
- The Preschool landline was cancelled and a broadband extension hub installed, connecting the Upper and Lower Halls, thanks to Colin, whose expertise has saved us a lot of money.

- Essential roof repairs were undertaken by contractors to address water ingress in several areas of the hall. While a new roof will eventually be needed, the work has made a huge difference to the watertight integrity of the building.
- Once the internal walls were dry after the roof repairs, extensive refurbishment took place over the summer months with cement, plaster and paint.
- Degradation noted around the external west windows was made good and water sealant applied.
- After concerns were raised about the cooker at the last gas inspection, the PCC approved the purchase of a new dual-fuel cooker. Installed by gas and electrical contractors, including a dedicated electrical point.

The Cottage

- Minor repairs such as replacement window handles.
- Minor boiler problem rectified.

Site Grounds

- Work to repair/maintain the perimeter walls continued throughout the year.
- Following the removal of the phone kiosk on the corner of Knighton Road/Tothill Avenue, a safety risk of falling from the mound was noted and reported to the Diocese, who installed fencing along the whole area, making the space safer and more useable.
- Repairs to fencing on the vicarage drive were carried out following storm damage. Concrete posts were inserted for reinforcement.
- A wooden arbour was built in the church garden to offer shade in the summer.

This report is yet again testimony to the vast amount of work that continues throughout the year on behalf of the church family and community. Their efforts and expertise over the year have saved us hundreds of pounds. Huge thanks to all who have contributed in any way to ensuring that the whole site is kept attractive, well managed and safe.

Sue Turner
Chair, Buildings Maintenance Group

Appendix 4 – APCM 2023 Next Era Project Report

Planning progress

During 2022 the project made slow progress through a number of administrative and planning hurdles. The major achievement was to get full Faculty approval in August from the Chancellor of the Diocese after objections from the Victorian Society and Historic England were considered but rejected in favour of the project going ahead.

The Faculty contained a number of 'provisos' which needed to be addressed, none of which are insurmountable, but all of which required more detail to be added to the plans. Planning permission from the City Council's Building Control, which had been granted in 2020, also required a number of adjustments to the plans to address fire safety concerns and accessibility. By the end of 2022 all the 'provisos' and 'conditions' from the Diocese and from Building Control are being addressed and the final plans are being readied for the tendering process in 2023.

Financial progress

As regards funding, the Cost Plan was reviewed in November 2022 for a potential start in mid-2023 and the overall costs had risen by 30% since 2020 when it was first estimated. The revised total cost of the project is £464k (ex VAT, most of which can be reclaimed). We have looked at how much of the work we can do ourselves outside of the main contract to reduce these costs and also considered what minimum funding is needed before we commit to going to tender.

The minimum finance needed to start the project = £408k

Funds already held in the Next Era Account = £300k

Grants Pledged = £45k (Garfield Weston Foundation and Bernard Sunley Foundation)

So we entered 2023 with a shortfall in finance of some £63,000 before we can take the project to tender.

Funding Update in March 2023:

We were unsuccessful with a bid for funds from the National Lottery Community Fund but we have been awarded a grant of £12,550 from the Benefact Trust.

The funding shortfall is now some £50,000.

We are hopeful that the Joseph Rank Trust and Laing Family Trusts may provide grants towards the project, and we have a further funding bid for a Cornerstone grant from the National Churches Trust.

Any further donations from the church family would be gratefully received to enable this project to move forward to the next stage of tendering for the work.

Potential Timetable for work to start in 2023

Depending on sufficient finance being raised, we would like to go to tender in May/June, with a view to a contract start date in September/October. This would allow the church to shut during the summer so the pews can be removed and preparations made for the building work to start.

Ian Turner

Next Era Project Team & Fundraiser

Appendix 5 – APCM 2023 Community Hub Report

The Hub restarted on 25 January and stopped on 20 December – that's **48 weeks** of the year. Recovering from the COVID pandemic, average numbers each week started at **30** and rose to **50** by the end of the year.

The walking group regularly took some **20** people on a variety of routes around the local parks. The local Book Club returned and meets every **3rd** Tuesday of the month. Our oldest regular 'Hubber' celebrated his **93rd** birthday and many young people enjoyed using the garden during the **6** weeks of summer.

'Thank-you' to our supporters who have given finance to help the Hub carry on: **£1,500** from our local Councillors to help cover the cost of air purifiers that keep the church hall as safe as we can make it after the COVID pandemic; **£185** from Plymouth Community Homes that funded a much needed extra table; **£360** from Plymouth City Council to help with the costs of providing a Warm Space over the winter months; **£100** from Walter Parsons, our local Funeral Directors; and **£200** from Transforming Plymouth Together for our 'Hugs from the Hub' project.

A special 'thank-you' to our core team of **10** volunteers help make the Hub happen each week, lead the walking groups, and serve **endless** cups of free tea and coffee. We could not run without their faithful support. 'Thank-you' also to Ian Smart for giving up his time to provide CPR and defibrillator training to volunteers.

We have welcomed a number of visits from our partners over the year including Livewell SW, St Luke's Hospice and D&C Police; and we have connected with several other groups that are involved with tackling social isolation and loneliness across Plymouth.

Thank you for your continued support for the Hub. See you sometime soon on a Tuesday 1030-1200!

Ian Turner
Volunteer Leader
St Jude's Community Hub

Appendix 6 – APCM 2023 Vicar's Report

2022 wasn't an easy year for us – in fact it was a difficult year for all Churches as we all tried to find ways of restarting something like normal Church life as the months progressed and Covid controls were reducing. In particular, I want to say 'thank you' to Sue who sat with me many a week as we continued trying to keep everyone safe with policies and changes as the Church of England and the State withdrew their advice and left so much down to local decisions. For me personally it was a fragile start having spent part of the prior December in hospital on oxygen with Covid and missing all of the Christmas events, many of which were also cancelled.

As we moved into 2022 we also started to recognise that energy costs were going to be significantly increasing through the year. Lots of folk were busy trying to keep Church life connected while changing massively – and many have said that the Church of England has never evolved as fast as it did through the Covid years, learning what 'gathering' meant when we hadn't been physically able to.

So, to everyone who helped us get through it all, to everyone who maintained their giving, to everyone who kept it all in prayer – thank you.

But I much prefer on these occasions look forward, especially as we have had such detailed reports in person and in writing for 2022 already on our finances, our buildings, the PCC activities in the Annual Report, a Wardens Report and the Community Hub and historically what happened last year around the Next Era Project.

I'm reminded that St Paul wrote this in Philippians 3:13-14 of perfection, of getting everything fully resolved:

"¹³ No, dear brothers and sisters, I have not achieved it, but I focus on this one thing: Forgetting the past and looking forward to what lies ahead, ¹⁴ I press on to reach the end of the race and receive the heavenly prize for which God, through Christ Jesus, is calling us."

So, what have we brought into 2023 that lies ahead that we can press into, not spending too long contemplating our past?

Our Sunday Brunches have just kept on growing and we're at capacity now most months. It's been lovely to see new folk join us each time and it has been a real success in our desire to connect with our community and offer a stepping stone towards church life.

But that expansion, which has seen us grow in numbers, to the extent when we submitted our new 'Worshipping Community Number' to the Diocese they came back and asked are you sure - you have grown? Maybe that's odd nowadays for churches, but it's great to see we're back on track again

But, I think this is what you're all wanting to hear about...

(Sorry the following isn't as full a set of minutes, but the information only arrived late the prior Friday afternoon, but they should convey what was shared)

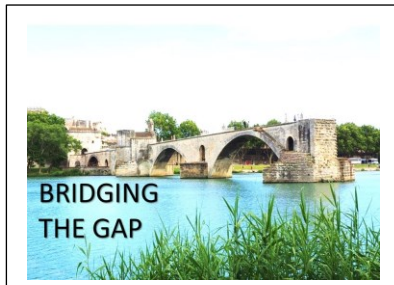


Our Church Building

Maybe not as grand as the Palais des Papes in Avignon



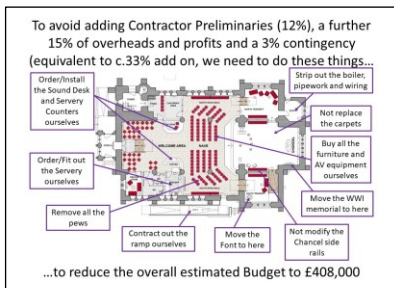
Which probably reminds you of this childhood song:
 “Sur le Pont d’Avignon”



And the bridge doesn't look like that cartoon at all – it only goes part way across the Rhone, which is why I'm using it as a background to talking about “Bridging The Gap” in our finances for the project.

| | |
|--|----------|
| The Quantity Surveyor's Budget Estimate from November 2022 had a Main Contractor Cost of | £464,063 |
| Plus Chairs, AV Items and Fees | £33,000 |
| Giving an unamended Budget Project Cost of | £497,063 |
| But we can make some reductions... | |

The original Quantity Surveyors Budget Estimate from November last year is £497,063




Every line-item cost attracts Contractor Preliminaries (12%), a further 15% of overheads and profits and a 3% contingency (equivalent to c.33% add on, so we knew need to do these things (see slide) to reduce the overall estimated Budget, which we got down to £408,000.

IT'S A LOT TO DO AND WE'LL NEED EVERYONE WHO IS ABLE TO, TO HELP.

| | |
|-----------------------------------|-----------------|
| The finance need is no longer | £497,063 |
| but is now estimated to be | £408,000 |
| In the Bank | £300,000 |
| Grants Promised (3) | £57,550 |
| NEW GAP | £50,450 |

So now, with a £408,000 minimum, with c.£300,000 in the bank and the last three Grants (details in the Next Era Report by Ian) promising another £57,500, that left us with a gap to bridge of c£50,450. Until...

| | |
|---|----------|
| Current Minimum estimate | £408,000 |
| In the Bank | £300,000 |
| Grants Promised (3) | £57,550 |
| On Friday XXpm a new grant | £35,000 |
| THEREFORE THE GAP IS NOW £15,450 | |

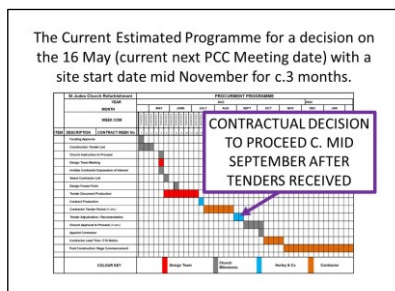


BRIDGING THE GAP

Friday afternoon... when we heard from the Joseph Rank Foundation that they want to give us £35,000

Fantastically, this now puts us with a current estimated gap of only c.£15,450.

These are all estimates of course and nothing is finalised until we go to tender and get quotes back. There is still another potential grant donor that Ian applied to for us, and maybe others within the church family who might still want to support it. But, it is probably the right time now for the PCC, our legal body, to consider if we press the button to get started and get those tenders in. Until we get the quotes from the tenders, we'll never know if we can afford to start - and we can't do much of the works we need to do ourselves until we know we can fully go ahead either.



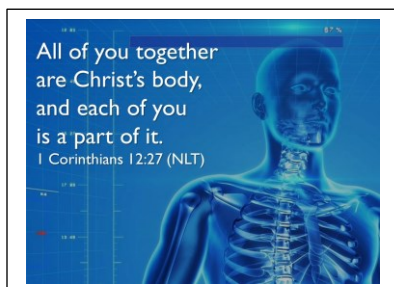
This is the current estimated programme, based on a decision by the PCC if they take it, at their first meeting currently on the 16 May that might enable an onsite start date of mid-November, unless we can get the programme shortened in some way.

But notice, we are at no risk until the tenders are received, we see the actual costs and decide if we can sign contracts. There are also discussions to be had with the Diocese to see how much support they may give in terms of covering loans that they have already agreed to do verbally to help cashflow for VAT until it is recovered.

The PCC may want to have an earlier meeting than Tuesday 16 May and maybe we can arrange diaries in a minute as we are still three weeks from that meeting, some of which could be cut off the project programme if we did meet earlier.

There will be a lot to do. We'll all need to pull together to help. We'll need flexibility when we close the church to do our work and then for the contractors. We may need two services in the Halls on Sundays. Lots to now decide – but its fantastic to now, after 16+ years, to be at this point.

I think 2023 may be our most disrupted year yet – we'll need everyone because, as our year verse affirms...



“All of you together are Christ's body, and each of you is a part of it.”