

PARISH OF WITNEY
ANNUAL CHURCH MEETINGS
SUNDAY 21ST APRIL 2024 4:00PM
ST MARY THE VIRGIN, WITNEY



Present for both meetings:	Toby Wright (chair), Kate Banks, Julia Bee, Lawrence Bee, Jonathan Brooks, Judy Brooks, Andy Brown, Jill Carter, Rebecca Coatsworth, James Elward, Maurizio Fantato, Michele Foot, Ian Galletley, Susan Grenfell, Dair Henderson, Claire Hermon, Sue Hodges, Josie Holmes, Keith Holmes, Liz Johnson, Jeremy Lasman, Christine Lever, Elpie Lewis, Kate Lockwood, Lindsey MacFarlane, Helen Meyrick, Kirsty Morgan, Rosemary Peirce, Lorna Roche, Robert Seares, Alison Spicer, Anne Taylor, Charlotte Tremain, Andrew Whitehouse, Lorna Whitehouse, Jean Wild, Stuart Wild
Apologies for both meetings:	Sally Down, Jean Greenway, David Taft, Linda Taft, Martin Peirce, Chris Riley, Laverne Williams

Item	
1.1	The meeting opened with prayer.
2.1	Apologies were received as above.
3.1	<u>Annual Meeting of Parishioners</u>
3.1.1	Minutes of the last meeting Minutes of the meeting on 26 March 2023 were proposed Kirsty Morgan, seconded Judy Brooks, approved by show of hands.
3.1.2	Election of Churchwardens Jeremy Lasman has agreed to continue, proposed Isabel Young, seconded Charlotte Tremain. Kate Banks has agreed to continue, Michele Foot, seconded Jonathan Longworth. The election was uncontested and therefore passed. The meeting of Parishioners closed.
4.1	<u>Annual Parochial Church Meeting</u>
4.1	Minutes of the meeting held 26 March 2023 Minutes of last meeting on 26 March 2023 were proposed Kirsty Morgan, seconded Judy Brooks, approved by show of hands. There were no matters arising.
4.2	Vision and Strategy The Ministry Team continue with the areas of focus in the diagram. The appointment of Revd Chris Dingwall-Jones was based in these areas of focus, and they are also being used as the focus for the appointment of the next Team Rector.



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Item	
4.3	Report
4.3.1	<p>Proceedings of the PCC in previous year</p> <p>Since the last APCM in March 2023 the PCC has held four full meetings and additional joint meetings. In the last 12 months:</p> <ul style="list-style-type: none"> • The PCC has received regular reports from our Safeguarding Officer, and monitors risk assessments for church buildings and activities • Faculty applications were submitted for work to stone crosses and guttering at Holy Trinity and Hailey, and a bike rack outside St Mary's. • The PCC has monitored the financial position of the parish and each DCC, agreed the budget and supported a Parish appeal. • The Privileged Access Policy; DCC Terms of Reference; Health & Safety Policy; and Safeguarding policy have been reviewed. The Marriage Policy has been updated to reflect changes in EU status. The Data Protection policy has been updated to include the new Diocesan Privacy Notice. • A new Churchyard Regulations & Burial Policy, and Finance Policy & Governance have been approved. • The Revd Canon David Tyler, Archdeacon, reviewed the work that had taken place since his report last year and wrote: The PCC is one of the most effective and professional that I have met. You have a clear vision, and you do a great job of seeking to discern what God is doing, and of joining in. <p>Kate was thanked for her work as PCC Secretary.</p>
4.3.2	<p>Safeguarding</p> <p>Over the last year the parish has continued to develop and review its safeguarding policies and practices for both in person and online events, for adults and children. Training has been held in person and online for those who need it. The Diocese encourages anyone who wants to, to undertake basic level training. This - along with foundation and domestic abuse training - is compulsory for PCC/DCC members, children's workers, pastoral visitors, and other roles.</p> <p>We use the Parish Dashboard system to record much of this work and have gained level 3 (the highest level). We are looking at using the new Safeguarding Hub as well, to record training. Concerns have continued to be reported and dealt with, asking the help of the Diocesan team when needed.</p> <p>The PCC has complied with the duty under section 5 of the Safeguarding and Clergy Discipline Measure 2016.</p> <p>Thanks were expressed to Alison for her work as Safeguarding Officer</p>
4.3.3	<p>Annual Fabric Report</p> <p><u>St Mary's Fabric Report</u></p> <p>Compared to 2022, the last year has been relatively quiet in terms of enhancements to the fabric of St Mary's. The most significant change was the consecration of our new altar last September, carved from the wood reclaimed from the cedar of Lebanon tree that had to be felled in the churchyard pre Covid. The new altar, which forms part of the dais, adds considerably to the beauty of the building.</p> <p>Work was progressed on the design of new exterior doors for both the North porch and the Winchester Room and also an interior porch for the West door. These new doors will not only improve the aesthetics of the building, but also its accessibility.</p> <p>Fortunately, no emergency repairs were required to the building; our regular programme of servicing and maintenance continued as normal.</p>

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	<p><u>Holy Trinity Fabric Report</u> After delays for bat surveys in the summer, the work on the new north roof started at the beginning of October. Wet weather has not helped progress and the work is now scheduled to finish in April. After the reviewing of trees in the churchyard, the Town Council removed 2 small conifers and a laburnum. The grass in the churchyard is being cut less frequently and more spring flowers are appearing. All the usual servicing has been carried out and repairs to the heaters and boiler have been completed. Because the organ needed protection during the work on the roof, the tuning was delayed.</p> <p><u>St John the Evangelist, Hailey Fabric Report</u></p> <ul style="list-style-type: none"> • DAC has agreed the schedule of work to replace the broken cross on the chancel roof, cost covered by insurance. • The trip hazards on the church path has been repaired • The guttering on the north aisle is still a live project but at an earlier stage. The QI architect will make a detailed work specification for us to submit to the DAC also under list B. Charitable grants will need to be applied for, but we are not ready to reach out for that funding yet. • The stained-glass windows in the church have all been repaired. • A combination of volunteers and a contractor have managed the churchyard. • We held a day when a number of residents and their families came on a lovely sunny day to identify as many plant species as our phone apps could find. We planted hundreds of bulbs, bluebells, snakes head fritillary and daffodils. A mixed wild hedge was planted to supplement the existing hedges. • We hope to be employing a new contractor to mow the churchyard in accordance with Caring for God’s Acre advice about managing different heights of grasses. <p><u>St John the Baptist, Curbridge Fabric Report</u> The fabric remains in quite good condition. We have undertaken all necessary repairs and maintenance ourselves at no cost to the parish. We are fortunate in having a reliable and competent gardener to care for the churchyard at reasonable cost.</p> <p>4.3.4 Finance and Statement of accounts</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>The Parish Of Witney Sources of Unrestricted Income 2023 Total £243,484</p> <table border="1"> <caption>Sources of Unrestricted Income 2023</caption> <thead> <tr><th>Category</th><th>Amount (£)</th></tr> </thead> <tbody> <tr><td>Regular Congregational Giving</td><td>136,465</td></tr> <tr><td>Donations</td><td>48,550</td></tr> <tr><td>Festivals and Events</td><td>29,122</td></tr> <tr><td>Weddings, Funerals, Lettings</td><td>22,999</td></tr> <tr><td>Other Income</td><td>3,228</td></tr> <tr><td>Legacies & Grants</td><td>3,120</td></tr> </tbody> </table> </div> <div style="text-align: center;"> <p>The Parish of Witney Unrestricted Expenditure 2023 Total £242,138</p> <table border="1"> <caption>Unrestricted Expenditure 2023</caption> <thead> <tr><th>Category</th><th>Amount (£)</th></tr> </thead> <tbody> <tr><td>Parish Share</td><td>106,600</td></tr> <tr><td>Utilities & Insurance</td><td>41,354</td></tr> <tr><td>Ministry & Services</td><td>28,277</td></tr> <tr><td>Maintenance & Repairs</td><td>28,062</td></tr> <tr><td>Giving via the Parish</td><td>14,189</td></tr> <tr><td>Wedding and Funeral Expenses</td><td>9,568</td></tr> <tr><td>Professional Fees</td><td>2,800</td></tr> <tr><td>Other costs</td><td>834</td></tr> </tbody> </table> </div> </div> <p>➤ The income for the year ended 31st December 2023 totalled £319,194, with total expenditure of £412,882. These figures may vary slightly from those in our final reported accounts as a result of some notional accounting adjustments made by our financial</p>	Category	Amount (£)	Regular Congregational Giving	136,465	Donations	48,550	Festivals and Events	29,122	Weddings, Funerals, Lettings	22,999	Other Income	3,228	Legacies & Grants	3,120	Category	Amount (£)	Parish Share	106,600	Utilities & Insurance	41,354	Ministry & Services	28,277	Maintenance & Repairs	28,062	Giving via the Parish	14,189	Wedding and Funeral Expenses	9,568	Professional Fees	2,800	Other costs	834
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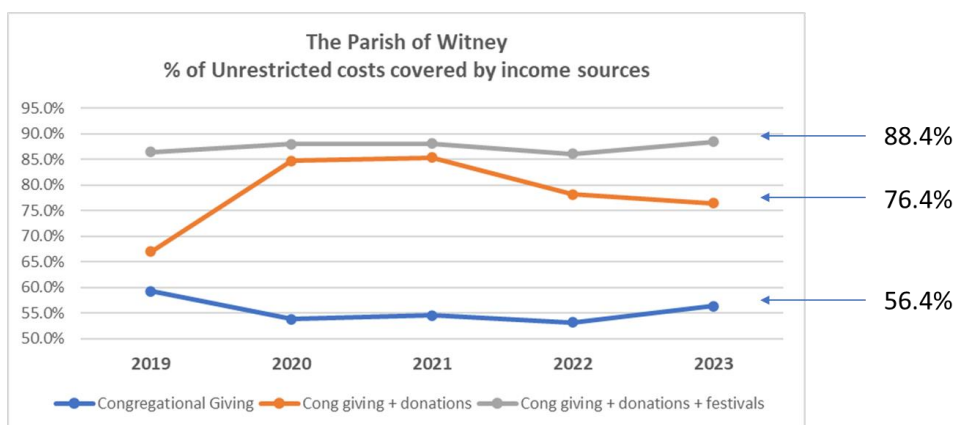
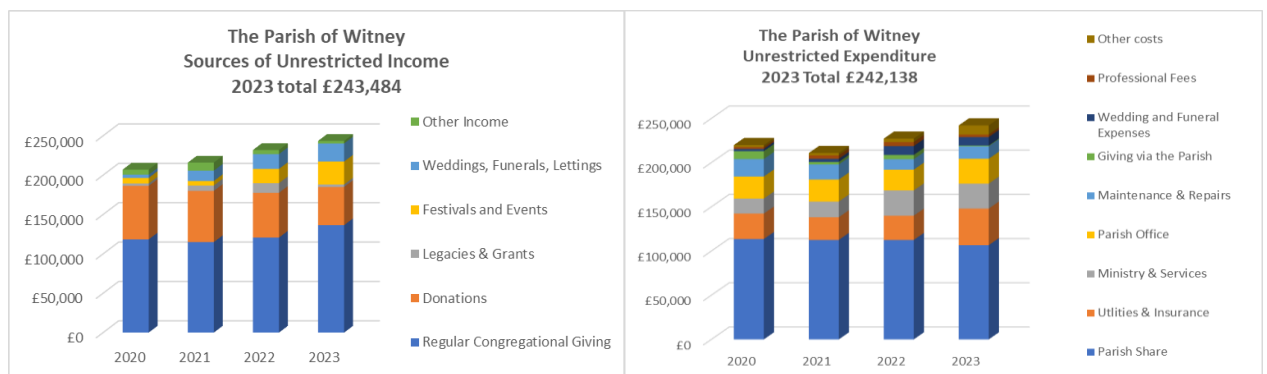


Item	
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4.3.4
contd

- reviewers. These do not affect the underlying performance of the Parish. These totals include Restricted and Unrestricted Funds.
- Pre any such notional adjustments, unrestricted income totalled £243,484, while costs amounted to £242,138, resulting in an operating surplus of £1,346.
 - This result reflects the continued generosity of our congregations both in terms of regular giving and also in response to an appeal for one off donations to enable the Parish to meet its operating budget. This is the fourth year that such an appeal has had to be launched.
 - 2023 income benefitted from a number of highly successful festivals and events. Income from weddings and (sadly) funerals increased substantially.
 - Our operating costs increased by 6.6% despite inflation running as high as 10%, and a substantial increase in our energy costs, as a result of the ending of a favourable three-year fixed rate for the supply of gas and electricity in January 2023.
 - A deficit of £95,034 in restricted funds primarily reflects expenditure on the new altar in St Mary's and the repairs to the roof at Holy Trinity

Historic trends



56% of income coming from congregational giving is an increase since last year but is not sufficient security so we'll need another appeal this year. We need to aim for 70-80% of our income from congregational giving.

Each church now has a separate restricted fund for money that is raised for external charities. A deficit in this fund is shown when money in and money out falls in different financial years ie over the Christmas period. It is possible to gift aid donations to other charities. Gift aid on donations to other charities must also go to the charity.

Additional figures appear in the appendix to the minutes.

A huge debt of gratitude was expressed to Jeremy.

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4.3.5	<p>Electoral roll on 7 April 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">St. Mary's:</td> <td style="width: 10%; text-align: right;">119</td> <td style="width: 60%;">(from 116 in 2023)</td> </tr> <tr> <td>Holy Trinity:</td> <td style="text-align: right;">57</td> <td>(from 56 in 2023)</td> </tr> <tr> <td>Hailey:</td> <td style="text-align: right;">34</td> <td>(from 39 in 2023)</td> </tr> <tr> <td>Curbridge:</td> <td style="text-align: right;">7</td> <td>(from 6 in 2023)</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">217</td> <td>(from 217 in 2023)</td> </tr> </table> <p>Thanks were expressed to Michelle, our Electoral Roll Officer</p>	St. Mary's:	119	(from 116 in 2023)	Holy Trinity:	57	(from 56 in 2023)	Hailey:	34	(from 39 in 2023)	Curbridge:	7	(from 6 in 2023)	Total:	217	(from 217 in 2023)
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Total:	217	(from 217 in 2023)														
4.3.6	<p>Rector's report</p> <p>It is good to come together and celebrate what God is doing in our Benefice.</p> <p>Thanks to those who come from across the parish to join in morning and evening prayer. It is great to see this faithfully continuing and is commended in the months to come. Thanks also to those who support the weekly Eucharists and our other prayer meetings – so vital as the heartbeat of all we are and do.</p> <p>Also to colleagues and the Ministry team. It has not been easy to wait so long for the new Team Vicar post to be filled and we look forward to the arrival of Chris in July.</p> <p>Thanks to:</p> <p>James, who has had a good – if at times challenging - start to his curacy and brought us the gift of a deacon's ministry.</p> <p>Joanna, who continues to support the benefice with her wisdom, teaching and priestly ministry. She will be keenly missed as she steps down after 18 years serving the parish of Witney.</p> <p>Mark Thomas, who continues to hold much, and will be Training Incumbent for James during the vacancy, bringing no doubt his own style and skills to this important role.</p> <p>Sally, for her priestly ministry across the parish and for her amazing support and graciousness enabling me to fulfil my calling as Rector.</p> <p>Jacky who works among us as an ecumenical minister, with particular responsibility for our outreach ministry as a pioneer.</p> <p>Richard who continues to serve as a LLM in our midst. Richard's skill for communications and festivals is such a gift to us.</p> <p>Laverne, for her continuing ministry to children and young people, it is wonderful to see the development of this, especially Laverne's work with Henry Box as it expands, and her support of UKME members of our community.</p> <p>Rebecca, as part time pastoral assistant who supports the work of the benefice. It's great to see Rebecca's work with Young Disciples and in our prayer for the persecuted church develop.</p> <p>Julia for her ministry as an Anna Chaplain, leading the team offering care to older people and our ministry to the nursing/care homes and housebound, and to her team.</p> <p>Dave, our lay Missioner, for his continued work in a variety of fields, and prayers for his discernment for the future calling of God in this place.</p> <p>It has also been so good to welcome Liz Johnson as our Chaplain for nurture, and to see the gifts she is offering to develop people through nurture and gentle pastoral care and wisdom. Thanks also to Alex and Mark Bezerra-Speeks for their assistance, both now, and particularly in the months to come.</p> <p>I am also indebted to the continuing ministry of the retired clergy, among them Tina with her ministry of Funerals and to Holy Trinity, and Angela through care of Creation and our</p>															

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4.3.6 contd	<p>online Zoom Eucharist, as well as others who support so much within the parish with great commitment and enormous skill. We are fortunate indeed to have their continuing wisdom, graciousness and insights. What a team! I am so fortunate to have been privileged to lead this incredible team and I know that you all value it enormously!</p> <p>I would also like to note my particular thanks to the wardens who do an immense amount of work. They will become 'sequestrators' with the Area Dean during the impending vacancy. To each one of you who has offered to undertake ministry as a Churchwarden or Deputy Warden The parish couldn't function without this.</p> <p>We are also indebted to Jeremy Lasman who has also done huge work on the finances, and Whitley Stimpson who continue to work on our Accounts.</p> <p>Thanks to Paul at Holy Trinity and Francis at Saint Mary's, the organists at Hailey and Minster Lovell, and Lorna at Curbridge, for their wonderful contribution to our liturgy and music.</p> <p>And to Michelle our Parish Administrator for all she does in so many and varied ways. The role grows and adapts, but so many people comment on this important friendly welcome to the parish.</p> <p>There are so many things that are so very positive where we see God's Spirit strengthening and leading us onwards as we seek to be faithful to our vision to be a community of Mercy and Kindness.</p> <p>And these buildings are not nearly as exciting as what is happening with the Living Stones - the Jesus Community who continue to grow, deepen and share. What an amazing group of people God has called into energy through the voice of Jesus in our parish!</p> <p>Finally, my prayer for your all is that you will grow in the knowledge of God's love for you and in the power of God's Spirit. And as Paul says in the final chapter of one of my favourite books of scripture, Ephesians, 'Truth, righteousness, peace, faith, and salvation are more than words. Learn how to apply them.' As I reflect on these past 15 years as Rector of this wonderful place, I have such gratitude and I urge you all to stand strong and to seek out truth, righteousness, peace, faith and salvation, and to know that with God, the best is always yet to come.</p>
4.3.7	<p>Deanery Synod Report Meetings were held on 17 July and 23 November 2023 and 5 March 2024</p> <p>In July new members were welcomed and some appointments made. We discussed Psalm 27 – Dwelling in the Word.</p> <p>In November it was decided to give a 2% rebate to each parish for their 2024 share to the Deanery. Help will also be given to parishes needing to install Wi-Fi and to provide card readers for donations.</p> <p>Hannah Ling- Diocesan Social Justice Advisor gave a presentation and talk on poverty, inequality and loneliness.</p> <p>In March Yvonne Morris, Discipleship Enabler & Diocesan Children's and Family Ministry Adviser, gave us a presentation. She talked about the new vision for the church – becoming a church which is younger and more diverse and engaging all parts of families.</p> <p>The national vision is to double the number of active young disciples by 2030.</p> <p>We have vacancies for a lay chair, lay vice-chair and a lay representative on the General Synod.</p>

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4.4	<p>Churchwardens' report</p> <p>The last year has been another one of growth and deepening of so many ministries across the Parish. We are enormously grateful for all the many volunteers who give of their time and talents in so many different ways; contributing to our worship, cleaning and maintaining our buildings, ensuring that they are beautifully presented to all who visit or make use of them, running or contributing to the many groups that take place each week in the parish, and volunteering as part of the teams that organise the festivals and events that help us serve our community.</p> <p>We must also thank Toby and Sally for their inspirational leadership, love and support, which has made it so exciting (and demanding!) to serve in the Parish of Witney, as a place of acceptance and exploration, wherever you are in your journey of faith. We will miss them, and Caspar and Felicity, hugely, but wish them every blessing as they move to Wells.</p>
4.5	<p>Elections</p>
4.5.1	<p>Deanery Synod Elections</p> <p>One place has come vacant on the Deanery Synod. One nomination has been received for Laverne Williams, proposed Kate Banks, seconded Jeremy Lasman, so she is duly elected.</p>
4.5.2	<p>Deputy Churchwardens</p> <p>The following people were proposed and duly elected:</p> <p>St Mary's: Ashley Arnold – proposed Kate Banks, seconded Jeremy Lasman Andy Broen – proposed Jill Carter, seconded Michele Foot</p> <p>Holy Trinity: Dair Henderson – proposed Sheena Menon, seconded Chris Riley Charlotte Tremain – proposed Janne Gribben, seconded Paul Francis</p> <p>Hailey: Kirsty Morgan – proposed Claire Hermon, seconded Jeremy Lewis</p> <p>Curbridge: Ian Galletley – proposed Christine Lever, seconded Lorna Roche</p>
4.6	<p>Appointment of Independent examiners</p> <p>Whitley Stimpson have been our independent examiners for several years. They have a great understanding of how parish accounts work. The Standing Committee have considered the reappointment of Whitley Stimpson Ltd and are in favour.</p> <p>Proposed Jeremy Lasman, approved nem com.</p>
4.7	<p>Any other business</p> <p>There have been a couple of complaints from a parishioner. They were dealt with under the Complaints procedure and reviewed by the Archdeacon. The complaints were considered and dismissed.</p> <p>Huge tribute was paid to Toby for all he has done, for his leadership and for inspiring so many people. More will be said at his farewell service.</p> <p>We remember those in our community who have died this year. May they Rest in Peace and Rise in Glory.</p>
4.8	<p>Date of next meeting</p> <p>Sunday 11 May 2025 at 4:00pm</p>

Signed: _____ **Date:** _____

The Parish of Witney : 2023 Financial Summary

Fund Movements

Appendix

Witney Parish Group Fund Movement by Type	As at 31/12/22	Incoming funds	Outgoing Funds	Transfers	As at 31/12/23
General fund	45,185	243,484	241,738	0	46,931
PCC Restricted Funds					
Asylum Fund	-4,370	12,505	8,517	1,000	619
Hardship Fund	7,427	2,911	6,074	-1,000	3,264
Friends of Curbridge restricted	3,381	0	713	0	2,668
Pioneer Outreach	1,321	-1,321	0	0	0
Youth Worker PCC	34,549	11,000	31,820	0	13,729
PCC Restricted Fund	210	0	0	0	210
PCC Charitable Giving	0	1,052	1,110	0	-58
Total PCC Restricted Funds	42,518	26,147	48,234	0	20,432
Holy Trinity Rest/Des Funds					
HT Appeals for major renovations	60,833	24,656	32,104	0	53,385
HT Roof Appeal Designated	18,000	0	0	0	18,000
HT Charitable Giving	0	2,775	2,895	0	-121
Total Holy Trinity Rest/Des Funds	78,833	27,431	34,999	0	71,265
St John Hailey Restricted Funds					
St John Hailey Rest Funds	1,286	1,318	0	0	2,604
St John Hailey Charitable Giving	0	463	624	0	-160
St John Hailey Appeal Fund	1,286	1,781	624	0	2,444
St Mary's Appeal Fund	50,763	19,586	56,212	0	14,138
St Mary's Restricted Funds					
St Mary's Choir and Music Fund	1,301	0	68	0	1,233
St Mary's Charitable Giving	0	765	607	0	159
Total St Mary's Funds	1,301	765	675	0	1,392
Total Restricted Funds	156,701	75,711	140,743	0	91,669
Total Designated Funds	18,000	0	0	0	18,000
Total Funds	219,886	319,195	382,481	0	156,600

Financial Policy requires a minimum of £22,000 in General (Unrestricted) Funds

Running expenditure now funded through general funds: 6th church
 £15k from the Batt School Trust received in 2024

HT Roof renovation costs (including an accrual of £30k for work completed in 2023 but invoiced in 2024

Charitable giving now flowing through Restricted Funds; deficits as a result of timing of expenditure claims over year end (all highlighted items

New dias and altar costs, plus some residual AV installation/maintenance costs and design work for new doors

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The Parish of Witney : 2023 Financial Summary Unrestricted Income/Expenditure movements

Witney Parish Group Income and Expenditure	As at 31/12/2023	As at 31/12/2022
<i>General and Unrestricted Income</i>		
0101 Gift aid - bank	96,361	86,494
0110 Gift aid - envelopes	-	20
0201 Other planned giving	3,805	3,634
0301 Loose plate collections	12,080	11,181
0501 One-off gift aid gifts	140	194
0550 Donations appeals etc	39,794	47,570
0601 Tax recoverable on gift aid	32,834	28,473
0701 Legacies	-	5,500
0801 Recurring grants	450	450
08A1 Non-recurring one-off grants	2,670	6,330
0902 Income from refreshments	853	-
0901 Other funds generated	-	200
0902 Income from refreshments	-	703
0910 Fundraising events own funds	26,602	12,934
0912 Fundraising for other charities	-	3,759
0915 Subscriptions income 200 club	1,658	1,733
0917 Income from sale of goods	-	423
1020 Bank and deposit account interest	101	6
1101 Fees for weddings and funerals	22,999	19,739
1105 Fees for use of church organ	720	-
1240 Church lettings - fund raising	1,800	1,360
1310 Insurance Claims	-	-
1315 Unallocated miscellaneous credits	451	2,133
Prior year adjustment	166	-
Total General and Unrestricted Income	243,484	232,836

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The Parish of Witney : 2023 Financial Summary
Unrestricted Income/Expenditure movements

Witney Parish Group Income and Expenditure	As at 31/12/2023	As at 31/12/2022
General and Unrestricted Expenditure		
1730 Costs of fetes & other events	7,339	2,147
1732 Cost of goods purchased for resale	1,440	115
1801 Giving to missionary societies	100	136
1830 Giving - relief and development agencies	-	3,651
1850 Home mission	734	1,107
1852 Ministry fees + subscriptions	2,879	2,927
1910 Parish share	106,600	112,471
2001 Organists staff	9,020	8,646
2005 Other organists	910	1,120
2050 Salary of parish administrator	13,562	13,810
2101 Clergy expenses	9,504	9,955
2201 Parish training	1,265	105
2301 Church running - insurance	17,522	16,024
2305 Office costs	5,515	5,494
2310 Church office - telephone	4,500	2,077
2320 Organ / piano tuning	294	507
2330 Church maintenance	8,818	4,093
2331 Cleaning	4,172	3,970
2340 Upkeep of services	4,600	5,732
2342 Upkeep of services flowers	100	122
2350 Upkeep of churchyard	1,109	878
2360 Administration	2,962	187
2362 Software	1,522	1,882
2365 Catering costs	386	72
2401 Funeral expenses	3,466	1,977
2402 Wedding expenses	1,596	2,503
2403 Odbf fees	4,506	5,496
2420 Church running - water & waste disposal	1,054	525
2440 Church running - heating and lighting	22,778	7,680
2441 Church running expenses - other	-	3,242
2450 Depreciation charge	995	1,108
2601 Governance costs examination/audit fee	2,400	2,184
2701 Church major repairs - structure	90	2,865
2852 Architects & other professional fees	-	2,359
Total General and Unrestricted Expenditure	241,738	227,167