



APCM 2020

A meeting for the election of Churchwardens followed by the APCM to be held in the Parish Hall of St Wilfrid's Church on Sunday 13th September 2020 immediately following the Eucharist.

Opening prayer and remarks

VESTRY MEETING

1. Minutes from previous Meeting
2. Election of Churchwardens

APCM AGENDA

1. Opening Prayer
2. Apologies for absence
3. Minutes of the APCM held on 28th April 2019
4. Matters arising
5. **Reports**
 - 5.1. Adoption of Electoral Roll
 - 5.2. Vicar's Report
 - 5.3. Finance Report
 - 5.3.1. Annual Trustee's Report and Accounts for 2019
 - 5.3.2. Treasurer's Report
 - 5.4. Fabric Report
 - 5.5. Deanery Synod Report
 - 5.6. Safeguarding Report
 - 5.7. Sunday School Report
 - 5.8. House Groups Report
 - 5.9. Nyewood Infant School Report
 - 5.10. Nyewood Junior School Report
 - 5.11. 100 Club
 - 5.12. GDPR Report
 - 5.13. Social and Fundraising Report
 - 5.14. After School Club Report
 - 5.15. Pastoral Visiting Report
6. **Elections and Appointments**
 - 6.1. Deanery Synod Members
 - 6.2. Lay PCC Members
 - 6.3. Sidemen
 - 6.4. Independent Examiner
7. AOB – to be notified in writing to the PCC Secretary before 12:00 noon on Sunday 6th September 2020
8. Closing Prayers

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1. Minutes of the APCM held on 28th April 2019

Chaired by Fr Ray Whelan

Vestry Meeting

Minutes from last year taken as read.

Election of churchwardens

Nominations –

Elaine Green. Proposed by Malcolm Vernone, seconded by Keith Richards

Malcolm Vernone. Proposed by Roger Hollingshead, seconded by Keith Richards

As there were no other nominations, they were duly re-elected as Churchwardens.

APCM

1. Apologies for absence

Jan Slough, Jean Rose, Jonathan Tamblyn, Avril Tamblyn

2. Minutes of the APCM held on 28th April 2019

The minutes were taken as read.

Roger Hollingshead proposed, and Hazel Barkworth seconded that the minutes be accepted.

3. Matters Arising

Stuart Hutchinson again asked if reports for APCM could be available a week before so that everyone has a good chance to read them. Louise Smith again stated that this is what tries to be achieved but sometimes it does not happen due to reports needing altering etc..

4. Adoption of Electoral Roll

Now at 107 as of today, but as of 31/12/18 there were 163.

Keith Richards proposed and Roger Hollingshead seconded that the Electoral Roll be adopted. Those present were content.

5. Churchwarden's Report:

The report was taken as read.

Roger Hollingshead proposed, and Glenda Richards seconded that the minutes be accepted.

6. Finance:

6.1 Treasurers Report

James Hiddlestone only attended 1 PCC meeting – clear that he didn't have time to do the job of Treasurer. He then resigned and Peter Green has carried on as acting treasurer. Problem we have is that everyone is a volunteer and we are all pushed to a maximum. Peter Green thanked John Haste for all his help in the processing side of things. This helps Peter out greatly.

Stuart Hutchinson then thanked Peter Green and Elaine Green for all their hard work.

6.2 Annual Report & Accounts 2018

Peter Green then ran through the accounts. He explained that from the sale of Shelley Road of £270,000, £100,000 of it was put into shares.

7. Fabric Report

Taken as read. No matters arising.

8. Deanery Synod Report

Taken as read. No matters arising.

9. Election of Deanery Synod members

1 nomination received for Hazel Barkworth to become Deanery Synod Member. Proposed by Keith Richards and Seconded by Roger Hollingshead. There is still one vacancy for the Deanery Synod.

10. Election of Lay Representatives to Parochial Church Council

There are two nominees for the three vacancies on the council.

Roger Hollingshead. Proposed by Malcolm Vernone and seconded by John Wood

Denis Sheppard. Proposed by Malcolm Vernone and seconded by John Wood

11. Appointment of Sidesman

Elaine Green proposed that the following should be appointed as Sidesman:-

John Wood, Roger Hollingshead, Shelley Burford, Cherry Ward, Louise Smith and Stuart Hutchinson

12. Appointment of Independent Examiner

Keith Richards proposed that Kreston Reeves LLP be re-elected as Independent Examiners. Roger Hollingshead seconded the motion and it was approved unanimously.

13. Safeguarding Report

Taken as read. No matters arising. Jan Slough will be taking over as Safeguarding Officer. A vote of thanks to Ruth Wood for all the work on safeguarding that she has done. Flowers were given.

14. **Sunday School Report**

Taken as read. No matters arising.

15. **House Groups Report**

Taken as read. No matters arising.

16. **Nyewood Infant School Report**

Taken as read. No matters arising.

17. **Nyewood Junior School Report**

Taken as read. No matters arising.

18. **Social & Fundraising Report**

18.1 Social Committee Report

Taken as read. No matters arising.

18.2 100 club

Taken as read. No matters arising.

19. **After School Club**

Taken as read. No matters arising

Thanks were given to team who organise church effort for the after school club.

20. **MAP Report**

Taken as read. No matters arising

21. **Home Communion Report**

Taken as read. No matters arising

22. **AOB**

- Malcolm Vernone wanted to say a personal thank you to Peter Green and Elaine Green for all the work they do. He couldn't do Church Warden's job without them.
- Peter Green thanked the retired priests and Malcolm Vernone.
- Elaine Green stated that the ArchDeacon had sent a message regarding the post of new vicar. He stated that a lot of background work has been going on for a while. Interviews have taken place but they are not quite ready to announce yet but they are nearly there.

The meeting was concluded at 13:05.

5.1 Adoption of Electoral Roll

Now at 102 (subject to any change by APCM date), but as of 31/12/19 there were 105.

5.2 Vicar's Report

Written by Joel Mennie, with input by Fr. Ray Whelan.

I find myself in the strange position of not being incumbent during 2019, so can only pass comment on the ministry and mission of the parish based on what I have received from others. I understand that in many ways 2019 was a difficult year for the parish, as it waited patiently (and with a slight set-back mid-way through the year) for the appointment of a new Vicar to lead the parish in the context of an Apostolic Partnership. It was my joy that in the Autumn of 2019 I was announced as the vicar designate, and moved to the Parish in the December.

After having now had the opportunity to have met many of the people named, this report is a letter of thanks, and a testament to all those who have humbly, graciously and faithfully served the church in the mission of God throughout 2019. Being in vacancy placed a high demand on the Parish and on each of you, and I am incredibly grateful to you all.

I must first offer my thanks and gratitude to the team of clergy who have incredibly enabled a regular rhythm of prayer and worship to remain at the centre of church life. Notably, Fr. Ray Whelan, who has acted at interim Priest in Charge, Fr. Mark Everett and until part way through the year, Fr. Raymond Thomas. Whilst often unseen by most people, the hours of prayer and preparation humbly undertaken by you, have truly been seen by God. I know that I speak on behalf of many people who have attended the Eucharistic celebrations on a Sunday, mid-week other seasonal services; and those who have attended weddings, funerals and baptisms; and those who have received pastoral visitations, when I recognise the enormous blessing it has been to have you minister amongst us.

Moving on to the wardens, Elaine Green and Malcolm Vernone. In addition to leading the church through a long vacancy and towards the recruitment of a new Vicar, Malcolm and Elaine have been at the forefront of the development of the Apostolic Partnership. If that wasn't enough, they have chaired the PCC and ensured that ministry has not simply been paused, but that the church continues to function and develop. Thank you both for all that you did in 2019. Again, much of which has been unseen by most people.

The PCC has continued to ensure that the church functions well and has worked towards increasing its compliance in all areas. I am grateful to all who have served on the PCC during 2019. I want to pay particular attention to those who have held specific posts, including Louise Smith as Secretary, Jan Slough as Safeguarding Officer and Peter Green as acting Treasurer. You will

read in their respective reports, a flavour of the type and volume of work that each has undertaken as well a recognition of those who have assisted in these areas. Thank you also to Peter Green and all those who have been involved in the care and improvement of the Church Fabric, which is an incredible undertaking, as you will no doubt read in the Fabric Report. I am immensely grateful to all those named and every member of the PCC, for their commitment and dedication to seeing life and ministry at Saint Wilfrid flourish.

It is without question that Saint Wilfrid has been able to function at the level it has done because of the commitment of those who have volunteered in the Church Office. Thank you to each of you. Particularly, Helen Woods; Julie Starmer; Elaine Green; and Roger Hollingshead. Thank you also to Peter Green, who has led this group of volunteers and overseen the development of new administrative procedures and systems. Notably, he has introduced a number of IT Systems, which have ensured great efficiency and continuity.

Communication is key in every organisation, perhaps more so in a church. I want to add a line of additional thanks to Peter Green for his work in maintaining and editing the Parish Magazine, the website and the acting as administrator for the Facebook Group. There was a lot to communicate in 2019 and to keep the parish updated about. Thank you Peter, for the way that you used these platforms to keep everyone in the loop.

A vast number of people are involved in making Sundays all that they are, both at 8AM and at 10.30AM. I want to pay particular tribute to all those who have welcomed people on the door; acted as sides-persons, served refreshments, led intercessions and read our readings. I also want to articulate my gratitude to the team of servers who have so faithfully assisted in the leading of worship each week. My further thanks go to Chris Wall who has continued to act as Organist and Choir Master, and to all who have sung in the choir as it has sought to recommence.

Pastoral visiting has formed a very important part of the ministry of Saint Wilfrid and a number of individuals have been involved in this. For many people, being visited in this way provides essential, and in some cases their only connection to Saint Wilfrid, and provides deep levels of spiritual nourishment, encouragement and comfort. I'd like to offer my particular thanks to Fr. Ray Whelen, Peter Green, Joy Thomas, Paul Kottaum, Alan Baker, Jonathan Tamblyn, John Wood, Roger Hollingshead.

I am aware that many people have found the community provided by the House Group to have been a particular support and encouragement. Thank you so much Linda Beckley for enabling this group to meet.

Turning my attention to the after school club, I am so grateful to Jacqui Harrington and all the team who have assisted the Family Support Work organisation in facilitated a safe, welcoming and supportive space for children and their families. This work enables relationships to be established which can be built upon and further support provided.

Finally, let me express my sincere thanks to everyone who has committed to

coming regularly to Saint Wilfrid on a Sunday and at other parts of the week. Thank you to each person who has committed to praying for the work and ministry of Saint Wilfrid. Thank you to each person who has given up even the shortest amount of time to volunteering and to each who has given even the smallest amount of money to help the ministry of Saint Wilfrid. But it is not simply what you do that makes the difference, but it is who you are. Thank you for being you and being part of Saint Wilfrid.

5.3 Finance

5.3.1 Annual Trustee's Report and Accounts for 2019

Due to COVID-19 and the closure of the church for public services, this APCM had to be delayed and meant that the Financial matters of the church had to be dealt with separately and in advance of the APCM.

The Trustees Report and Finance Report for 2019 was approved at the PCC Meeting held on 19th May, 2020 and signed by the CWs 20th May and has been available for download since from our church website <https://www.wilfrid.com/wp-content/uploads/2020/06/St-Wifrid-Trustees-Report-2019.pdf> Copies are also available at the APCM.

A brief summary of the Finances in the Trustees Report for 2019:

The Accounts for 2019 (and the comparative figures for 2018) have been prepared on the 'accruals' basis in line with the Guidance and Regulations issued by the Central Board of Finance of the Church of England dated August 2001.

Total church income at £78,806 was down 30.0% (£33,836 reduction) compared to 2018, £112,642. The reduction in income was largely a fall in the amount of legacies received.

Total expenditure at £102,903 was down 4.7% (£5,908 reduction) compared to 2018, £108,001. The reduction in expenditure came mainly from a reduction in repairs to the church in the year.

The resultant income/expenditure deficit for 2019 was a deficit of £24,097 compared to a surplus of £4,641 in 2018.

However this is not the full picture when the value of investments is also allowed for:

Unrealised net gains in the value of investments in 2019 was an increase of £21,186 compared to a reduction in the net gains of £5,618 in 2018

The overall deficit allowing for unrealised gains/losses in investments for 2019 was a £2,911 deficit, 198.0% higher than the £977 deficit in 2018.

The planned giving, church collection and Gift Aid receipts totalled £49,926 compared to £52,262 in 2018, a reduction of 4.4% £2,336.

The PCC was grateful to receive in 2019 legacies totalling £1,056 including the Estates of Peter Herzog (£500) and Linsay Wood (£500) but this was a reduction of 97.1% (£35,979) compared to the 2018 legacy total of £37,035.

A very significant impact on the 2018 legacy figure was the total amount received from the Estate of Ruth Bryant of £44,924; £20,000 of that sum was recognised in income in the 2017 accounts and the balance of £24,924 recognised in 2018.

The resulting deficit of £2,911 in 2019 was covered by drawing down upon cash reserves.

The level of expenditure needed to maintain and run a large church like St Wilfrid's continues to exceed the capacity of the congregation to meet the costs through normal giving and for many years the church has been dependent upon legacies to cover the deficit. During the interregnum of 20 months duration including the whole of 2019 the congregation numbers and donations to the running of the church fell. It is expected that once the Apostolic Partnership starts to take effect with the full time involvement of the new incumbent from September 2020 the numbers attending services and donation income will increase.

At the 31 December 2019 general funds amounted to £366,218 and restricted funds £6,680.

Peter Green

5.3.2 Acting Treasurers Report

I volunteered to be Acting Treasurer in 2017 without any handover to cover the unexpected resignation of the previous treasurer. With the invaluable help of Kreston Reeves the backlog of processing was cleared and the 2017 Accounts for the Trustees Report was produced on time for that year. Until 2020 it proved impossible to recruit a new Treasurer and therefore I have had to continue and produced the 2017, 2018 and now the 2019 Financial Accounts. I could not have done this, particularly clearing the initial backlog, without the much appreciated and brilliant support of our Independent Examiner Ian Burrows and the ongoing accountancy support from Kreston Reeves Accountants.

Working as a team we have revolutionised the church finance accountancy tools using QuickBooks Online accountancy and online Direct Feed links between our bank accounts and the accountancy package to automatically input bank transaction data. We have also introduced Auto-Entry which uses OCR techniques to scan our invoices and input the invoice data into Quickbooks so matches can be achieved without traditional manual bookkeeping techniques. Also office scanning of invoices has been greatly reduced by using a new feature where we just forward supplier invoices received by email to a special email address we have set up and this automatically enters the invoice data into the Quickbooks package.

Invoicing is now also done electronically through Quickbooks so that our hall hirers and those where we invoice for weddings get monthly invoices are

invoiced in advance and pay online.

Sophisticated finance reporting is possible with the accountancy package and used to produce automatically and in seconds the reports used for each PCC Meeting.

At last I am very pleased to report a new treasurer has been found from our church congregation - Mr Simon Piatt and I have spent much time with Simon (during COVID-19 on Zoom) and produced extensive hand-over notes to try to ensure a smooth handover - something I never had. Simon will take over after the APCM meeting.
Peter Green

5.4 Fabric Report

The last major fabric work was refurbishment of the great East Window in 2018. In 2019 there were no significant projects.

In December 2019 the Church Architect Richard Andrews from Carden and Godfrey Architects carried out his 5 year Quinquennial Inspection Report. This report was actually finished and submitted early in 2020 and with COVID-19 restrictions there has been no action on this report to date and will be the responsibility of a new Fabric Officer and fabric team post APCM 2020 to investigate what needs to be done and an action plan over the five year period for any work that needs to be carried out.

I have been involved with Quinquennial reports both for five years as Churchwarden and then five years as Fabric Officer. I would like to express my huge thanks to the Church Architect Richard Andrews for all his wonderful help over the years and also thank Sinisa Kuzet and the churchwardens for all their support on fabric matters over this period.
Peter Green

SUMMARY OF CONDITION (Section 6 of the 2019 Quinquennial Report)

The church remains in good order structurally, and is in generally good condition inside and out. The long-term problem with churches in a marine environment is that the stone is prone to decay, and access for repair, either replacing the stone or using a repair mortar is difficult and expensive - that is undoubtedly the case with St Wilfrid's. The parish has carried out occasional repairs, perhaps the largest being to the east window where a number of defects emerged.

Erosion and decay also occur internally, particularly at south-facing windows, and where the erosion is both internal and external there is a risk of holes and damage to the leaded glass windows. Many of the defects listed concern windows, stonework and metal framed elements, and a start, however small, needs to be made on putting these into good order.

The other significant building fabric problem has been the cornice gutters, where leaks at joints have caused staining externally and timber rot internally. The problem has been addressed at considerable expense on the south side, and the parish are minded to continue the repair work on the north side when finance allows.

The church centre is in good condition, and has undergone significant refurbishment, the latest being the new kitchen. The cracks in the hall seem no worse and do not appear externally, and can be regarded as of no importance at present - however repairing them would at least enable one to see whether they were a continuing problem. The windows, along with the roof barge boards, need redecoration during this quinquennium: while the timber is for the most part sound and in fair order the putties have not been well decorated and are cracked and will fail.

SUMMARY OF RECOMMENDATIONS (Part 6 of the REPORT pages 33 - 34)

I Items of Utmost Urgency

Parapet gutters and hoppers, and gullies: clean out regularly (3.1, 3.2)

Electrical installation: test (5.2) *Note this had already been done before the Architects visit PG*

II Items Requiring Attention within 18 months

Pitched roofs: clear back gutter n.side between chancel & nave (1.2)

Church centre roof: treat steel beam against church west wall (1.7)

South aisle south wall: repair frame of window hopper (2.3)

Sacristy lobby walls: repair timber at windows above doors (2.10)

Connecting wall to Lady Chapel: replace window hood moulding (2.15)

Connecting wall to Lady Chapel: preservative treatment to door 2.15

North porch west wall: repair door, decorate ironmongery (2.24)

Entrance and church centre north: repair boarding over window (2.28)

Entrance and church centre north: revarnish notice board (2.28)

Entrance and church centre north: repaint step markings (2.28)

Sacristy interior: glue back piece of stone on south window (4.4)

Sacristy lobby interior: mortar repairs at side lights (4.5)

Sacristy wc interior: ease window hopper (4.6)

Choir vestry interior: repair window glass (4.7)

Organ loft and stair: mortar repair to east window (4.9)

North gallery and stair: mortar repair to angle window (4.10)

Lightning conductor: clip loose down conductors (5.3)

Churchyard tarmac paths: weed and moss kill (6.4)

III Items Requiring Attention within the Quinquennium

South porch roof: reflective paint (1.4)

North porch roof: reflective paint (1.6)

Church centre roof: redecorate/repair barge boards (1.7, 2.32)

South porch: oil doors, decorate ironmongery (2.4)

Sacristy lobby walls: oil doors, decorate ironmongery (2.10)

Sacristy walls: mortar repairs to south window (2.11)
Sacristy walls: overhaul window hoppers and lights (2.11)
Chancel south wall: mortar repair to west jamb of east window (2.12)
Chancel east wall: mortar repairs to buttress stonework (2.13)
North aisle north wall: decorate window hoppers (2.25)
Church west gable end: decorate barge boards (2.27)
Kitchen & boiler room west and south walls: decorate windows (2.29)
Hall west wall: decorate windows (2.31)
Hall east wall: decorate windows (2.33)
Office south wall: overhaul and decorate windows (2.34)
Choir vestry interior: window stonework repairs (4.7)
North porch/chapel interior: decorate iron window frames (4.12)
Church centre south fire escape ramp: secure handrails (6.3)
Church north boundary wall: repair failed pier (6.4)
Northeast notice board: redecorate metal frame (6.5)
East notice board: redecorate (6.5)

IV Items for Observation, Long-term Repairs, Desirable Improvements

Pitched roofs: inspect bell enclosure (1.2)
Sacristy lobby walls: repair east window masonry (2.10)
Sacristy walls: repair mullion to south window (2.11)
Chancel east wall: mortar repair to stone south of north buttress 2.13
Chancel east wall: repoint open joints in gable (2.13)
North porch north wall: decorate window hoppers and frames (2.23)
North aisle west wall: monitor brickwork joints in gable (2.26)
Cornice gutters on north side: improve design (3.1)
Sacristy interior: remake windows (4.4)
Sacristy lobby interior: monitor crack in stone door surround 4.5
Choir vestry interior: ease window hoppers, provide cords (4.7)
Organ loft and stair: mortar repair to south window (4.9)
Church centre hall interior: monitor cracks (4.15)

5.5 Deanery Synod Report

There were only two meetings instead of the usual three. At the first, at Felpham in June, the Bishop talked about the 5 year Diocesan Strategy that was just coming to a close. He felt we had all contributed something, and he was very pleased. But he pointed out that a closed door at church meant people went away, and open door meant they could come in. He pledged to spend £19 million in the next five years, in the hope that we can halt the

decline in church attendance. We do not want churches which have been around for a thousand years closing on our watch.

At the second, at Walberton in November, The Archdeacon spoke about the Autumn Briefing and how they were looking forward to the next five years with Vision for Growth and the four mores of the church – one, holy, catholic, and apostolic church, as in the Creed.

There may be one more meeting before April, but I cannot find out if that is so.

At the APCM on 19.4.20 three new Synod members will need to be elected. The term lasts for three years (although you can drop off sooner if you need to), and those who are elected sit ex officio on the PCC. It is a worthwhile job to do, and if anyone wants to find out more, please speak to me.

John Wood

5.6 Safeguarding Report

This is my first Safeguarding report for the Annual Parochial Church Council Meeting since taking over the role of St Wilfrid's Safeguarding Officer in April 2019.

It has been a busy year, mainly during the interregnum and recently with the appointment of our new vicar, the Revd Joel Mennie.

During the year, the following has been accomplished:

- The Safeguarding Officer has been appointed and co-opted as a member of the PCC and has submitted six safeguarding reports
- Adoption of the Parish Safeguarding Policy to be found on St Wilfrid's website and displayed in church lobby, choir vestry and clergy vestry
- The Safeguarding Meeting with the church wardens, safeguarding officer and representatives from the servers, children's work and choir have met three times
- The website has been revamped according to diocesan and national requirements
- Eight DBS (Disclosure and Barring Service) checks have been completed together with two renewals. We now have 13 church members who have been checked, (not including our clergy who are checked by the Diocese.) The laypeople are: Malcolm Vernone; Elaine Green; Peter Green; Delphina Gorton; Lynda Hollingshead; Julie James; Janice Slough; Chris Wall; Jonathan Tamblyn; Paul Kottaun; John Wood; Roger Hollingshead and Linda Beckley
- Alan Baker, Elaine Green, Jonathan Tamblyn, Peter Green and John Wood have undergone some safeguarding training, either on line or by attending diocesan training courses. These have been basic awareness and foundation courses. Malcolm Vernone, Janice Slough, Chris Wall and Linda Beckley have completed the C2 Leadership course

- An ad-hoc meeting attended by Father Ray, Church Wardens, the Safeguarding Officer and those who carry out visits to people in care homes or their own home was called. Johnathan Tamblyn and Janice Slough were asked to develop guidance documents/risk assessments for St Wilfrid's visitors who visit pastorally or when taking the reserved sacrament to individual people. The setting up of two goggle calendars for the planning and recording of pastoral visits on behalf of the church – one for visits to care homes and one for visits to individuals in their own home, was taken on by Johnathan Tamblyn; Peter Green and John Wood
- The annual review of Safeguarding provision undertaken by Malcolm Vernone and Janice Slough on November 20th 2019
- Work on the Diocese of Chichester's safeguarding strategy SQP -Simple Quality Protects has included:
 1. Risk assessments on work with children (mainly the After School Club)
 2. Checks on first aid boxes and accident incident logs together with the appointment of four church first aiders: Glenda Richards; Paul Kottaun; Lisa Cumming and Graham Lingwood (training to be accomplished)
 3. Safe Space checks for After School Club/health and safety checks for church and hall
 4. The development of a written code of behaviour for all adults who work with children
 5. The development of a risk assessment for all workers who visit adults
 6. Development of a written expectation of conduct for all those who volunteer or work in a pastoral setting with adults
 7. Development of a goggle calendar for pastoral and eucharistic home visits

Joel Mennie and Janice Slough attended the SQP assessment on 5th March 2020 and were delighted to be told that St Wilfrid's Church Safeguarding practice has been 'passed'. It was noted that when new people are appointed in future that there is a requirement at recruitment for safeguarding training.

The safety measures regarding Covid-19 has shut down face to face work in the church for the mean time. However, safeguarding provision for any concerns is still in place.

The Future:

- A meeting to discuss the way forward for the coordination and organisation of pastoral work at St Wilfrids
- A second Safeguarding Officer to be appointed

- Past Cases Review for the Diocese
- Development of a new Safeguarding Team to meet four times a year
- Review and development of the process of recruitment – application/ induction and requirements such as training and DBS checking.

Janice Slough, Safeguarding Officer

5.7 Sunday School Report

Due to the requirements of Safeguarding and the absence of sufficient qualified volunteers, it has not been possible to maintain the Sunday School, meeting for their own Ministry of the Word during the Sung Eucharist. Our grateful thanks to Julie James, Linda Beckley and those from Nyewood Schools for such an outstanding ministry. The lack of children was also a factor in it being suspended, due to community attitude and other youth organisations tempting children away to their own activities!

Fr. Ray Whelan

5.8 Thursday Evening House Group Report

We continue to meet every fortnight at Linda Beckley's home. There are nine regular members who meet together for fellowship, bible study, discussion and prayer, together with tea, coffee and biscuits!

Since the April 2019 APCM we started back after Easter. In May Stuart Hutchinson brought and shared communion with the group. We read and discussed the Sunday morning readings. This was a very special evening for us all.

As a group we decided that it would be good to study the book of Acts again as it has been several years since we last studied it. From June 2019 to February 2020, we read and discussed it in great detail, taking turns to prepare and lead the evenings and share in prayer.

We began the York Lent Course "Rich Inheritance" on February 27th and March 12th but then sadly had to cease meeting together due to the Coronavirus outbreak.

We continue to be encouraged by God's Holy Spirit present with us in fellowship together and look forward to being able to meet again and welcome new members.

Linda Beckley and the Thursday Group members

5.9 Nyewood Infant School Report

Without a stipendiary Vicar or Priest, contact and development was maintained by clergy, (RKW) visiting the school with a monthly school

assembly and in other ways, especially Harvest, Leavers and Christmas Services in Church.

There was always a very warm welcome to Fr Ray for the Assemblies, great cooperation from Anna and her team, who often facilitated odd requests by Fr Ray for props, copying and so forth. The children were always so well behaved and attentive, even during the actual talk or interactive assembly.

A very special thanks to Anna Wells, the Head Teacher, who really puts her heart and soul into, not only the educational and professional life, but also the spiritual development of the school, and the individual pupils. Her dedication and that of her team go well beyond the call of duty and at personal cost, including the support of our 'Family Service' on a Sunday.

Fr. Ray Whelan

5.10 Junior School Report

After the departure of Fr. Andrew, the relationship with the schools understandable looked different. This was particularly true regarding the Junior School. Unfortunately, without church representation on the governing body, the momentum that was in place for a working relationship slowed right down, to the point that by the end of 2019, there was little to no co-working.

It is our strong desire to re-establish the relationship and to explore new ways of working together. This relationship will be solidified once again, when there is clergy (and other church member) representation on the governing body.

We are also hoping to expand our links with other local schools, some of whom have used Saint Wilfrid for festive and seasonal services and events, often bring well over one hundred people to the church.

Joel Mennie.

5.11 100 Club Report

This report is based on the calendar year January to December 2019 but the 100 Club year starts on 1st June each year and from 1st June 2019 the prizes were based on a membership of 50 (up from 48) numbers at £60 each with half the proceeds awarded as prizes - 1st prize £50 (previously £48) and 2nd prize £25 (previously £24) each month and a bonus prize of £300 (previously £288) twice a year i.e. a total value of prizes of £1,500 from 1st June 2019 and an equal amount to fund-raising.

More members are needed to try and get membership nearer to the 100 but with the arrival of COVID-19 the 100 Club was not renewed from 1st June 2020 and has been deferred until 1st January, 2021. Basing the scheme on a calendar year rather than straddling two years makes a lot of sense and gives us a chance to grow the membership numbers and grow the prizes and much needed contribution to church funds.

Malcolm Vernone.

5.12 GDPR Report

As a member of PCC I have been given the role of being GDPR administrator. I was appointed late in 2019 and unfortunately due to Covid 19 I have not been able to fully grow in this role. My ultimate aim will be to work closely with Joel and find out from St Peter's Church Brighton how they administer GDPR and to bring our policies and procedures to be aligned with them.

Definition of GDPR

The General Data Protection Regulation is a ruling intended to protect the data of citizens within the European union as well as the UK who have enshrined this in our laws. Its main aim is to provide citizens with a greater level of control over their personal data.

For us at St Wilfrids, this means that we are required to complete an audit of data that we have anywhere (printed and electronic) and to ensure we have permission to retain and use the data. I have seen the document that Family Support use to ask people to complete giving them permission to use for publicity.

We must also notify individuals of how and where the data has been and is collected and stored and deleted or amend as requested.

We are further obliged to write and make available a privacy policy in any place that we collect data. On wilfrid.com this has been updated to include this.

Keith Richards

5.13 Social and Fund-Raising Report

When I sat down to write this report I thought I wouldn't have much to report. How wrong can one be! On looking at the diary I was amazed to see what had actually been done.

In January because of the dreadful weather and equally awful winter bugs, we had to cancel the Singalong to Mama Mia.

February gave us Louise's Quiz and Fish and Chips, always a scrumptious mix and made £150.

March saw St Patrick's Day Lunch, a very jolly affair which gave us a profit of £170.

The first Jazz evening with Supper of the year came on 18th May with the Mike Piggott Hot Quartet. It is always a joy to see these world-famous Jazzmen performing in our church and gave us a profit of £496. On 28th September we welcomed the Andy Woon's Vintage Hot Five Band, a superb evening that raised £296.

The Autumn Fair was set out so artistically by our stall holders who had made pickles and jams and marmalade which were all scrumptious to say the least.

The haberdashery and soft toys and Teddy stall – a sight to behold and a wonderful selection of books for everyone. Sadly the weather was not kind, infact it was a disaster of a day with wind and rain but managed to raise £655.

Bishop Martin came to breakfast and morning prayer during a fleeting visit around all the parishes, but he promised to come back and preach which he did on 19th October.

The committee also arranged the Pets Service in October and it is always good to see so many non-church goers turn up with a variety of pets.

Also on the Social Committee list was Flowers for Mothering Sunday, Hot Cross Buns on Good Friday, Easter Lilies and making the Easter Garden, Mulled Wine and Mince Pies after the Nine Lessons and Carols, Christian Aid Coffee Morning and the Creative Cribs for Christmas. WE catered for the 150 who came to the Mayor's Civic Service and refreshments were provided for the funerals of five very dear friends from our congregation.

The Committee of Janet Tate, Louise Smith, Cherry Ward, Julie Starmer, Roger Hollingshead I applaud with grateful thanks. None of this would be possible without the dedicated help from Brigid Jones, June Simmons, Linda Hollingshead, Heather Baker, Val Johnson, Elaine and Alan Mowat, Marion Tuthill, Helen Woods, Mary Betts, John, Felicity and Ruth Wood, Alan Baker, Paul Kottaun, Malcolm Vernone and Peter Green. It is always dangerous to name names so if I have omitted anyone who helped in any way I thank you all on the Committee's behalf.
Elaine Green

5.14 After School Club Report

The After School Club has continued to meet regularly on the first Thursday of the month excluding school holidays.

The sessions are between 3.30 – 5.00 and include a variety of craft activities for the differing ages of the children and their parents to join in together. Tea is served around 4.30 when everyone sits at the tables to enjoy the lovely sandwiches, cakes, fruit and crisps so kindly donated by our lovely ladies.

We continue to have families with younger children in pushchairs and toddlers together with some children with special needs. We are constantly challenged with keeping them all involved, happy and safe.

In the year 2019 the themes for each month have been:

April 2019 – Good Friday Workshop (10.00 – 12.00)

There were 72 children and adults who took part in six craft activities, Easter egg hunt in the church garden and listening to the story of the Three Trees. Every child was given an Easter Egg to take home – all donated by Tesco's.

May 2019 – Travel

15 children and 9 adults with five craft activities, a treasure hunt and a picnic tea in the church garden.

June 2019 – God’s Wonderful World

25 children plus 14 adults with four craft activities including making a collage for church.

July 2019 – Holidays – Seaside

14 children with 11 adults with five craft activities with an outside sandpit and pool.

During the summer holidays, Family Support Workers Jacqui Harrington and John Bird organised some all-day activities for families. Some of our volunteers were able to help them on these days.

October 2019 - Pets and Animals

22 children and 17 adults with four craft activities including making a collage for church.

October 6th 2019 Pets Service

Some of the families were able to join in the service

November 2019 – Lights

17 children and 11 adults with four craft activities and hot dogs for tea!

December 2019 – Christmas

28 children and 21 adults with three craft activities including making Thank you Christmas cards for the helpers and making Nativity shoe boxes for display in church. The children were all given a chocolate advent calendar to take home.

December 20th 2019 – Christmas Party

FSW organised the party with helpful parents. The children enjoyed the disco and games. The children wrapped presents up to give their parents. Father Christmas gave out presents for the children to take home. It was very busy and special time and was most successful.

The Rotary Club of Bognor Hotham very kindly gave a generous donation of £150 towards the cost of the children’s Christmas party for which we were most grateful.

As always, we say a big thank you to the faithful volunteers and helpers who attend every month and make the After School club so successful. A special thank you to those who bring food that they have prepared and to Roger Hollingshead who sets up all the tables and chairs each session.

We are very appreciative of the Family Support Workers who organise the club throughout the year. We couldn’t run the club without their expertise and knowledge of the families who attend.

We always need more helpers to keep the After School Club running successfully. I would be more than happy to tell you more if you are interested to join us.

Linda Beckley

Family Support Perspective

2019 was a good year for partnership working for St Wilfrid church and Family support work.

We held weekly coffee mornings with bacon sandwiches and the chance to catch up with others on a Tuesday this was a very positive time for many families.

Roger and Lynn joined us weekly with a listening ear.

We held monthly after school club with Linda, Lyn, Roger, Jan and Delphina and they were very well attended and enjoyed by all, family support volunteers Mandy, Jennifer and Lucie helped make wonderful T's supported by sandwiches and cakes donated by members of the church.

Throughout the school holidays we did a number of fun activity days at St. Wilfrid's in the summer we had a bounce day with bouncy castles in the garden and lots of craft activities in the church hall this day was attended by over 100 people and enjoyed by all these activities would not be possible without the partnership of the church and family support work for volunteers

Christmas was a very busy time for both the church and family support work but we still made to do after school club Christmas activity session with a Christmas party. We did a Christmas party for 100 children with Father Christmas in the church and Christmas Eve many of our families attended the Christingle service where we also gave out donated food to families and members of the church.

We also ran joint stalls in the summer at drive-through time and the carnival. We re-entered the Carnival Parade as a joint partnership and managed to come second prize £100 donated to St Wilfrid's.

We look forward to working together again once the church has opened.

Jacqui Herrington

5.15 Ministry of Communion to Care Homes and Pastoral Visiting Report

During 2019, as well as making general visits to the sick and housebound, a regular series of visits were made to take Holy Communion to the residents of Care Homes and those at home who were unable to get to church. Over the year Holy Communion was given 75 times to individuals at home and 450 times to those in Arun Lodge, Elizabeth House, Greenaways, Normanton Lodge, Oban House, Royal Bay (now closed), Sandmartins and Tudor House. These visits form an important part of the church's mission and it is hoped to resume them once the current Covid-19 restrictions are eased.

Jonathan Tamblyn, Peter Green