

ST. BARTHOLOMEW'S CHURCH DUCKLINGTON WITH HARDWICK

MINUTES OF THE ANNUAL MEETING HELD SUNDAY OCTOBER 18TH 2020 11.30AM.

FOR THE RECORD: HELD IN THE CHURCH, AND VIA ZOOM, IN COMPLIANCE WITH CURRENT GOVERNMENT COVID-19 REGULATIONS, AND USING TECHNOLOGY TO ENSURE INCLUSIVITY. THESE MEETINGS WERE ORIGINALLY PLANNED FOR APRIL 2020, BUT POSTPONED DUE TO COVID-19 LOCKDOWN RESTRICTIONS FROM MARCH 2020.

Meeting of Parishioners.

Chaired by Rev. P. Boddam-Whetham

Apologies received from I Paul, A Bennett, S Varnom, G Caton.

Present in Church:

H. Warner	A Morris	B Farrar	N Boddam-Whetham	L Wootton
J Allen	J Pearson	R Bold	R Wiltshire	L Chapman
A Williams	T Hughes	J Dines	M Dines	D Adams
J Nichols	P Nichols	R Barnes	P Evans	R Evans
J Pratley	P Taylor	A Bushnell	J Wiltshire	D Bowsher
				C Stoneham

Present via Zoom:

G Long	M Skoyles	M Thorne	E Strainge	B Hadland	F Truran
P Parkman	C Tordoff	D Welch	A Walsh	AM Walsh	

01/20 Chairman's opening remarks and prayer.

02/20 Minutes from the 2019 meeting: Agreed as a true record of the meeting, proposed by M. Roberts, seconded by P Taylor.

03/20 Election of two Church Wardens. Two nominations received, R Barnes and G Long. Both duly elected as church wardens for the next period (until 31 May 2021). Rev. P Boddam-Whetham thanked them both for their continued work and contribution to the running of the church.

Meeting was closed at 11.40am.

Annual Parochial Church Meeting 18th October 2020. Held as noted above.

Agenda with minor adjustments made to that posted.

Apologies: received from I Paul, A Bennett.

Present in church and via Zoom: those as listed above.

01/20 **Minutes from the 2019 annual meeting.** Agreed as a true record of the meeting. Proposed by R Barnes, seconded by P Nichols.

02/20 **Reports:**

Annual Report and Accounts for 2019 published on the church Website and posted on notice boards in both porches.

1 Rector's Report:

- Outlined the actions taken and work done during the current Covid-19 situation, to enable the Church to be opened initially for private prayer, and then for Church services.
- To allow time for the technology to be set up prior to a service, the start time for Sunday service will be kept at 10.30am.
- A bequest has enabled the purchase of a new projector, now used at each service, to enable Zoom transmission.
- Advised of I & L Paul's forthcoming move out of area. Ian will continue to be part of the St Bartholomew's Lay Ministry team.
- Broadband connection in to the church. R Barnes continues to liaise with BT Openreach to get the connection into the Church, despite ongoing delays, should be connection in by end October 2020.
- Church Services will continue in church and via Zoom for as long as needed, including morning prayers. Home Groups will continue to be offered via zoom only. New Study course starting in November 2020.
- There is a Confirmation Service for three people on Sunday 29th November, in church and via Zoom, with Bishop Steven in attendance.
- Recent changes to the administration of the bread and wine at Holy Communion in order to maintain Covid-19 measures, following discussion between the Rector and Bishop Steven.
- Christmas Events in discussion, to explore use of Multi Media in order to reach out to the local community, and be as inclusive as possible.
- Use of the Church building. Diocesan visit in August 2020. Report received.
- The challenges of running the Church on a much-reduced income during 2019/2020. An increase in regular giving will support the church.

The Rector formally thanked the following:

- ❖ The large team of people who have worked hard to ensure compliance with government regulations, Church of England guidelines and with setting up measures to keep people safe in church.
- ❖ J and M Dines for their technology skills and equipment essential for Zoom transmission of weekly services.
- ❖ M Thorne for producing and circulating the weekly Notice Sheets.

- ❖ S Fenn for managing the administration for Weddings and funerals.
- ❖ The Church Wardens for their work, and support of the Ministry Team.
- ❖ J Nichols, Verger and B Puffett, Flowers for the cleaning and preparation, and presentation of the church, as per Covid -19 requirements.
- ❖ All those on the rota for opening, checking, and closing the Church each day , for Private Prayer, and Services.
- ❖ M Roberts for leading the Pastoral Team.
- ❖ N Boddam-Whetham and those involved in the Childrens' Work team. Preparations in hand for Christmas events and school involvement.

2. **Electoral Roll Report:** T Hughes reported that following the revision of the roll this year, there are 104 people on the Roll.
- 3 **Deanery Synod Report:** A Williams reported that the Revd. Lawton is Area Dean. The Deanery supports the mission of thirty-eight churches. Topics discussed recently include church finance and community outreach. Meeting currently via Zoom, with a mix of clergy and lay people.
4. **Financial Report:** Treasurer R Barnes reported finances as per the 2019 Annual Report and Accounts. Currently an increased Fabric Fund balance, but a reduced General Fund balance. No income since March 2020 from fundraising. Overall giving has not increased. Costs of running Zoom services, and meetings now over £700. There is a need to increase income through increased personal giving.
5. **Fabric Report:** A Quinquennial inspection was completed and the Report received during 2019. The last Fabric committee meeting was 20/3/2020. Work to be completed includes repair of the north porch wall and guttering, replacement of lighting along the south entrance path. LED lighting was planned but is too expensive. The floor tiles in the Church have been cleaned by a specialist, thanks to a generous donation towards the cost.
- 6 **Pastoral Report:** M Roberts thanked all those involved with transporting people to appointments and to church during 2019/2020. Memorial service arranged, and cards sent to bereaved families. Limited home visits with Rev. PB-W for Holy Communion, now not possible due to restrictions. Prayer Circle set up with M Clarke.
7. **Safeguarding Report:** St Bartholomew's now meeting all statutory requirements for training of relevant personnel. Notices and declarations all displayed as required. The Rector thanked S Varnom for her work as Safeguarding Officer.
- 8 **Junior church/Ducklington School:** N. Boddam-Whetham reported limited activity in church due to Covid-19 restrictions. Thanked all those involved with Junior church during 2019/2020. Plans for Christmas Event/ Activities/ Projects are in progress. Welcomed new school head teacher Russell Leigh

(joined September 2020). Continued liaison and positive relationship with between the church and school, also the local community.

9. **Mission Action plan (MAP):** G Long reported the group meet regularly, now via Zoom. Aims include increased engagement with the wider community, deepening personal faith, facilitating house groups, and commencement of the Alpha course. Instigated the mid week service, the Prayer Board in the Church. The current Welcome Pack for newcomers to the village to be reviewed. Looking ahead to involvement with 2020 Christmas Events/ projects.
 10. **Secretary Report:** R Evans noted more communications now via email, due to Covid-19 limitations on face to face meetings. Thanked all those who feedback on queries, by phone, email or in person. Currently all church business meetings are being done via Zoom and documented.
- 03/20 **Election of Representatives of the Laity to the Deanery Synod:** Three nominations received for the three vacancies. N Boddam-Whetham, A Williams, and J Pratley therefore elected. The Rector thanked A Walsh for his support for the past term.
- 04/20 **Election of Representatives of the Laity to the Parochial Church Council (PCC);** Five nominations received for the five vacancies. F Truran, C Stoneham, A Morris, A Bennett, and M Skoyles were therefore elected. The Rector thanked R Wiltshire and M Thorne as retiring members for their work during their term of office, and welcomed new members AM, MS and AB to the PCC.
- 05/20 **Appointment of Sides Persons:** The Rector thanked all those currently on the list for their work during 2019/20, and during this current situation. All to be re-appointed if wished following discussion with the Rector.
- 06/20 **Appointment of independent examiner/auditor:** to date done by W Macmillan at cost of £200. In order to reduce costs RB nominated J Dines to this role. There is no conflict of interests, and J Dines has accepted this role.
- 07/20 **Nominations of Assistant Wardens:** The Rector thanked those involved for their work in the church. To be reappointed if wished following discussion with the Rector.
- 08/20 **Churches Together in Witney:** St Bartholomew's is represented by G Long and F Truran who will continue in role, and attend forthcoming AGM via Zoom.
- 09/20 **Diocesan Visit by the Arch Deacon August 2020:** The Rector summarised the Diocesan report and the feedback following the visit. Key areas for consideration are how to make the church building more accessible to wheelchairs users, those using walking aids, and those who have reduced

mobility; and the potential of the spaces available to be used for additional activities for church, community and school use (the 'café' area, the chancel area, the young peoples' zone and the main seating area). The Rector outlined the initial plans for changes to the South Door as this has been identified as the most appropriate to adapt. Diagrams and sketches were shown on the projector screen, and via Zoom. This is the priority project to take forward. A method statement to be prepared identifying the stages of work (M Skoyles), which will include a ramp, hand rails and doors. Further work to be done with architects, and detailed costings to be prepared. This South Door access project will comply with current statutory legislation relating to business, retail premises etc. having disabled access. Churches at present do not have to comply, but this is likely to change.

The Rector asked for questions regarding this project. No questions from the floor or via Zoom were raised.

The meeting was closed at 12.30pm, followed by a Prayer and The Grace, led by the Rector.

Mr. A Bushnell gave a vote of thanks to The Rector, the Ministry team, the Tech team, and all those involved in re-opening the Church, and facilitating the church services in these current circumstances.

The PCC Meeting (post APCM).

This meeting was postponed due to time constraints and the issues around communications across zoom and church.

To be convened later, via Zoom.