



**St James**  
Hampton Hill

# Annual Parochial Church Meeting 2023

## **Agenda**

## **Reports for 2022**



# St James

Hampton Hill

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Dear Parishioner

### **Notice of APCM – Sunday, 21 May at 11:00 am**

I hereby give notice that the Annual Parochial Church Meeting (APCM) of St James's Church will be on the above date, following the 9:30am service. You are invited to join the meeting and, provided you are on the Electoral Roll (ER), stand for office and/or vote in the proceedings.

If you are not on the roll email me and I will send you a form. You won't be able to vote or stand this time (to count, you must have completed an application at least 14 days before the meeting), but if you count St James's as *your* church, you should be on our 'membership list'. You will find nomination papers to stand for the PCC or churchwarden on Derek's weekly eFlyer.

### **What will happen at the APCM?**

Our annual meeting is the church's equivalent of a company AGM and will be reviewing 2022. We will receive a financial report from the treasurer, hear about how the church has operated in the past year, and Derek will set out some of the challenges that lie ahead.

### **Will you play a part in our future?**

Part of the meeting will also be to elect two wardens, two Hampton Deanery Synod representatives, and four members of the Parochial Church Council. Could one of these be you? Could you bring your life experiences or talents to the table to help us flourish? If you would like to know more about the roles, please speak to me or a current member without obligation.

On the following pages you will find reports of the various church teams or groups associated with us. You have also been sent an agenda and the minutes of last year's meeting. To save resources, only copies of the agenda and minutes will be available on the day.

Best wishes

A handwritten signature in black ink, appearing to read 'Nick', with a long, sweeping horizontal flourish extending to the right.

Nick Bagge  
**PCC Secretary**



**Meeting of Parishioners  
 for the Election of Churchwardens  
 and  
 Annual Parochial Church Meeting  
 Sunday 21 May 2023 11.00am-12.30pm in the Hall**

## Agenda

### 11.00am

<b>1</b>	<b>Prayers</b>	DW	
			<b>See attachments/actions:</b>
<b>2</b>	<b>Apologies for Absence</b>	NB	
<b>3</b>	<b>Declarations of Interests / Fit and Proper Persons</b>	DW	
<b>4</b>	<b>Minutes of the last meeting: 24 April 2022</b> <i>Errors should be reported to the secretary prior to meeting to enable any corrections to be made</i>	DW	<b>To note: Minutes 24 April (separate attachment)</b>
<b>5</b>	<b>Election of Churchwardens</b> In the event that more than two applications are received by 0900 today, an election will be called	DW	

### 11.10am

			<b>See attachments/actions:</b>
<b>1</b>	<b>Apologies for Absence</b>	NB	
<b>2</b>	<b>Minutes of the last meeting: 24 April 2022</b> <i>Errors should be reported to the secretary prior to meeting to enable any corrections to be made</i>	DW	<b>To note: Minutes 24 April (separate attachment)</b>
<b>3</b>	<b>Matters Arising</b> <i>From 24 April 2022 not otherwise covered in agenda</i>	DW	
<b>4</b>	<b>Notice of Any Other Business</b> (See item 13)	DW	
<b>5</b>	<b>Presentation of the Electoral Roll</b> This will be used to calculate the number of places on the Hampton Diocesan when elections are held	NB	

6	<b>Election of five members of the Parochial Church Council</b> In the event that more than five applications were received by 0900 on Sunday 21 May, an election will be called.	DW	<b>To elect/appoint: Up to five members</b>
7	<b>Election of two members of the Hampton Deanery Synod</b> In the event that more than two applications were received by 0900 on Sunday 21 May, an election will be called.		<b>To elect/appoint: Up to two members</b>
8	<b>Election of members of the Welcome Team</b> Derek on behalf of Janet Taylor to make oral recommendations	DW	
9	<b>Annual report and Accounts of the Parochial Church Council 2022</b> Treasurer Dawn Miller to give an account of the year 2022	DM	<b>To note Annual Report and Accounts of the PCC 2022 (separate attachment)</b>
10	<b>Appointment of Auditors</b> Dawn Miller to make an oral recommendation	DM	
10	<b>Churchwardens' Report, including the Fabric of the Church</b> A written report was prepared by Bryan Basdell, Chair of the Properties' Team, and Susan Horner and Nick Bagge, Churchwardens	SH/ NB	<b>To note Reports are part of APCM Reports</b>
11	<b>Consideration of written reports</b> Comments about any of the reports on the different aspects of church life	DW	<b>To note APCM Reports</b>
12	<b>Vicar's Report</b> Derek to give an account of the year	DW	<b>To note Derek's report to be given orally</b>
13	<b>Any Other Business</b> For items to be considered they must be sent to the secretary by Wed 17 May	DW	
14	<b>Closing Prayer</b>	DW	

## **Bell-ringing Team**

We have a team of 10 adult ringers plus four young ringers. We have rung for the main service every Sunday, for the Carol Service and Midnight Service at Christmas and at midnight on New Year's Eve.

Additionally, we have rung for a wedding and for the Queen's Platinum Jubilee. We tolled to mark the death of Queen Elizabeth II and rang to celebrate the Coronation of King Charles III.

We welcomed many visitors up the spire in both July and January, when they were able to see the clock mechanism and the bells, try their hand at bellringing and admire the view.

New bellringers from the age of 10 are always welcome.

*Susan Horner*

## **3<sup>rd</sup> Hampton Hill Brownies**

For personal reasons, and with sadness, I will be stepping down as 3<sup>rd</sup> Hampton Hill Brownie Leader at the end of May. Sadly, I have not been able to find anyone to take on the role of Leader, so the unit will have to close. I am hoping to stay volunteering within Guiding, but in a lesser role.

I have had a great 15 years at St James's and thank you for allowing us to be a part of your church family. I would also like to thank you for your generosity in allowing us to use the church hall every Tuesday evening.

*Sarah Beer  
Brownie Leader*

## **Care and Contact (formerly Parish Visitors)**

The *Care and Contact* group continued to meet and watch over the congregation. The return to church, of some but not all, has slightly muddied the water in spotting who is vulnerable. One member of the team has been able to take out Home Communion.

*Derek Winterburn*

## Charity Support Team

Even though Covid was still very much in evidence during 2022 this was a year of contrasts, with some festival dates, and some charities, doing considerably better (or worse) than previous years.

Right at the start of the year our Lent Appeal, raising £3,530, was very successful. This was just below 2021's total, which was itself a record, so this was a really good result. The money raised was split equally, with half to St Luke's Hospital, Milo, and half to the Diocese of London's Lent Appeal, challenging mental health and social isolation.

The church PCC again gave the team £1,500 for Welcare and Bishop Wand School. We hadn't had a full St James's Day weekend for quite a while, but this year it raised £1,077, which went towards the church refurbishment, a massive project needing help from various directions.

Our Harvest Appeal raised a respectable sum of £1,153 for the Upper Room. Donations of food stuffs and other goods from St James's and local schools were much the same as last year's record, a result again needing extra transportation help.

Our Quiz and Auction night was not as successful as our last one in 2020, which however was cancelled but ironically made more money from being cancelled. The greatly reduced numbers were no doubt due to the lingering effects of Covid. However many said that this event was really enjoyable, probably because it was the first in-person event for years. The donations here went to the London Churches Refugee Fund and to our new link church in Mecuburi, northern Mozambique following an emergency request after storm damage to their church. The total collected for charity in 2022, traditionally excluding Christian Aid and the Children's Society, was £ 8,336, somewhat down on 2021 (£9,621). Let us hope that as the effects of Covid dwindle there can be many more events like quiz nights, raffles, auctions and wine tastings etc., and with better attendance.

*Dennis Wilmot*

## Children and Families

For most of the year there was not a Children and Families' Worker in post, and the Ark did not resume until May, finishing in July for the school holidays. The building work in church prevented it resuming in September. Consequently our families' ministry centred on the 11.15 service and Messy Church.

Messy Church has been held in term time through the year, with a great team providing crafts and refreshments. We see some families coming regularly as well as some who come 'from time to time'.

It is fair to say that 11.15 has survived rather than thrived. With the service being displaced once a month by Messy Church, and the standard run of festivals and holidays, there has not been a consistent or regular pattern; this lies behind the move to both services being started at 3.30 in the summer of 2023.

The Scout group continued to join us for three occasions in the autumn (Harvest, Remembrance and Christingle); in 2022 those were the only times the groups were free to come.

At Christmas and Easter we welcomed families to two informal carol services and one Good Friday; these we badged as 'Messy' to stress the continuity with the monthly services.

I continue to visit Carlisle Infants, HH Juniors and LEH Juniors for assemblies, and some other occasions. The schools have also visited the church buildings as part of the RE syllabus. It was good to have most of the schools back for their Carol Services at Christmas.

Ashleigh Wakefield joined us in the autumn as a Ministry Intern. This enabled the Ark to restart in 2023.

*Derek Winterburn*

## **Church Flower Team**

We are a small, reliable, and friendly team who have produced attractive floral arrangements when required, and for all the major church festivals throughout the year. It was good to get back to work following the completion of the church building work and removal of Covid-19 restrictions.

The new, mobile cupboards are still a novelty, and we are ensuring that no watermarks stain the surfaces. We have solved the problem by using newly purchased watertight containers and evergreen pot plants (thank you Patricia). The larger cupboards in the baptistry now store our collection of stands and accessories and the porch cupboards are also still available to us - we have been fortunate since we are now comfortably able to access and store all of our kit.



We are well within our allocated PCC budget for the year as we haven't bought many flowers!

We would welcome anyone who would like to occasionally 'do the flowers' and thank all the existing team who work so well together.

*Coryn Robinson*

## **Churches Together Around Hampton**

There are eight churches in the local group: All Saints Hampton CofE, St James Hampton Hill CofE, St Mary's Hampton CofE, Hampton Mission Partnership at the Hampton Methodist Church, Hampton Hill United Reformed Church, New Life Pentecostal Church, St Theodore of Canterbury Catholic Church, and St Francis de Sales Catholic Church.

The 'Songs of Praise' service (this year at All Saints Hampton) attracted good support and was a really positive occasion.

The ministers meet every few months for news-sharing and prayer. This year we welcomed two new catholic priests: Fr Philip Baptiste (St Theodore's) and Fr Shaun Church (St Francis de Sales).

The group supports the 'Worldwide Day of Prayer', Christian Aid Week, and the Remembrance Sunday services.

*Derek Winterburn*

## **Churchwardens' Report**

When I gave this report last year, I said that we were enjoying a gradual return to normal following the various lockdowns, but that things would seem far from normal again during the refurbishment. I am glad to say that our services are now back as we would wish, sitting together, singing, the choir back in the choirstalls. Thank you to Thom and the choir for all the music we have enjoyed during the year.

We are grateful to all who assist in our services by reading, leading intercessions, serving, welcoming, flower-arranging and bellringing, and providing refreshments for our fellowship in the hall afterwards. Thank you to all these volunteers and in particular to those who organise the rotas to ensure that everything runs smoothly. Services are still streamed for those unable to come to church, thanks to our

dedicated sound and streaming team, but it has been good to see the majority of our congregation back in person.

For various reasons, the refurbishment did not start until August, about a month later than we had hoped. I am grateful to the willing helpers who moved everything out of the church so quickly and efficiently, and in due course moved everything back again. There was, of course disruption and the inevitable delays to the work, but we were only completely out of the church and holding services in the hall for four weeks. The work is now very nearly complete and the increased flexibility, together with the advantages of the servery and meeting room, have been appreciated by both our church members and outside hirers. In addition to this work, Graham has considerably enhanced our lighting. The use of both church and hall has continued to increase, providing a service to the community and income for the church.

We held our usual Open Day in July, before the refurbishment began, and a further one in January for the local community to see a major part of the changes.

Towards the end of last year, Ashleigh joined us as a ministry intern and has worked tirelessly in many areas, but particularly in helping with the re-establishment of the Ark, Connections and Messy Church. We thank her and all her helpers.

The Good Guys meet regularly, and we have a number of social events throughout the year, including walks, quizzes, and a very interesting evening recently to hear about the work of Drs Hilary and Adrian Murray in Milo, Tanzania. Thank you to those who arrange these to extend our fellowship.

So much goes on 'behind the scenes' to ensure the smooth running of our church. Bryan and his team continue to keep a careful eye on the fabric of the building and to do much of the routine maintenance themselves. Roof repairs are needed, and the quinquennial inspection brought a few other matters to our attention, but the building generally is in good order. Lou and her team look after the churchyard, and I am frequently told by members of our local community how much they enjoy this area. Debbie and her team ensure that the church is clean and welcoming.

You have just seen the accounts carefully put together by Laurence, Dawn and Carol, and we are grateful for the time they and the rest of the Finance Team put in throughout the year ensuring that our finances are in order. The Care and Contact Team keep in touch with those who are housebound or unwell and Lesley takes

home communion to those who would like it. Dennis keeps us in touch with the charities we support. We keep in touch with the community via the Spire magazine, ably overseen by Janet Nunn, our website, kept up to date by Prill, and the leaflets that we put through doors. The Health and Safety and Ministry teams ensure that all runs smoothly. Thank you to all of you who put in so much time and effort, seen and unseen, throughout the year.

Nick in the office oversees the letting of the church and hall, the production and printing of church sheets and leaflets, answers a multitude of phone calls and in-person queries and ensures that any casual visitors are made welcome.

Above all we must thank our clergy, Derek, Jacky, Julian, and Tim for leading our Sunday and weekday worship, for the *Time to Pray* podcasts and our various study groups, and for being available to listen and advise. Much of this they could not do without the support of Sandra and Alan, visibly and in the background, and we are very grateful to them too. Jacky, Julian, and Tim have already worked out a rota to cover all our services during Derek's much-deserved study leave this summer. We are indeed blessed to have such a team.

Finally, on behalf of my co-warden Nick and myself, thank you all for your support and help. We look forward to this coming year in our re-ordered church with joy.

*Susan Horner & Nick Bagge*

## Connections Café

We re-established this group following the completion of the church building works and refurbishment. It was decided that the name Connections Café might be more descriptive, and this is now our name. Additionally, once Ashleigh joined our church, we have been able to offer hospitality on a weekly basis, at an earlier time of 10am-12noon to be in line with the Ark. Ash has worked hard to establish a team of volunteers to help with the refreshments and to befriend and chat with any new visitors. Thank you to those who are currently helping.

The *Hear Here* NHS Hearing Aid Clinic is also back, using the Stewart Room, and ably run by volunteer David Thompson.

We have also recently been joined by a Mental Health Wellbeing member from Richmond Mind, who is available to offer her services as required, on an informal basis.

We are always pleased to hear about suggestions that could develop this group and to have involvement from any members of the church or wider community who might be prepared to join the refreshment team or just pop in for a chat!

*Coryn Robinson*

## Eco-Church

In the summer St James's was awarded a Silver in the Eco-church scheme, and we were presented with our plaque by Helen Stephens from A Rocha at our 'Big Green Sunday' service.

We took part in the Churches Count on Nature observation week.

A team of volunteers has improved the attractiveness of the churchyard and at the same time worked for its greater diversity. A number of flowering trees and roses has been planted by bereaved families in memory of their loved ones.

*Derek Winterburn*

## Gardening Club

The graveyard is now 'closed' for new burials and consequently general maintenance responsibility rests with the London Borough of Richmond Upon Thames. They undertake grass cutting and general tree works in line with their ecological policy.

The Gardening Club provides the 'icing on the top of the cake'. We have met five times over the past year.

Our aim is to:

- 1) Maintain and improve the graveyard for those who visit the graves of their departed family/friends and
- 2) Maintain and improve the area for the wildlife and the environment

For aim 1) we have

- reduced the canopy of some of the trees/bushes to clear the debris on the graves below
- cut away ivy and brambles encroaching on the graves and the graveyard
- cleared the 13 scattered Commonwealth war graves (the Canadian war graves are maintained by the Commonwealth War Graves Commission)

- cleared saplings and dead branches
- planted 2 trees and 7 rose bushes in remembrance of departed relatives

For aim 2) in the graveyard we have

- installed a rainwater butt
- planted 50 hedging saplings
- placed several bird boxes and insect hotels
- enhanced the wildflower area
- created a small pond
- intensified the log piles

The sessions have been a great social occasion as well. The camaraderie whilst working away as well as chatting whilst having great refreshments has been superb. The garden areas were affected by the high temperatures and lack of rain in the summer, then followed by extended frosts and excess rain in the winter and spring. Climate change is affecting what we plant and how we garden, we are never too old to learn and change our ways!

*Lou Coaker*

## Hampton Deanery Synod

The Deanery Synod met three times in the past year. The first meeting took place on 25 May 2022 at SS Philip & James, Whitton, chaired by the Area Dean, Revd Tim Garrett, vicar of Holy Trinity, Twickenham. There were updates on the Common Fund and new initiatives in Teddington. A £2m deficit was forecast in the diocese for 2023 unless parishes were able to increase their contributions.

The main item on the agenda was 'Safeguarding' led by Caryn Webber, Kensington Area Safeguarding Adviser. She explained the new 'live' Safeguarding Dashboard which aimed to make safeguarding simpler for parishes via a traffic light system. It measured and reported parish compliance and provided parishes with everything in one place, obviating the need to carry out annual audits.

The second meeting was held on 3 November 2022 at St John's, Hampton Wick. The Area Dean announced that he would be leaving Holy Trinity, Twickenham, in early 2023 and would therefore be standing down as Area Dean.

The main topic was 'Vocations', introduced by the Revd Canon Miles Baker, Kensington Area Director of Ministry. He explained the new discernment process and his work supporting curates and post-ordination training. Vocations were

thriving in the Area – Kensington provided more candidates than any other diocese in the country. Fifty-two began the process in 2022. He highlighted the Peter Stream, a year-long programme designed to identify and encourage the gifts and calling of people from underrepresented backgrounds, and the pilot Caleb Stream targeting experienced leaders such as LLMs who were called to serve in their local context as self-supporting ordained ministers.

The third meeting was held on 21 February 2023 at St James's, Hampton Hill. The Revd Derek Winterburn chaired the meeting as Acting Area Dean. Members were reminded that current lay member appointments would end on 30 June 2023 and elections for the new three-year Synod should take place at APCMs in Spring 2023. The main theme of the evening was 'Children's Ministry'. Discussions were led by Katie O'Connor, Children's Ministry Support Worker, Diocese of London, and Revd Donna Williams, All Saints, Hampton. They highlighted some tips for Children's Ministry in seven areas ranging from children's involvement in the wider church body to working with volunteers.

A full report of each meeting is available from the Secretary to the PCC.

*Lesley Mortimer*

## **Hampton Fund**

This grant making charity, to which St James's nominates a trustee, supports the needs of residents in our parish and the wider local area. It helps individuals and families in need with the cost of their electricity and gas bills through fuel grants; the provision of essential white goods and household items; and school journey and uniform grants. Secondly, community grants are made to cover the costs of a range of services and activities provided by the local voluntary sector. These address the needs of disabled people, carers, children & young people, those living with poor mental health, elderly, vulnerable people, homeless people and many more.

During the financial year to June 2022 grants to 1,929 individuals totalled £ 1.178 million; and community grants were awarded to 81 organisations totalling £ 1.552 million. Hampton Fund is managed by a small team: Director, Individual Grants Manager, Community Grants Manager and an Administrator, and is overseen by a board of twelve trustees. Further details and information can be obtained from Laurence Sewell, the nominated trustee from St James's Church.

*Laurence Sewell, Trustee*

## Hampton Parochial Charities

HPC oversees two almshouses: Jubilee House, Ashley Road and the War Memorial Cottages, Oldfield Road – as well as two grant-making funds: Relief in Need and the School of Industry.

St James's provides three trustees: Anne Pietsch, Dr David Wile and Rev Derek Winterburn (Chair). During the year Anne moved home to Australia - we should look for another trustee to nominate.

The past year has been a year of reestablishment after the disruptions on COVID. Partly as a result of widening the charities' area of benefit there has been less time when a flat is empty. Work has continued on upgrading each unit in Jubilee House.

It has been particularly hard this year to disperse the grants from the 'School of Industry' fund. **The fund** provides small grants to young adults from **Hampton** or **Hampton Hill** who require some support in furthering their education.

The charity launched a new website which provides information for prospective tenants or those seeking enabling grants: <https://www.hamptonparochial.org.uk/>

Derek Winterburn, Trustee

## Music

The choir has supported worship throughout the year, from regular Sunday services to the special services during Holy Week and at Christmas. Sung Compline is now a regular offering during Holy Week and Advent.

We worked without the organ during the capital project in church – this provided an opportunity to explore other parts of the repertoire and develop ways to support the choir in more intimate works.

The choir was involved with three new works during the year. The anthem *In Our Service* was commissioned by the Royal School of Church Music to mark the Platinum Jubilee of Elizabeth II, and we performed this at the Jubilee weekend as part of a national and global network of performances. Martin Hinckley had made us a new setting of *Ave verum corpus* before the pandemic and it was a delight to bring this delicate and thoughtful work into the repertoire at long last. And lastly, we'd commissioned a new introit by Carol Sloman. We premiered her *Mexican Christmas Song* at the Christmas Carol Service.

For the rest, we've continued to develop our work, introducing new music and musical forms, alongside revivals of the established repertoire, both in choir music and that for congregational singing, seeking always to support and further worship.

The hard work and enthusiasm of the (growing) choir has been quite invigorating at all times; I thank them all, and particularly Jane Newman and Martin Hinckley for their considered and valuable advice on programme and practice.

*Thom Stanbury  
Choir Director and Organist*

## **Parochial Church Council**

This was Derek's sixth full year as vicar, and the first free of Covid-19 restrictions since the outbreak, though the pandemic has had a lasting effect on church life.

The PCC has 19 members, including the vicar (chair), Associate Priest, two churchwardens, and three Deanery Synod representatives, who sat as ex-officio members. One vacancy was unfilled.

It met five times and attendance averaged 13 people or 70%. PCC members are trustees of St James's, which is a registered charity, and can serve a maximum of two consecutive three-year terms of office without a break, either starting or standing down after the Annual Parochial Church Meeting, usually held in May. Only churchwardens must stand for re-election every year. They can serve a maximum of six consecutive years without a break.

We were again able to meet in person at our annual Away Day at St John's, Hampton Wick. Finances dominated proceedings. A budget for 2022 was agreed, and the challenge was once more to get close to breaking even. The PCC had previously agreed to significantly reduce its contribution to the Common Fund, and rental income was projected to be significantly higher. Planned Giving by the congregation was down, having lost several high-level givers. The church had agreed a new five-year lease for Hampton Hill Nursery School.

Members also heard about progress in our redevelopment plans. The original plan had been to replace the existing pews with chairs, but the Church Development Team had since changed its mind, having visited a number of local churches that had bought wooden benches and chairs. The proposal was now to buy mostly benches, but with a small number of padded chairs. Additional, metal-framed seating would be purchased, to be stored in a cupboard until needed. The remainder of the plan remained the same: a meeting room in the north aisle, a servery in the



south aisle, and storage in the baptistry. A revised plan would be submitted to the Diocesan Advisory Committee, the equivalent of a council planning committee. If approved by the chancellor, the aim was to start work in the summer. The church lighting needed modernisation, and at the same time, improvements would be made.

The Eco group had asked the PCC to support a plan to buy a cycle shed. Half the cost would be met from fundraising and a small legacy, with the rest coming from church funds.

The April pre-APCM meeting, reported that the annual budget showed a small loss of £7,250 (2020: -£37,152). The DAC had some questions about the plans. At our annual meeting, churchwardens Susan Horner and Nick Bagge had agreed to stand for a second year.

In May the focus was on safeguarding. Annalea, Derek, Susan and Nick were all now required to complete Leadership safeguarding training as part of the Church of England's plans to put safety at the heart of the Church. PCC and Deanery Synod members were now obliged to complete DBS checks every three years as a condition of office, along with other volunteers, such as visitors or activity organisers. The annual Safeguarding Audit, when every church reviewed its procedures, was being replaced with a Safeguarding Dashboard. The idea was to treat this as a live document to continually come back to rather than only looking at it once a year.

An IT glitch had delayed approval for our church development plans, so the start date would have to be put back by a few weeks.

We were still waiting in June for final approval [It came in August], but the Victorian Society had requested modifications to the baptistry plans, lowering the plinth around the font into the floor, rather than removing it altogether. Elsewhere, the Finance Team proposed reducing our Common Fund payment in order to balance the books. Our church was not alone in cutting back on its payment as many had a reduced income stream post-covid.

In September, it was reported that the Eco-church group had been granted a silver award, helped by the installation of a cycle shed and a water butt. The group was also supporting the first Teddington Parish Sustainability Festival. There was good news on rental income, that was ahead of budget. At the same time, savings had been made with new contracts for sanitary and medical waste

collection, cleaning, and leasing the photocopier. Our fixed price gas contract ran until March 2023, giving us stability in a volatile market.

The church redevelopment work was progressing and Sunday services, that had been taking place in the hall during August, would return to church later in September.

The church had asked the Diocese to consider us for a Ministry Intern in 2021. Although not successful then, we had now been asked to accept an intern, Ashleigh, for 2022/3.

The church building work had been delayed by demand for materials, particularly glass, but by November a Thanksgiving service was being planned for January, along with an open day for the community to visit and explore. An appeal to raise money towards the new seating was going well, and savings were being made in running costs.

Messy Church was now running monthly, as was Connections Café, but the Ark playgroup would not resume until January. Debbie and Lou had already announced their retirement.

Schools were returning to the church for their Christmas events, and we were planning a full programme of services of our own amid a rise in optimism that we were over the worst of Covid. Not everything went to plan, however, and our architect reported that repairs would be needed to the church's roof. 2023 was likely to be as eventful as ever!

*Nick Bagge  
PCC Secretary*

## **Pop-up Cinema**

In the last 12 months we have shown six children's films. We have seen variable numbers attend, with an average of 30 people. These are normally families from the local area who have seen the film advertised outside the church or on social media. Often it will have been their first time inside in the church. Although entry is free, we have raised £140 in the past year through donations and sales of refreshments.

*Linda Webb*

## Properties Team

### Responsibility

The Properties Subcommittee has the responsibility to the PCC for the maintenance, upkeep and care of the church, the hall, the vicarage, the garage, the shed and all other structures; apart from the moveable items that are the legal responsibility of the Churchwardens. The churchyard is maintained by the London Borough of Richmond upon Thames, overseen by the committee.

### The Church - Summary State & Quinquennial Survey

A Quinquennial Survey has recently been conducted for which we await the issue of the formal report. The architect has issued a draft report that has been subject to limited circulation the summary of which concludes that “the building is generally in a good state of repair”. However, it states that the age of the building is such that persistent maintenance and repairs are required to the external envelope to keep the building safe and watertight. Once the report is formally issued it will be the subject of detailed review and a programme of work established to address its findings. The draft report identifies 11 items of Category 1 (Urgent, to be addressed within 6 months), 5 of which are procedural not structural, 26 Category 2 (to be addressed within 12-18 months), 31 Category 3 (to be addressed within 5 years) and 23 Category 4 (Desirable). The critical structural Cat 1 items relate to the roof and are the subject of significant ongoing discussions that will result in remedial work being undertaken later in the year.

### Routine Maintenance and Works

With normal church usage resuming after the imposition of COVID19 restrictions in the previous reporting period, the level of maintenance work also returned to normal. Heating, electrical services, fire appliances, lighting, the clock, the bells, the lightning conductor and the drains all have regular professional inspections that have been done in line with their service/inspection schedules. All records of inspections and certificates are recorded and filed in the Church Logbook held in the Office. The inspection of the electric circuits identified a problem with earth bonding that required UK Power Networks to repair the fault in the main supply to the church building.

In general, maintenance activities have been conducted as and when required. In line with our agreed policy of only replacing light bulbs when they fail, a number have been replaced in the chandeliers and globes with, in all cases, the failed bulbs being replaced with more efficient LED equivalents. The clock has been subject to two failures both of which have required the intervention of the clock maker, Smiths of Derby. A broken wire hawser holding the balance weight had to be

replaced as were the automatic chime activators. Notwithstanding the repairs undertaken in the previous reporting period, the central heating system has continued to be unreliable. Further repairs/modifications have taken place, but the system continues to fail. A permanent resolution to this recurring issue is being urgently sought. The bird netting on all opening windows in the north and south aisles has been re-fixed after a pigeon flew into the church. "Stops" have been applied to all window cords to restrict opening and damage to the netting, but without restricting ventilation. Repair and replacement of door locks have been carried out to both west and south porches.

The upgrade to lighting within the church that started last year in the chancel has been completed, providing configurable spotlights employing the latest LED technology throughout the building. The comprehensive lighting capability is controlled from the AV desk whose functionality has been extended by the installation of additional cameras. As part of the Re-Ordering programme all walls in the nave have been redecorated, thereby addressing the damaged paintwork in the south aisle. The damaged paintwork in the Chancel has been caused by a faulty gutter and will not be addressed until the gutter itself has been repaired, the cost of which has been approved by the PCC.

The 2023 spring clean did not take place as scheduled as it was considered nugatory because of the anticipated "deep clean" that should be conducted as part of the closure of re-ordering contract. The annual leaf-sweep and gutter clearance was undertaken on 3<sup>rd</sup> December 2022. All gutters around the courtyard were also subject to more frequent clearances in the autumn as necessitated by the build-up of leaves from surrounding trees. As is now standard practice, these activities are augmented by a commercial company that clears and inspects the state of gutters on the church, hall and vicarage; the resultant report did not identify any areas that required attention.

### **Church Roof**

The roof is the subject of a number of Cat 1 observations in the recent Quinquennial Survey. Repairs are already planned to two of the copper bays over the side aisles together with the failing chancel gutter. A rolling programme of repairs to the remaining copper bays is being discussed, as well as the replacement of copper flashing to the nave-aisle roof junctions. Costs will be high and will be subject to PCC approval. The roof is monitored by CCTV at all times.

## **Church Hall**

Water ingress occurred in the “link” during torrential rain in a late autumn storm, caused by a fundamental design flaw in the design of the gutter. The circumstances were exceptional, compounded by no leaf cover from the oak tree canopy. It may happen again under similar conditions, but regular quarterly inspection/clearance of the gutters takes place to reduce the impact.

## **Graveyard and Environs**

As mentioned above general maintenance of the graveyard is now the responsibility of Richmond Council and is undertaken by its contractor, Continental Landscapes. The Properties Team works with other church groups in the general development of the graveyard, where its efforts are focussed particularly on the more manual activities. The major intervention has continued to be the clearance of vegetation around trees and shrubs that impedes paths and graves. Having been funded jointly by the PCC and voluntary donations, a covered cycle rack has been erected in the courtyard.

## **Membership**

The committee meets four times a year, with routine work being undertaken as required outside these meetings. If you have an interest in the maintenance of old buildings, some special knowledge or expertise, or simply enjoy practical challenges and you feel that you could contribute, please contact me by email:

[bryan.basdell@btinternet.com](mailto:bryan.basdell@btinternet.com), or phone: 020 8979 2040

*Bryan Basdell  
Chair, Properties Team*

## **Safeguarding**

### **Policies and practice**

The clergy and PCC continue to meet the requirement to have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults. Safeguarding continues to be a standing item on every agenda of the PCC meetings. All safeguarding policies were updated and approved in June 2022 at the PCC meeting. They are all in line with the House of Bishops' Safeguarding Policy and Practice Guidance and meet statutory requirements whilst remaining relevant to our particular context. The next reviews will be in June 2023.

The Diocesan Safeguarding Team introduced a new Parish Safeguarding Dashboard in 2021. This is an online tool which allows Safeguarding Officers to complete an

audit of safeguarding policy and practice in the parish. Following the audit, an action plan is automatically generated to assist them in maintaining and improving their safeguarding practices. Derek signed up to this last year and the audits are currently being completed by myself, as Parish Safeguarding Officer, Nick and Derek. The subsequent action plans will be shared with the PCC in due course. The Diocesan Safeguarding team have also recently implemented Parish Safeguarding Officer network meetings via zoom. This enables the safeguarding officer, or any member of the PCC with a safeguarding query, to meet up and share issues with fellow safeguarding officers and the diocesan safeguarding officers. I have managed to attend two of these meetings this year and they have proved to be good opportunities to share issues with those in both similar and contrasting settings, as well as being able to ask questions from the Diocesan Safeguarding team.

### **Safer recruitment**

The online system for DBS clearance is now well established. Applications for all adults working directly with children, in addition to renewals, where applicable, continue to be managed by Nick who has a highly successful system in place. Thank you to everyone for their willingness to go through this process, your cooperation has been much appreciated.

### **Training**

In April 2021, the Church of England published a new Safeguarding Learning and Development Framework. The focus of this framework is on developing a positive culture of safeguarding within the church, rather than simply focusing on process. It does mean that additional training modules may need to be completed. Some PCC members have already completed the new Foundation training module; however, we are looking for a 100% record of all PCC members having completed at least their Basic level of training in order to move onto the next level of our safeguarding dashboard. This remains a requirement of being a member of the PCC. Some volunteers are also in the process of completing safeguarding training for children and vulnerable adults. There is face-to-face training happening at the end of May.

### **Safeguarding concerns and incidents**

No safeguarding concerns have been raised during the year. However, we need to maintain our vigilance to ensure the protection and well-being of everyone in our communities.

*Annalea Gratton  
Parish Safeguarding Officer*

## Scouts

We are 3rd Hampton Hill Scout Group, part of the UK Scout Association, and meet locally in our fantastic HQ in School Road Avenue, Hampton Hill.

**Our mission** - Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society.

**Our values** - We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

We are a busy, active group, running two Beaver Colonies (Maple and Willow) for 6-8-year-olds, two Cub Packs for 8 - 10 (Nevis and Snowdon) and two Scout Troops for 10-14 (Talons and Claws). If you'd be interested in your son or daughter being a member, please go and have a look at our website [www.3hhscouts.org.uk](http://www.3hhscouts.org.uk)

We also host Peake Explorers, the section for our 'older' young people from 14 - 18.

Our Group was established in 1949, which means that we'll be 75 next year, in 2024, and looking forward to our celebrations. You too can be part of this as we welcome new adult volunteers at all times and in any of our sections, Scouts being an area we're looking for help at the moment, now being a good time to join as we have no immediate vacancies and you'll be able to pick up the ropes from our current team.

*Paul Fitchett*  
*Deputy Group Scout Leader*

## Servers' Team

Eight servers were available for regular duty by the end of March 2023. We were delighted to welcome Ashleigh Wakefield and Josh Whale to the team which has meant that we are once again able to provide three servers on many Sundays and the main festival days.

The servers currently cover one service at 9.30am on Sundays in addition to mid-week festivals. All elements of their duties have now been re-instated following the pandemic.

St James's is fortunate to have a very reliable and professional group of servers - my thanks to all of them for their work throughout the year and for their flexibility in the face of ongoing constraints.

We are always seeking new servers to add to the rota – none of us are getting any younger! The more of us there are, the easier it is to fit serving duties around people's other commitments. I would be pleased to speak to anyone who feels that they would like to offer their services by assisting at the altar on a regular basis.

*Lesley Mortimer*

## Spire Team

Janet Nunn – Chair and Editor

Nick Bagge – Design and Sub-Editor   Rev Derek Winterburn

Susan Horner – Proof-reader/Distribution   Dennis Wilmot – Charities

As usual, we published nine issues of the Spire with a circulation of 500 copies.

We ran the Appeal in June and raised £1,400, including Gift Aid, which was an excellent result going towards the annual cost of the Spire which the PCC continue so generously to fund. Our printers, Paul and Julie Venn, have continued their excellent service.

Special mention should be made of Catherine Gash who now regularly helps with proofreading the Spire each month. Also Susan Horner who, for many years now, has received the copies from the printers, sorted them into areas and distributed them to the church and to the road stewards. Susan also makes sure that the Post Office and church are kept stocked with the Spire.

We are continually grateful to all the regular contributors who very rarely need a gentle reminder about deadlines! Our longest serving contributor is Canon Julian Reindorp who is nearly always the first with his copy. We are always open to offers if anyone has a particular topic which they would like to write about.

As the Spire is so popular locally, we have made a conscious decision to try, where possible, to make the articles interesting to the parish as well as to church members.

We are a small team which meets 12 times a year to produce and plan each edition. We enjoy our work and are grateful for all the positive feedback we receive from parishioners and the local community.

*Janet Nunn, Editor*



## Sunday Kitchen Team

I am pleased to report a good year. Having started the year with seven teams, we welcomed two new volunteers, Sarah Selvanathan and Ann Peterken, so we now have an eighth team. This makes the rolling rota easier, and teams are on duty once in eight weeks rather than seven.

We also have two reserves, Coryn Robinson, and Linda Cargill, who have been very helpful during the year, often standing in at short notice.

The whole team has an 'established' feel and there is a happy atmosphere.

At a practical level I have aimed to keep a generous supply of biscuits in the church office, which are always accessible on Sunday mornings.

I want to record my thanks to all involved, including Nick who maintains the rota.

There is no doubt that Sunday coffee time is much appreciated by all.

*Patricia Newton*

## Teaching and Nurture

In Lent a group used the musical *Alexander Hamilton* to reflect on Biblical themes, in the summer a group worked through the Archbishop of Canterbury's course on reconciliation. The Psalms were the subjects of the autumn midweek meetings.

Time to Pray has read through the Old Testament histories, James, Isaiah, Philippians, and lectionary readings. Typically, 50 people open any one of the daily emails sent. We have not run any Alpha courses in 2022.

*Derek Winterburn*

## The Good Guys

The men's group has had a successful year of get-togethers over a meal or drink. We meet most months. We began 2022 at Piazza Firenze, and after a series of meals there spread our wings further afield, taking in a Greek restaurant in Twickenham, a gastropub in Teddington for our Christmas meal, and venues in Hampton, Hampton Hill and Teddington. Attendance is regularly 8-12 members, and we always welcome new faces.

*Nick Bagge*

## Welcome Team

The Welcomers' team is a group of volunteers from the congregation that continues to provide the vital function of greeting people as they come into the church mainly for the 9.30am service on Sundays. They provide information about the service, answer any queries, and invite people to stay for refreshments afterwards. Individuals are on duty on average every 4-5 weeks

The Welcomers also have a role in supporting the Churchwardens in maintaining order - not often called upon!

In the past year the team has played an important part in encouraging the return of the congregation to presence in church after the disruption caused by Covid. We have also had an important stabilising effect as the church refurbishment has progressed and we all explored new ways of using the space for our worship.

I would like to thank the Welcomers for their ongoing support, flexibility and humour in maintaining what may be a small but arguably a vital role in the life of St James's. Please continue your important work.

The team currently consists of the following members - we request that they be reappointed for the coming year:

Wendy Baker  
Alan Cammidge  
Linda Cargill  
Christopher Carson  
Susan Horner  
Moya Meredith-Smith  
Ann Peterken  
Anne and Pip Rowett  
Janet Taylor  
Darrell and Linda. Webb  
Dennis and Elizabeth Wilmot  
Jenny Wright

We are always delighted to encourage other members of the congregation to join the team. If you would like to know more about what is involved, please speak to me or one of the clergy - [janetbaldtaylor@gmail.com](mailto:janetbaldtaylor@gmail.com) or 020 8979 0046

*Janet Taylor*