

# **ST PETER'S CHURCH, HILTON**

**Wednesday 29<sup>th</sup> March 2023**

Report for the  
Annual Parochial Church Meeting

# **VISION STATEMENT**

## **ST PETER'S HILTON**

Our Vision Statement is:

Our vision is that within the next five years we shall –

1. Have a congregation growing in numbers and spirituality
  2. Have a building that can be used by the community; and
  3. Be working with Christians of all denominations
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# AGM/APCM Agenda

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PARISH OF ST. PETER, HILTON

Annual Meeting of Parishioners

To be held at

1 Manor Drive, Hilton on  
Wednesday 29<sup>th</sup> March 2023  
Commencing at 10.30 am

A G E N D A

1. Minutes of the Annual Meeting of Parishioners held on Monday 9<sup>th</sup> May 2022
2. Election of two Churchwardens to serve one year.
3. Date, time and place of the next Annual Meeting of Parishioners.

**ST PETER'S CHURCH, HILTON**  
**MINUTES OF THE ANNUAL MEETING OF PARISHIONERS**  
**Held on Monday 9<sup>th</sup> May 2022**  
**At 1.00 pm**

**Present:** Revd Claire Todd (Chairman), Mr Graham Bond, Mrs Glynis Daniels, Mrs Sally Hamlin, Mrs Angela Sayer, Mrs G Sheret (Secretary), Mrs Barbara Sowerby, Mr Trevor Turner

The meeting opened with prayers.

**1.MINUTES OF THE ANNUAL MEETING OF PARISHIONERS HELD ON 10<sup>TH</sup> SEPTEMBER 2021**

It was proposed by Mrs Sayer and seconded by Mr Bond that the Minutes be approved. All in favour.

**2. ELECTION OF TWO CHURCHWARDENS TO SERVE FOR ONE YEAR**

Mrs Sowerby and Mrs Hamlin were nominated by Mrs Jones and were seconded by Mrs Daniels.

**3.DATE,TIME AND PLACE OF THE NEXT ANNUAL MEETING OF PARISHIONERS**

This would be decided later in the year.

The meeting closed at 1.25 pm.

**Annual Parochial Church Meeting**  
**To be held immediately after the**  
**Annual Meeting of Parishioners**  
**On Wednesday 29<sup>th</sup> March 2023**

**A G E N D A**

1. Apologies for Absence
2. Minutes of the APCM held on Monday 9<sup>th</sup> May 2022
3. Presentation of Electoral Roll
4. Election of Parochial Representatives of the laity to serve on the Parochial Church Council
5. Election of:  
PCC Secretary  
Treasurer
6. Election of Deanery Synod Representative
7. Reports:
  - (i) Financial Report
  - (ii) Churchwardens' Report
  - (iii) Deanery Synod Report
  - (iv) PCC Secretary's Report
  - (v) Safeguarding Report
8. Appointment of:
  - a. Electoral Roll Officer
  - b. Sidespersons
  - c. Independent Examiner/Auditor
9. Date, time and place of next APCM

**ST PETER'S CHURCH, HILTON**

**ANNUAL PAROCHIAL CHURCH MEETING**

**held on Monday 9<sup>th</sup> May 2022 immediately following the Annual Meeting of Parishioners**

**Present:** Revd Claire Todd (Chairman), Mr Graham Bond, Mrs Glynis Daniels, Mrs Mollie Lordon, Mrs Sally Hamlin, Mrs Angela Sayer, Mrs G Sheret (Secretary) and Mr Trevor Turner

**1. APOLOGIES FOR ABSENCE:**

These were received from Mrs Kath Jones, Mr Geoffrey Sayer and Mrs Barbara Sowerby

**2. MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING HELD ON MONDAY 12<sup>TH</sup> APRIL 2021.**

It was proposed by Mrs Hamlin and seconded by Mrs Daniels that the Minutes be approved. All in favour.

**3. PRESENTATION OF ELECTORAL ROLL**

Mrs Sheret reported that the Electoral Roll had been revised and that the number remained at 21.

**4. ELECTION OF PAROCHIAL REPRESENTATIVES OF THE LAITY TO SERVE ON THE PAROCHIAL CHURCH COUNCIL**

Mr Turner, Mrs Hamlin and Mrs Sheret were proposed to serve as Parochial Representatives on the Parochial Church Council. Proposed by Mrs Hamlin, seconded by Mrs Lordon. All in favour.

**5. ELECTION OF PCC SECRETARY AND TREASURER**

Mrs Sheret was proposed to serve as PCC Secretary and Mr Turner was proposed to serve as Treasurer. Both were nominated by Mrs Hamlin and seconded by Mrs Sayer. All in favour.

**6. ELECTION OF DEANERY SYNOD REPRESENTATIVE**

Mrs Hamlin was willing to continue to serve as our Deanery Synod representative. She was nominated by Mrs Sheret and seconded by Mrs Daniels. All in favour. Mrs Hamlin commented that she preferred the Deanery Synod meetings that were held via Zoom. This was because some Synod meetings were held in remote villages

and travelling to these in winter could be hazardous when driving conditions were difficult.

## **7. REPORTS**

The reports had been prepared in advance and distributed.

Mrs Daniels, with reference to the vicar's report, welcomed Revd Claire Todd as vicar of the parish and this was seconded by Mrs Sayer and confirmed wholeheartedly by all present at the meeting.

## **8. APPOINTMENT OF ELECTORAL ROLL OFFICER/SIDESPERSONS/INDEPENDENT EXAMINER**

- (a) Mrs Sheret was willing to continue to serve as Electoral Roll Officer and was re-appointed.
- (b) Sidespersons – would continue in their roles.
- (c) Independent Examiner – Mr Brian Jones was willing to continue in this role and was re-appointed.

All in favour.

## **9. ANY OTHER BUSINESS**

Revd Todd reported that St Peter's Church would re-open on Sunday 23<sup>rd</sup> May with an 8.00 am service. There would be an Evensong Service on the 30<sup>th</sup> May at 6.00 pm and a Plurality Service at Brookfield at 10.30 am on 6<sup>th</sup> June.

Mr Bond wished to extend thanks to Sally and Rod for their tremendous work in the churchyard and Revd Todd wished to thank everyone for keeping the ship afloat during the last year.

The Safeguarding Report (prepared by Bob Ardley) had been inadvertently left off the agenda. This was noted and the report accepted.

It was hoped to hold the next PCC meeting (on 17<sup>th</sup> May) in the Church and to follow this with a general cleaning session in preparation for the re-opening on the 23<sup>rd</sup> May.

## **10. DATE, TIME AND PLACE OF NEXT APCM.**

This would be agreed at a future date.

The meeting closed with The Grace at 10.35 am.

# Electoral Roll

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## ST PETER'S CHURCH, HILTON – ELECTORAL ROLL

The Electoral Roll has been revised and contains 23 names.

G Sheret  
Electoral Roll Officer  
15<sup>th</sup> March 2023

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## Church Wardens' Report 2022

**THE ADVENT ANGELS:** were kept in church until Epiphany and then members of the PCC delivered one to each house in the village. The remainder sent to our sister churches and South Africa with Revd. Claire Todd on her visit later in January.

**HEATERS:** The three night storage heaters keep failing and it was suggested that tiny electrical cuts in the immediate area of the church, might be the cause.

**THE BUILDING:** Enquiries as to whether we could just replace roof tiles on the North side of a Grade One listed building revealed that, with a faculty application, it would be approved as the whole roof could not be seen from the road. If we wanted solar panels on the South side, we would have to fund them ourselves.

Sally took photographs of the cracks above the Hay's monument for monitoring purposes.

**SPRING AND AUTUMN 'TIDY UPS':** A bacon buttie breakfast was offered for an hours' work. Both days were well attended and many of the smaller jobs on the quinquennial list were accomplished as well as a smart, clean, tidy church and grounds.

**CONTENTS:** Trevor Turner took photographs of the new Altar, Credence Table and music stand lectern for the Terrior and Inventory file. The pewter jug and plate is on display in the chancel.

**GRAVEYARD:** Andy Kewley continues to cut the grass and now collects the cuttings, making the pedestrian journey down the slope much safer. (He tests the old gravestones regularly as he works).

### **SPECIAL EVENTS AND SERVICES:**

- ❖ The church was decorated for Queen Elizabeth II Platinum Jubilee Celebration.
- ❖ Later her Majesty's death was marked with a portrait in a black frame and a flag at half-mast at the village war memorial.
- ❖ At the August Morning Praise we presented Mrs Joan Mason with a plant to acknowledge her retirement, with sincere thanks for all her work over the years, both at Evensong and Morning Praise.
- ❖ A 'Food Bank Harvest' at 8.00 am Communion with the popular harvest hymns
- ❖ 11<sup>th</sup> November Remembrance Service with poppy decorations both inside and out, including Teresa Clarke's moving portrait of a WW1 Soldier. (The remaining one donkey joined in with the National Anthem at the War Memorial).
- ❖ The Village Carol Service was very well attended and enjoyed – Also –
- ❖ The Service of Hope and Remembrance on Christmas Eve.

We decorated the church with traditional greenery and all our collection of Nativity Scenes and china plates. Shepherds in the South window, Angels in the North. Stable positioned under the altar. Kings following the star by the vestry, (Sally and Barbara were treated to an amazing winter sunset lighting up the shepherds and sheep better than any electrical lamp at the end).

**THE ADMINISTRATOR:** Did not return to work after her maternity/sick leave and a plea went out to man the office at Brookfield which Mrs Angela Sayer responded to, putting in many, many hours. Trevor Turner printed Roundabout Hilton at his own expense at home, for which we were all truly grateful.

Revd Claire recommended Mrs Jackie Simmonds for the job of Administrator and we attended a joint meeting at the Vcarage to meet her. Subsequently, the vacant post was offered to her, which she accepted, but a few days' later rejected.

**FUND RAISING:** Thank you to Mrs Sally Hamlin and Mrs Gill Sheret for heading this up with true grit and vision.

VILLAGE FETE  
GIFT DAY  
CHRISTMAS CARDS AND NOTELETS  
CHRISTMAS HAMPER RAFFLE  
COFFEE MORNING

A good portion of our raised funds was spent on rocketing electricity bills and so it was decided by the PCC to suspend regular church services from 31<sup>st</sup> December 2022 until Easter Sunday 2023. (Bishop of Whitby notified).

Revd Claire Todd resigned in November after accepting a post in South Africa which commenced in early January 2023. She left with our very best wishes and blessings.

**VILLAGE HALL LIAISON:** The Village Hall Committee were kept abreast with all our events but much of the business was thanking them for their kind generosity.

EXTENDED THANKS TO:-

- TREVOR WILKINSON FOR TAKING THE FOOD BANK TO THORNABY
- DOROTHY WATSON FOR THE LOVELY SUMMER AND WINTER FLOWER TUBS
- BRIAN BOOTH FOR THE CRAFTED WOODEN CROSS MARKERS
- JUDY SWINBANK FOR DOING THE OUTDOOR BIN
- ALL SIDES PEOPLE FOR DUTIES
- ALL FLORAL DECORATIONS – SPECIAL MENTION TO CHRISTINE DAVIES
- COLIN & JOAN MASON FOR SUPPLYING OUR MUSIC & PEW SHEETS
- JOAN MASON FOR PROVIDING MORNING WORSHIP ONCE A MONTH
- TO THE PARISH COUNCIL FOR AGREEING PAYMENT TOWARDS GRASS CUTTING
- TO MRS VIVIENNE COLTMAN FOR HER INPUT TO WAR MEMORIAL POPPIES AND DECORATIVE HELP WITH THE HAMPERS
- GEOFF SAYER FOR A RED BERRIED PIECE OF HOLLY TREE FROM GREENFIELD FARM FOR CHRISTMAS CHURCH DECORATIONS
- THE GANG OF VOLUNTEERS FOR THE TIDY UP
- MRS SALLY HAMLIN FOR UNLOCKING AND LOCKING UP THE CHURCH EVERY SATURDAY AND SUNDAY THROUGHOUT THE DARK WINTER MONTHS
- TO THE VICAR AND PEOPLE OF HILTON FOR THEIR AMAZING SUPPORT

Mrs Barbara Sowerby & Mrs Angela Sayer

Church Wardens, St. Peter's Church, Hilton

15<sup>th</sup> March 2023

## DEANERY SYNOD MEETINGS 2022

15th February 2022

### Living Christ's story (LCS)

The Bishop of Whitby and the Archdeacon of Cleveland addressed this meeting. The presentation began with a video message from the Archbishop followed by a slide presentation. This was followed by questions and discussion.

### Treasurer's Update

Accounts and Budget were accepted

## Deanery Financial Advisor

Martin Bailey has stepped down from his role as DFA. All showed appreciation for his work, and a vote of thanks was unanimously agreed.

## 8th June 2022

### LCS - Deanery Priorities and Principles

John Dickinson (Lay Chair) stated that, from the document our priorities are: Grow our church; put God first, Collaboration; Nurturing both Congregation and Community

Tessa Stevens (Area Dean) Said that the Deanery Plan is to become more like Christ and to Reimagine Mission and Ministry mainly looking at the shape of the Deanery and ministry and by Encouraging vocations.

Ken Taylor (Treasurer at Great Ayton) was invited to give the financial background of LCS. Discussions followed.

### Implementation Timetable

A plan has to be agreed before a timetable so opportunities will be provided for us to come together with John the main contact for feedback and suggestions

## 12th July 2022

### LCS

Suggestions from Deanery and the LCS plan adapted to reflect this. Lay Dean hopes Deanery will be in position to move forward with plan in October and, by March, seeing practical objectives on how to make it work. He hopes three working groups will be set up by the end of the year.

Further discussion took place on the allocation of resources mainly focusing on Ingleby Barwick.

### Financial Breakdown

The Lay Dean stressed the desirability of working collaboratively as a Deanery. Parish Treasurers were to meet to support one another.

The following Motion was proposed and seconded:

**“This Synod supports the Deanery Plan which has been by the Deanery Leadership team and agrees that it may be submitted to the Bishop/Archdeacon for consideration as part of the wider diocesan planning process”.**

It is hoped that the Groups will be set up by October and that important work will begin in March.

19th October 2022

### LCS

The lay Dean reported that the plan has been submitted in July with limited feedback from Diocesan level.

Working together in the three streams identified we can offer prayer and worship, outreach to new Disciples and doing our best with the resources available. Working groups are being put together on these three streams

### Children of Light

Laura Wild wished a candle from the Children of Light Festival be passed between parishes in a worship setting to encourage us to share worship and get to know one another better by passing the light.

### Carousel Conversations

As an opportunity to find out about some new initiatives in the deanery, four separate round table discussions were held, with participants able to attend three of the four discussions :

Cafe Church with Nick Land

*How village Churches Thrive* with John Dickeinson

Lego Church with Rev Tessa Stephens

Open Air Worship with Rev. Geoff Jacques

### Deanery Financial Advisor

Ken Taylor has been appointed as our new Adviser.

## PCC Secretary's Report

The following served on the PCC as Trustees during the year 2022:-

Revd Claire Todd	Chairman
Mrs B Sowerby	Churchwarden and Vice Chairman
Mrs A Sayer	Churchwarden
Mrs S Hamlin	Deanery Synod Representative
Mrs G Sheret	Hon Secretary
Mr T Turner	Treasurer

The PCC met on four occasions in 2022 on the following dates:

24<sup>th</sup> January, 7<sup>th</sup> June, 6<sup>th</sup> September 9<sup>th</sup> and 15<sup>th</sup> November.

There was also an extraordinary meeting on 15<sup>th</sup> August.

Many thanks to our hosts for the meetings held in 2022.

G Sheret, PCC Secretary

21<sup>st</sup> March 2023

## Parish Safeguarding Officer's/Representative's Report

Hilton PCC has complied with the duty under section 5 of the *Safeguarding and Clergy Discipline Measure 2016* (duty to have regard to House of Bishop's guidance on safeguarding children and vulnerable adults).

There has been much in the news recently about child abuse, including within the Church of England; I hardly need to remind you that **Child Protection and Safeguarding of Vulnerable Adults is everybody's business**, and that we need to ensure that St Peter's Church is a safe place for vulnerable people to be. The APCM will wish to know that the PCC is developing procedures for this including a coherent set of Safer Recruitment documents.

Along with other Parishes in the Diocese Hilton Parish has signed up to the Parish (Safeguarding) Dashboard process which operates a "traffic-light" display to show how well the PCC is complying with various aspects of Safeguarding and also helps with the production of an Action Plan. The Safeguarding Action Plan dated 30/6/2022 was reviewed and adopted by the PCC at its meeting on 6/9/2022. The main actions identified at that time were:

- The preparation of a Parish "Procedure for dealing with Safeguarding allegations an/or concerns", for Action by the PSR (completed in March 2023); and
- Churchwardens and PCC Members to undertake the on-line CofE Safeguarding Basic Awareness, Foundation and Domestic Abuse Training Pathways (ongoing).

The **PCC's Safeguarding Policy Statement** was last reviewed and approved at its meeting on **8/5/2019** and signed off by the Vicar and the Churchwardens; a copy of this Safeguarding Policy Statement was sent to the Diocesan Safeguarding Team on 11/5/2019 and also displayed in the Church. **Review and re-adoption of the Policy Statement is on the Agenda for the PCC meeting** to be held immediately after the APCM arranged for **29<sup>th</sup> March 2023**. The Parish Safeguarding file, which can be found in the Church, contains copies of the Parish

Policy and copies of documentation from the Diocese and the Church of England including copies of the House of Bishops' Policy Statements.

The Parish has signed up to the **on-line Disclosure and Baring Service (DBS) checking service** operated by the Thirtyone:eight (formerly the Churches Child Protection Advisory Service (CCPAS)). **Because Hilton PCC does not undertake any work with children or vulnerable adults** Churchwardens, PCC Trustees and Church members are **not eligible for a DBS check**. My own DBS Check (Enhanced with checks of both Child and Adult Barring Lists) was renewed in Nov 2020. Confidential information relating to safeguarding is **kept securely in the Church safe at St Peter and St Paul, Stainton** (one of our sister Parishes).

The Church of England has “gone live” with its refreshed on-line Safeguarding Training programme comprising:

- the **Basic Awareness Pathway Training** which all members of the Church, including PCC members, are encouraged to undertake; and
- the **Foundation Pathway Training**, to be undertaken by Churchwardens and PCC members, and those working with children and/or vulnerable adults.
- The Domestic Abuse Pathway Training, to be undertaken by Churchwardens and PCC members.

This on-line training can be reached via the CofE Safeguarding Training portal at this URL: <https://safeguardingtraining.cofeportal.org/login/index.php> where you will be able to register for a free user account. The PSR is able to assist those members of St Peter's Hilton who are not “Tech-savvy” to undertake this training.

In addition to the on-line training the Diocese provides face-to-face training for the **Leadership Pathway Training** which is aimed at leaders of children's and vulnerable adults' groups/activities. The PSR completed this Pathway in January 2022.

*Bob Ardley, Parish Safeguarding Officer/Representative (PSO/PSR)*