



# St Peter's Church Harrogate



## Annual General Meeting

**Tuesday 25 May 2021**

**7.00pm**

**At St Peter's Church, Harrogate and by Zoom (Meeting ID: 826 9726 9754  
Passcode: 309588)**

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# The Annual General Meeting of Parishioners

## Agenda

1. Opening prayers
2. Minutes of last year's meeting
3. Matters arising
4. Churchwardens' Report
5. Inventory
6. Election of Churchwardens for 2021 - 2022

# Minutes of last year's meeting

## Minutes of the Annual General Meeting of Parishioners held in St Peter's Church, Harrogate, on Tuesday 20 October 2020 at 7.00pm

Present: Revd Dr Alan Garrow as Chairman and 37 others (22 people present in church and 15 present on Zoom).

The Vicar welcomed everyone to the meeting and opened it with prayer.

**1. Minutes** - The minutes of last year's meeting were approved.

**2. Matters arising** - There were no matters arising.

**3. Churchwardens' Report** – This had been published in the booklet and was accepted.

**4. Inventory** – This was available for inspection. It was noted that the inventory is now in electronic format and has been updated to include the new audio visual equipment.

**5. Election of Churchwardens for the year 2020/2021** –

Alan paid tribute to Patricia and Paul's service as churchwardens and also expressed gratitude to Sian and Sarah for stepping forward to take on the role.

Sian Lockwood and Sarah Martin were then duly elected as churchwardens.

The meeting closed at 7.15pm.

## Churchwardens' Report

2020 will live in all our memories as a year when the coronavirus pandemic raged throughout the UK, leading to periods of complete and partial lockdown, new requirements for the way in which we behaved with each other and new restrictions on the way in which and when church services could be conducted. We learnt new mantras ('hands, face, space') designed to keep everyone safe. And St Peter's clergy, lay leaders and congregation creatively and courageously adapted, changed, cared for each other and 'held the space' so that our church could come back in all its fullness once the pandemic ended.

There were a few months at the beginning of the year when St Peter's life continued as normal. Among many other St Peter's activities there was a highly successful Alpha course (cut slightly short because of the March lockdown). 2020 marked the 75<sup>th</sup> anniversary of the liberation of Auschwitz and our Annual Holocaust Memorial Service was held in January when we were joined by members of the local Jewish community. During Lent St Peter's hosted an installation by the artist Shaeron Caton Rose. The large-scale banner *Mend* had been exhibited widely in galleries and cathedrals across the country where it was offered as a focus for prayerful consideration.

The pandemic really took hold in March and the first three-month lockdown began on March 23<sup>rd</sup>. Remarkably, Hannah and the Breakfast Club not only continued but expanded their ministry, providing morning and evening meals Monday- Saturday and Sunday lunch, first as takeaways and then as an in-house service. In the first lockdown alone Hannah and the team provided almost 4000 meals.

Steve Martin provided the technological assistance which allowed the clergy and lay readers to take services online and establish a regular pattern of weekday morning and evening prayer and Sunday services at 9.30am and 11am. As lockdowns ended and the church was able to re-open safely, the church office and lay leaders worked together to establish a new pattern of booked services, with hand sanitisers at every turn and a new one-way system around church to help people maintain their distance from each other and keep each other safe.

Church music continued to provide inspiration for members of the congregation online and in person. During the periods when the church was closed for worship, we sourced recorded music as well as recordings from our wonderful choir and music group. During the times when the church was able to provide face-to-face services, our Director of Music John Longstaff with members of the choir and Jude Williamson with members of the music group continued to provide a high standard of music.

The community of the church continued. People cared for each other formally and informally, in many different ways from cards and phone calls to practical help such as shopping. The clergy and lay leaders made sure that everyone on the parish list who was not linked into another group was contacted and offered support. The weekly news proved a vital lifeline linking people to each other and the church. It went online, with paper copies being posted every week to people who did not have access to the internet.

Weeks and months merged into each other and we moved in and out of lockdowns of varying levels of severity. Easter in 2020 came while we were in complete lockdown and was made especially moving by the creation of our on-line Easter Cross, populated by photographs of individual members of our church family. We rejoiced in a Christmas which, with a mixture on on-line and booked services, brought our church family together.

Sunday Club, led by Sarah Guthrie and the Toddlers Group led by Frances Roxby-Proud was forced to close with the first lockdown. Sanctuary, led by Chris and Sam Clayton was able to continue virtually, thriving despite the pandemic.

Carole Raw in the parish office played a remarkable role throughout 2020, managing everything from linking people who needed help to volunteers to booking people into services. She developed her own vital function, keeping people connected to our church and ensuring that everyone who wanted, could come to some services each month.

Staff meetings, Standing Committee and PCC meetings went online at the beginning of the first lockdown, with little change in the pattern of meetings. Our APCM was delayed by 6 months, and our then Churchwardens Patricia Stableford and Paul Medforth selflessly continued until November to allow a smooth transition to the new Churchwarden team.

The 2020 APCM Churchwarden's report notes the number of people involved in the life of the church. Those numbers continued in 2020 with many offering virtual support and practical help to people in our church community and parish, while others took on more formal roles to keep alive our church services, welcome people into our church building and continue and expand our mission to 'feed hungry people'.

In reviewing 2020, we are thankful for all those who worked informally to support and help people in our church community and parish. We also offer thanks to:

- Our Clergy team and Lay Readers who worked so hard to keep our pattern of worship alive
- Steve Martin, whose technical knowledge, and hard work made it possible to take our services on-line

- All those who helped at our face-to-face services including our Doorkeepers, Duty Wardens, Sidespeople, Sacristans, Administrants, Lesson Readers, and Intercessors
- Our editor Marian Chambers of the Weekly News for continuing this most vital link with the church, week on week
- Mo Atkinson and the Welcoming team who provided a warm welcome to those coming to the church for private prayer
- Our Director of Music, John Longstaff, the Choir, Jude Williamson, the Music Group, and all who contributed to and participated in the leading of music at all of our services during this most difficult time
- Our Parish Administrator Carole Raw for all her hard work to keep people connected and welcomed, as well as ensuring that our church building remained clean and maintained and tenants
- All those supporting the children and young people of our church family
- All those providing and arranging flowers in church
- All the Bellringers at St Peter's
- Everyone involved in our food ministry, especially the Breakfast Club volunteers and those who distribute the food parcels
- Elected members of the PCC and those who retired from office this year

On a personal note, our special thanks go to:

- Patricia Stableford and Paul Medforth for all they did to enable our church to adapt and continue with our pattern of worship and for their support to our church community during this pandemic year
- Rachel Fell, our PCC Secretary for her continued hard work and commitment

And especially to:

- David Fisher, our remarkable PCC Treasurer, who is finally retiring from his position this year after 32 years in his role

One of the main duties of the Churchwardens is to support the incumbent. Our incumbent has been served by four Churchwardens in 2020 and we all hope that we have supported him well over this most difficult year. We continue to be privileged to serve the Parish and to be part of the loving family of St Peter's.

**Sarah Martin and Sian Lockwood**

## **Inventory**

The Inventory has been brought up to date and is available for inspection.

**Sarah Martin and Sian Lockwood**

# The Annual Parochial Council Meeting

## Agenda

1. Minutes of last year's meeting
2. Matters arising
3. PCC Annual Report
4. Fabric Report
5. Electoral Roll as at May 2021
6. Treasurer's Report
6. Acceptance of accounts for 2020
7. Approval of budget forecast for 2021
8. Appointment of Independent Examiner
9. Elections:
  - 5 members of the PCC until the 2024 APCM, 1 member until the 2023 APCM
  - 3 Deanery Synod representatives until 30 June 2023
10. Any other business

## Minutes of last year's meeting

### Minutes of the Annual Parochial Council Meeting held in St Peter's Church, Harrogate, on Tuesday 20 October 2020

Present: Revd Dr Alan Garrow as Chairman and 37 others (22 people present in church and 15 present on Zoom).

The meeting opened at 7.15pm.

**1. Minutes** – The minutes of the Annual Parochial Council Meeting held on Monday 29 April 2019 were approved.

**2. Matters arising** – In response to a question about whether any further consideration had been given to using the rental space for clinical consultations, Carole noted that it would have been difficult to secure a regular slot for such consultations during 2019 given how busy the rooms were.

**3. PCC Annual Report** - The PCC Report was unanimously accepted.

**4. Fabric report** – The Fabric Report had been published in the booklet and was accepted.

**4. Electoral Roll** – There are 275 parishioners on the Electoral Roll. A copy was available for viewing.

**5. Treasurer's Report** – David Fisher referred the meeting to the income and expenditure accounts for 2019 and the forecast for 2020 which are in the booklet and reported that the full accounts were available to those interested.

David went through the main items of income and expenditure and in particular gave thanks for the generous donation of £102,000 during 2019. David also noted that previous figures for heating and lighting were based on estimated readings and that correct and accurate readings have since been taken.

In addition, the forecast for 2020 has been difficult due to the changing situation regarding Covid during the year. For example, at the beginning of the year the forecast assumed that church would be open and back to normal by September. The revised forecast therefore assumes rental and fundraising income to be much lower this year but that regular giving, donations and grants will hold up. Overall, a £73,000 deficit is forecast for this year, which after deducting the surplus from 2019 of £26,000 and the £30,000 the PCC agreed could be released from reserves, leaves a deficit of approximately £17,000. Any increase/decrease in

the value of the investment funds at the end of the year will alter this amount, although it is presently impossible to say by how much as this depends on stock market movements.

There were no questions on the accounts or forecast and Alan thanked David for his hard work as Treasurer.

**6. Acceptance of accounts for 2019** - The accounts for 2019 were accepted.

**7. Approval of the budget for 2020** - The budget for 2020 was approved.

**8. Appointment of Independent Examiner** – David proposed David Kitson of Bulmer and Co as Independent Examiner and this was unanimously approved.

**9. Election of PCC members** – Four nominations for election had been made – Jo Bagley, Lance Burgess, David Hipkin and Roy Taylor. Having been duly nominated, all were unanimously elected as members of the PCC.

**10. Election of Deanery Synod representatives** – Hannah Beck was the only person nominated and was duly elected as Deanery Synod representative.

**11. Any Other Business** -

In his presentation, Alan looked back at life at St Peter's during 2019 through a series of images reflecting a day in the life of St Peter's and which celebrate the people and groups which contributed to an active and engaged church life during the year.

Alan also reminded the meeting about our vision and values and reviewed St Peter's response to lockdown this year, focusing on our food ministry and the provision of online worship.

Alan also paid particular tribute to Patricia and Paul's contribution as churchwardens, in particular Patricia's tireless pastoral work during lockdown and Paul's warmth, dedication and welcome.

Patricia responded by thanking Alan for his leadership and echoing Alan's message about the continuation of church life during lockdown.

The meeting closed with a showing of the "flowering cross" at 7.55pm.

# PCC Annual Report

## St Peter's Church Harrogate Annual Report of the Parochial Church Council for the year ended 31 December 2020

### Aims and purposes

St Peter's Parochial Church Council (PCC) has the responsibility of co-operating with the Incumbent in promoting in the ecclesiastical parish the whole mission of the Church - pastoral, evangelistic, social and ecumenical.

The PCC is also responsible for:

- ensuring legal compliance with charity law and ecclesiastical law, in particular in the areas of safeguarding, finance, HR and data protection; and
- care for the church building so that it is best suited to the church's ministry and mission, including The Space@St Peter's and its use for the benefit of the community.

The PCC has also adopted its own purpose statement summarising the above, as follows:

*"We are here to prayerfully discern God's calling on the body of St Peter's and to enable and support its vision. We also have responsibility for the church's finances, fabric and other legal matters."*

### Objectives and activities

#### Our Vision: Feeding Hungry People

Our vision is to be a community where people's hunger for belonging, purpose and God himself are ever more truly satisfied.

**Belonging:** A place where *every* person is accepted, known and valued.

**Purpose:** A place where *every* person is encouraged to live out their unique vocation.

**Worship:** A place where *every* person is enabled to offer whole-heart and whole-life worship to God.

#### Our Values:

**Open:** accepting of people without pre-condition or judgment.

**Generous:** seeking to be a sign of God's generosity in the way we treat one another, and in our efforts to bless the town and wider world.

**Engaged:** engaging with our local community, responding to social need, and working to support one another in the challenge of following Jesus in everyday life.

Our activities during the year were guided by our vision and values and we also considered

the Charity Commission's guidance on public benefit.

## **Achievements and performance**

### *Belonging*

Lockdown gave us an opportunity to live out our faith through acts of love and kindness and to support each other. Communication has been key – during the first lockdown, 365 households were contacted via a variety of means including emails, cards, Zoom, text messages, and telephone. We were challenged to use new and innovative channels of communication and this presented an opportunity to communicate in different ways. Those without email (for example care home residents) received cards and/or telephone calls.

In the midst of the first lockdown in Easter 2020, the congregation were invited to submit photos of themselves with flowers in place of contributing to the traditional flowering cross in church. Over 160 photos were received for the online flowering cross which was put together in a presentation which helped to reinforce our sense of community and belonging.

The St Peter's community also participated in town-wide initiatives coordinated by the Harrogate Hub such as the distribution of online worship details throughout the parish and the "Light Shines" window display project over Christmas.

### *Purpose*

At the beginning of the year, St Peter's ran an Alpha course and the bible study groups were also able to meet. Following lockdown restrictions, it has not been possible to meet in the same way although plans were put in place for an online Alpha course which began in 2021.

In addition, to strengthen our pastoral team, two of our congregation undertook online pastoral care training with the diocese.

### *Worship*

Like most other churches in the country, St Peter's has had to adapt to new ways of worshipping during 2020. Online worship began immediately as restrictions were imposed and has continued ever since, with two Sunday services at 9.30 and 11.00 and daily morning and evening prayer. These are live streamed on Facebook and Zoom and recordings made available afterwards. When restrictions were partially lifted over the summer and early autumn, in person worship became possible with social distancing procedures in place and a booking system.

Music at St Peter's has always been an integral and vital element of our worship and this has certainly been the case this year. Both the Music Group and the Choir have made valuable contributions to our online and in person worship throughout 2020, despite the

many challenges and restrictions in place which have for a greater part of the year prevented live music in church. Both through recordings and (where this was possible) live music with smaller groups than would usually be the case, the continued participation of the Music Group and Choir in worship has been very well received by the congregation.

A great deal of hard work and imagination has gone into the provision of online and in person worship during 2020 for which the PCC is very grateful. We would particularly like to thank the clergy and Reader team, the sound and vision team, our musicians, the staff and all the volunteers who have made this possible.

### *Open, Generous, Engaged*

Our food ministry has continued throughout the year, in particular during the challenging circumstances presented by lockdown restrictions. During the first lockdown, we provided a takeaway breakfast and hot evening meal from church, together with food parcels and a hot Sunday lunch. On average, around 1,000 meals were provided each month during this period. As restrictions were partially eased, breakfasts and Sunday lunch were once again served in church and takeaway hot meals and food parcels continued to be provided in the evening (alternating between the two). Our thanks go to Hannah and all the Breakfast Club team for their resilience and hard work.

With the assistance of our team of welcomers, when permitted the church was also open to the public for private prayer during the year.

### *Safeguarding*

The PCC has adopted the House of Bishops safeguarding policy statement and procedures around the reporting of serious incidents – these, together with safeguarding contact details, are on display in church and on the website.

In addition, the PCC has reviewed St Peter's own safeguarding policy during the year. All PCC members (other than new members from October 2020) have completed basic safeguarding training and all have been invited to apply for enhanced DBS clearance.

### *Charitable giving*

Although it was not possible to hold the Christmas Fair during 2020 (which is the main source of fundraising for our charitable donations), a JustGiving page was set up in November 2020 to raise donations in lieu of the fair. This raised £3,000 which was distributed to six local and overseas charities.

### *Environment*

The PCC has sought to renew its focus on environmental matters during 2020. In

September, the PCC approved an environment policy for St Peter's. The policy addresses matters such as environmental and energy audits, reducing energy and water use and reducing material consumption (eg serving locally produced food, recycling and using eco-friendly cleaning materials). A new environmental officer has been appointed to lead our environmental programme and Creationtide was celebrated in worship and teaching during September.

## **Financial review**

Total receipts on unrestricted funds were £ 212,851 of which £163,615 was unrestricted planned giving and voluntary donations, and a further £ 25,180 was from Gift Aid. Full details are shown in the Financial Statements.

Restricted donations of £10,409 were also received and are detailed in the Financial Statements. Much of these donations were made for specific fabric projects, namely the altar frontals, new carpet and the organ, as well as for our food ministry.

Income from other sources, in particular rental and fundraising income, was lower due to lockdown restrictions being in place for much of the year, which prevented in person meetings and gatherings taking place.

## **Reserves policy**

Unrestricted reserves at the year end stood at £85,000 (2019: £115,000). During 2020, the PCC agreed to release £30,000 from reserves to help cover lost rental and other income due to the restrictions imposed by the coronavirus pandemic. Therefore, the PCC's revised reserves policy is now:

Operating costs to cover unforeseen eventualities	£35,000
To maintain the building and its contents	£50,000

## **Structure, governance and management**

The PCC is a corporate body established by the Church of England. It operates under the Parochial Powers Measure. It is a registered charity, with number 1134494.

The method of appointment of PCC members is set out in the Church Representation Rules. The membership of the PCC consists of its clergy, churchwardens, deanery synod representatives and members elected at the APCM by those on the electoral roll of St Peter's (which includes the treasurer and secretary). All members of our congregation are encouraged to register on the Electoral Roll and stand for election to the PCC. At the 2020 APCM (held on 20 October 2020), the Electoral Roll stood at 275.

The PCC members are responsible for making decisions on all matters of general concern

and importance to the parish, including deciding on how PCC funds are to be spent.

The PCC met seven times during the year (including six times on Zoom), with attendance at meetings averaging at 90% over the year across all members (2019: 78%).

In addition, the standing committee reports back to the PCC regularly with minutes of their decisions received by the full PCC and discussed as necessary.

### **Administrative information**

St Peter's is situated at the heart of Harrogate adjacent to the War Memorial, and in the midst of the commercial centre of the town. It is part of the Diocese of Leeds within the Church of England. The address for correspondence is:

St Peter's Church  
Cambridge Road  
Harrogate  
North Yorkshire  
HG1 1PB

### **PCC members**

PCC members who have served during 2020 are:

Ex-officio members:

Incumbent	Alan Garrow
Curate	Chris Clayton
Churchwardens	Paul Medforth (until 20 October 2020)
	Patricia Stableford (until 20 October 2020)
	Sian Lockwood (from 20 October 2020)
	Sarah Martin (from 20 October 2020)

Deanery Synod Representatives:

Barbara Agar	(until 20 October 2020)
Christine McManus	(until 20 October 2020)
Patricia Stableford	(until 20 October 2020)
Hannah Beck	(from 20 October 2020)

Elected Members:

Jo Bagley	(from 20 October 2020)
Kate Blake	
Lance Burgess	(from 20 October 2020)
Peter Dickinson	

Rachel Fell (Secretary)  
David Fisher (Treasurer)  
Sue Heapy  
David Hipkin (from 20 October 2020)  
Oliver Longstaff  
Eleanor McClea (retired April 2020)  
Stella Pilling  
Judith Simpson  
Roy Taylor (from 20 October 2020)  
Angus Turner

Co-opted Member:

Stewart Davies (from 24 November 2020)

Wesley Chapel Representatives:

Trevor Dixon  
Judith Yeats

Approved by the PCC at its meeting on 23 March 2021 and signed on its behalf by the Chair of the meeting.

## **Fabric report**

The roof had been inspected by Delta Reach in 2019 and the work to repair it continued into early 2020 with new leaks being identified and repaired during the year.

The carpet at the front of the nave and in the south transept was replaced during lockdown and is being kept in excellent condition by the food ministry team.

The Altar Frontal design was finally chosen, Polly Meynell has been busy producing our design and we look forward to receiving it in time for Advent 2021. The design set will include an altar frontal, a pulpit fall, 3 stoles and a burse and veil. A wooden frame for the altar frontal is being constructed to hold it in place.

We have been introduced to the idea of contactless giving through an iPad and card reader. It is hoped this may encourage donations and a move away from the use of cash. We plan to have a portable desk designed to house these devices in the near future.

In the Autumn we installed anti-pigeon deterrents to protect the stained-glass windows on the north side of the church and on the Brostoff Hall roof, due to a real problem with them during the summer.

The Quinquennial (the church's 5-year buildings inspection) was due this year but due to the lockdowns, the architect has delayed this until next year.

The boiler, as ever, remains a source of frustration with its idiosyncrasies, and yet still manages to keep us all warm. It is a work-in-progress!

It has been a strange year to report on fabric matters, not least, because the maintenance team Nigel and Asim have been on furlough and then flexi-furlough for much of it. After saying that, in the hours they have worked, they have been kept busy with various repairs and maintenance, enabling the wonderful building to be kept in good order.

I would like to thank Nigel and Asim for their loyalty and hard work in this difficult year, and Carole who has admirably dealt with many fabric issues beyond the remit of her role. I am tremendously grateful to them all, and they are a true blessing to the church family.

**Sarah Martin**

## **Treasurer's Report**

The figures on the following page show the day to day income and costs of the church. They do not include income and expenditure on the various restricted funds maintained by the PCC which are detailed in the full accounts available at the meeting.

In respect of the 2020 figures the results were greatly influenced by the pandemic. It is very pleasing to see that planned giving was in line with previous years, however all other income headings were significantly less than anticipated - although we did receive some generous donations. Much of our expenditure is fixed whether the church is open or not. There was a large reduction in wage costs due to the receipt of £10,968 in furlough grants. The resultant loss for the year of £58,466 was offset by the surplus brought forward from the previous year of £25,962 and the PCC agreed to transfer £30,000 from the designated reserve meaning that a final deficit of £2,504 is carried forward to 2021.

Turning to the forecast for 2021, when I presented the figures to the PCC a deficit for the year of £95,000 was the result. I stressed that this was more of an estimate than a forecast. It is very difficult to predict income until we know the return to full uptake of the facilities and fundraising capacity. Expenditure is to a large extent fixed and thus easier to predict. Having said all that we have now been informed that we will shortly be in receipt of donations of £100,000 meaning that the final result for the year will show an estimated surplus of £5,000.

Please do not hesitate to ask any questions during the meeting or contact me before or after for more explanations on any of the figures.

**David Fisher**  
**Treasurer**

## Income and Expenditure Account

	Actual 2020 (£)	Forecast 2021 (£)
<b>INCOME</b>		
Planned giving and gift aid	127,423	125,000
Income tax recoverable	25,180	28,000
General collections	4,135	5,000
Special collections	431	1,000
Donations and grants	36,296	110,000
Refreshment days and fundraising	7,069	5,000
Rental income and use of Church	6,765	10,000
Wayleave	832	1,000
Interest received	1,837	1,000
Wedding/funeral fees	590	2,000
Increase/(decrease) in investment value	1,266	-
Legacies	2,293	-
<b>Total</b>	<b>214,117</b>	<b>288,000</b>
<b>EXPENDITURE</b>		
Clergy expenses	2,785	3,500
Staff costs	37,122	48,000
Choir and music	4,628	6,000
Heating, lighting and water	23,475	22,000
Repairs and renewals	14,800	15,000
Photocopier and stationery	3,760	5,000
Insurance	7,951	8,000
General expenses	13,008	10,000
Telephone	1,200	1,000
Other groups	133	500
Investment management fees	833	1,000
Total parish expenditure	109,695	120,000
Diocesan share	159,838	160,000
Donations	3,050	3,000
<b>Total</b>	<b>272,583</b>	<b>283,000</b>
<b>SURPLUS (DEFICIT) FOR YEAR</b>	<b>(58,466)</b>	<b>5,000</b>
Surplus (Deficit) brought forward (see accounts)	25,962	(2,500)
Transfer from reserve	30,000	-
<b>DEFICIT CARRIED FORWARD</b>	<b>(2,504)</b>	<b>2,500</b>