



St Peter's Church Harrogate



Annual General Meeting

Tuesday 24 May 2022

7.00pm

at St Peter's Church, Harrogate

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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 2022 - 2023

Minutes of last year's meeting

Minutes of the Annual General Meeting of Parishioners held in St Peter's Church, Harrogate, on Tuesday 25 May 2021 at 7.00pm

Present: Revd Dr Alan Garrow as Chairman and 31 others (21 people present in church and 10 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.

5. Election of Churchwardens for the year 2021/2022 –

Alan paid tribute to Sarah and Sian's service as churchwardens and thanked them for their ongoing commitment to their roles.

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

The meeting closed at 7.10pm.

Churchwardens' Report

2021 began with a third lockdown, the longest, and for many people the hardest. The church was closed until mid-March. We went back to our virtual pattern of services and thanks to Hannah and her team's dedication continued to provide meals and food for people who needed that practical help. We started an online Alpha group for five loyal guests

The church slowly began to unlock in the middle of March. We offered people the opportunity to book to attend the 9.30am and 11am services, taking all precautions to avoid infection and introducing a new role of 'doorkeeper'.

The government 'road map' out of lockdown was announced on the 22nd of February but proved ever-changing as the Covid-19 virus morphed to become more infectious. Our own re-opening plan changed with the changing government guidance, with ambitions to return to our old-normal being pushed back time and again. We began to blend on-line services with face-to-face services so that Holy Week included on-line Compline and an in-person Good Friday crafts-based service for children which was extremely busy. In May the Toddlers group started again, after a break of 14 months. June saw our first confirmation service in two years, with five young people and one adult confirmed. The Vicarage Garden Party in mid-July became a picnic with games on the stray. We returned to a full complement of services at the end of July, retaining our booking system for busy services with unbooked quieter services. We introduced toy bags for younger members of the congregation. We were finally able to offer refreshments after the morning services in the autumn – a really important step back to our old normal allowing members of the congregation to socialise in person again. Sunday Club started again in the autumn, initially booked but moving to unbooked towards the end of the year. We produced the Net for Advent. Christmas services were in the main unbooked, although we retained the booking system for the busy Christingle services. We began to welcome tenants back into our rooms towards the end of the year.

David Fisher, our dedicated and capable Treasurer for 32 years stepped back from his role at the APCM in 2021. A finance team was established, led initially by Sarah Martin to agree the best way to carry out the many tasks associated with his role. David Hipkin proved a linchpin to the group, taking our accounts online and eventually moving into the role of Treasurer towards the end of the year.

Steve Martin continued to provide dedicated technological assistance during lockdown, allowing the clergy and lay readers to establish a regular pattern of weekday morning and evening prayer and Sunday services at 9.30am and 11am. We continued to stream the 9.30am and 11am services after lockdown ended for those who were unable to get to the church in person and established a dedicated virtual congregation.

Some of the innovations forced by the pandemic were shown to be of real value and have been continued as the church returned towards our old normal. Our doorkeepers became welcomers offering warmth and friendliness for people coming to the morning services. We

retained the toy bags for our children and have keep the screen for the 9.30am service which continues to be streamed.

We had two delightful placements during the year for ordinands. Mark Orrell joined us for 4 weeks in the summer, while Karin Shaw has 40 hours (and more) with us over a year. We are grateful to them for all they have added to our worshipping community.

Church music has been a thread of beauty, providing inspiration for members of the congregation online and in person. We are so grateful to our Director of Music John Longstaff with members of the choir and Jude Williamson with members of the music group for providing such a high standard of music.

The community of the church continued throughout 2021. People cared for each other formally and informally, in many different ways from cards and phone calls to practical help such as shopping. A new pastoral care team was established. The weekly news was again a vital lifeline linking people to each other and the church. Initially online, we began to produce paper copies towards the end of the year as government guidance changed. Members of our congregation who could not get online or to church were sent paper copies of the weekly news so that they could stay in touch. Our food ministry continued throughout the year.

Carole Raw in the parish office continued to play a remarkable role throughout 2021, caring for the church fabric, linking people who needed help, to volunteers and managing our booking service. She successfully gained a number of grants to support salaries during lockdown and to fund the changes needed to reopen our church safely.

Staff meetings, Standing Committee and PCC meetings remained online for most of the year, with little change in the pattern of meetings. Virtual staff meetings proved valuable and continued in that form while we moved towards in-person PCC meetings.

The number of people involved in the life of the church can be counted in the many hundreds. Many offer support and practical help to people in our church community and parish, while others have more formal roles to keep help our services run smoothly, welcome people into our church building and continue and expand our mission to 'feed hungry people.' In reviewing 2021, we are so thankful for all those who worked informally and formally to support services and help people in our church community and parish.

We also offer thanks to:

- Our Clergy team and Lay Readers who have kept our pattern of worship alive
- Steve Martin, whose technical knowledge, and hard work has made it possible to take our services on-line
- All those who help our services to run smoothly including our Welcomers, Duty Wardens, Sidespeople, Sacristans, Administrants, Lesson Readers, and Intercessors
- Our Treasurer David Hipkin and the members of the finance team.

- Our editor Marian Chambers of the Weekly News for continuing this most vital link with the church, week on week
- Gillian Sinclair and the Welcoming team who provided a warm welcome to those coming to the church for private prayer
- The members of our pastoral care team
- 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 our services during this ever-changing 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:

- David Fisher who managed our church finances so well for so many years. We miss him.
- Rachel Fell, our PCC Secretary for her continued hard work and commitment

One of the main duties of the Churchwardens is to support the incumbent. We hope that we have supported him well over this ever-changing 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 2022
6. Treasurer's Report
6. Acceptance of accounts for 2021
7. Approval of budget forecast for 2022
8. Appointment of Independent Examiner
9. Elections:
 - 5 members of the PCC for three years, 4 members for two years and 2 members for one year
 - 1 Deanery Synod representative for one year
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 25 May 2021

Present: Revd Dr Alan Garrow as Chairman and 31 others (21 people present in church and 10 present on Zoom).

The meeting opened at 7.10pm.

1. Minutes – The minutes of the Annual Parochial Council Meeting held on Tuesday 20 October 2020 were approved.

2. Matters arising – There were no matters arising.

3. PCC Annual Report - The PCC Report was unanimously accepted. In response to a question about whether we have an environmental plan, Alan acknowledged that work is needed to formulate a plan and Stewart Davies is leading on this.

4. Fabric report – The Fabric Report had been published in the booklet and was accepted. Alan thanked Sarah for her leadership on Fabric matters. In response to a question about long term plans in relation to the boiler, Alan stated that there is no current plan to replace the system wholesale.

4. Electoral Roll – There are 281 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 2020 and the forecast for 2021 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 for 2020 and drew attention to the difficulty of forecasting for 2021 due to the changing situation regarding Covid. In particular, David gave thanks for the promise of a generous donation of £100,000 for this year, which should reduce or even eliminate the deficit for 2021.

Alan reported that David is standing down as Treasurer after 32 years of service to St Peter's in this role. Alan paid tribute to David, emphasising his faithfulness, reliability and integrity and his many other substantial gifts. David was presented with a card and gift and those present expressed their thanks and appreciation in the usual way.

The challenge going forward is to switch to digital accounts and find a team of people who are willing to cover David's role.

6. Acceptance of accounts for 2020 - The accounts for 2020 were accepted.

7. Approval of the budget for 2021 - The budget for 2021 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 – Stewart Davies had been nominated for election and was unanimously elected as a member of the PCC.

10. Election of Deanery Synod representatives – Catharine Davies and Beverley Cooper had been nominated and both were duly elected as Deanery Synod representatives.

11. Any Other Business

In his closing remarks, Alan paid tribute to all those at St Peter's who have cared for people and responded to need during these uncertain times, including the pastoral and food ministry teams.

As we look to re-open fully soon, the challenge will be to find volunteers willing to take up vital roles to support our fundraising and other work.

Alan also paid tribute to Chris and reported the good news that Chris will be invited to stay at St Peter's as Associate Vicar for an additional three years beyond his curacy. Thanks to a generous donation, funding is available to enable Chris to take up this role.

Finally, Alan paid tribute to the vital contribution of the music group and choir and to Steve Martin for his hard work enabling us to offer online services throughout the pandemic.

On behalf of the congregation, Sian offered her thanks to Alan for his leadership over the last year.

The meeting closed with prayers at 7.45pm.

PCC Annual Report

St Peter's Church Harrogate Annual Report of the Parochial Church Council for the year ended 31 December 2021

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 its meeting spaces 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.

Children and Young People

We believe that children and young people deserve our particular care and respect. We are committed to enabling them as individuals who are accepted, known and valued, are encouraged to discern and live out their vocation, and who are enabled to participate fully in worship.

Isolation and Loneliness

We recognise isolation and loneliness as one of the greatest challenges faced by many people living in Britain today. We are committed to valuing everyone, including those who commonly find themselves excluded or ignored in other contexts.

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

As we emerged from lockdown restrictions during 2021, we sought to maintain and enhance our welcome, connections and community both online and in person. When restrictions were eased in the summer months, the PCC sought to safely restart as many in person activities and services as possible, bearing in mind volunteer availability and capacity.

Many of the activities and groups valued by the St Peter's community were able to restart during the year, for example Afternoon Fellowship, Toddlers Group, Ladies who Lunch, Men's' Breakfast and Evening Fellowship. In addition, the St Peter's Players staged successful performances of "Oliver!" in November, involving performers of all ages and in front of live audiences.

At the PCC's away day in September, developing the welcome we provide was identified as a key priority. To help us implement this, a Welcome Officer was appointed in November.

Purpose

At the beginning of the year, St Peter's ran an online Alpha course and during Lent, the "Rhythm of Life" course was also held on Zoom. Although some learning and discussion groups (such as the town centre bible study group and house groups) remain suspended, a "Thinking about God" discussion group did meet in person during the latter part of the year.

A youth confirmation group also met online, culminating in the confirmation of six of our young people (and one adult) in June.

Worship

As restrictions were lifted over the spring and summer months, we were able to gradually resume most of our usual, pre-pandemic pattern of weekly worship. In person worship at the Sunday 9.30 and 11.00 services was resumed, initially with social distancing measures in place. We also welcomed the resumption of the 8.30 communion service, the Stepping Stones service (formerly Afternoon Church) and Choral Evensong on Sundays, together with the midweek Healing service, Café Reflexions and the Thursday morning communion service.

In addition to the resumption of in person worship, our online worship provision has continued at the 9.30 Family Communion and at morning and evening prayer during the week.

Open, Generous, Engaged

Our food ministry has continued throughout the year, providing vital sustenance and welcome to those in need. Breakfast is served in church daily (except Sunday), together with hot meals (to eat in or take away) on Mondays, Wednesdays and Fridays and a hot Sunday lunch. A food "supermarket" is available on Thursdays.

Our team of welcomers, under new leadership, have enabled us to open St Peter's once again for visitors, groups and those seeking quiet and solace during the day. Towards the end of the year, we were also able to resume events engaging with the local community including the Christmas Tree Festival and Saturday refreshment days.

Children and Young People

We are conscious that many younger children in particular have probably felt the most disconnection from our church community during lockdown. Therefore, the welcome we provided to children as in person worship and activities resumed was a particular focus. Age-appropriate activity bags were assembled for use by children during the 9.30 service and Sunday Club restarted in October, initially with a booking system.

The development of the Stepping Stones service (formerly Afternoon Church) has also continued and by the end of the year had resumed its weekly pattern and welcomed new families to its community.

Sanctuary, our youth group, continued to meet virtually and when permitted outdoors, despite the challenges of lockdown. As restrictions were eased, the group was able to meet again in church and take part in trips and activities.

Isolation and Loneliness

Building on the pastoral work done during 2020, a revitalised pastoral care team was commissioned in 2021 and continues to focus on tackling isolation and loneliness in our community, which has been exacerbated by the pandemic.

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. During the year, the PCC reaffirmed its commitment to this statement and the church's own safeguarding policy. Safeguarding is on the agenda of every PCC and standing committee meeting.

Charitable giving

Although it was not possible to hold the Christmas Fair during 2021 (which is the main source of fundraising for our charitable donations), the PCC agreed to donate a total of £3,000 to six local and overseas charities with connections to St Peter's.

Financial review

Total receipts on unrestricted funds were £333,849 of which £240,386 was unrestricted planned giving and voluntary donations including a very significant and generous one-off donation. A further £33,695 was from Gift Aid.

Other sources of unrestricted funds include a grant of £30,034, Church letting, parish fees and fundraising totaling £19,708 and Furlough, interest and other income of £10,026. Full details are shown in the Financial Statements.

Restricted donations, income and associated gift aid of £35,686 were also received. These transactions relate to our food ministry and the building and are detailed in the Financial Statements.

Reserves policy

Unrestricted reserves at the year end stood at £124,000 (2020: £85,000). The PCC's reserves policy is:

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

Volunteers

The PCC is grateful for the hard work and dedication of all involved in the life of St Peter's. We would particularly like to thank all those volunteers who have enabled us to resume in person worship and activities this year, especially those who have taken on new or increased responsibilities.

We are also thankful for the service of our churchwardens, Sian Lockwood and Sarah Martin who have helped us to navigate the challenges and changes this year has brought with care and enthusiasm.

We would also like to express our thanks and gratitude for the dedicated service of our former Treasurer, David Fisher, who retired from office in May 2021 after 32 years.

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 2021 APCM (held on 25 May 2021), the Electoral Roll stood at 281.

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 five times during the year (including three times on Zoom), with attendance at meetings averaging at 81% over the year across all members (2020: 90%).

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 2021 are:

Ex-officio members:

Incumbent	Alan Garrow
Curate	Chris Clayton
Churchwardens	Sian Lockwood Sarah Martin

Deanery Synod Representatives:

Hannah Beck
Beverley Cooper
Catharine Davies

Elected Members:

Jo Bagley
Kate Blake
Lance Burgess
Stewart Davies
Peter Dickinson
Sue Heapy
David Hipkin (Treasurer)
Judith Simpson
Roy Taylor
Angus Turner

Co-opted Members:

Rachel Fell (Secretary)
David Fisher

Wesley Chapel Representatives:

Trevor Dixon
Judith Yeats

Approved by the PCC at its meeting on 29 March 2022 and signed on its behalf by the Chair of the meeting.

Fabric report

I am very happy to report that our wonderful maintenance team, Nigel and Asim, have worked diligently throughout the year to keep the building, inside and out, in good working order, including the clearing of gutters of debris, and the removal of snow on the west porch. These 2 particular tasks have been to prevent the ingress of water streaming down the interior walls, as has happened in the past. My heartfelt thanks go to both of them, and to Carole, for their thoughtful and caring approach to their work.

The boiler was serviced by a different engineering company with some success, allowing us to maintain the correct temperature for both the organ and the congregations. I am very thankful for Stewart Davies and a team of experts for the experiments we have taken part in, to try to reduce our carbon footprint on the planet, in regard to the heating. This is an on-going project.

We have finally had the building inspected for the Quinquennial Report and I'm very relieved to tell you there was nothing unexpected or for immediate attention. It related mainly to the roof and the interior walls, which we will need to address in the next few years.

A new Friday cleaning team was set up after the 3rd lockdown, they all work hard every week to keep the church spick and span for the rest of us to enjoy, and I'm sure you will join me in thanking them and being very grateful for their time and diligence.

2021 began with a break-in early January, with a TV being stolen (not a great start) and ended with us all enjoying and appreciating the splendour of the new Altar Frontal for Advent; an absolute joy and wonder to behold, as we gaze at it, we can ponder on its interpretation for ourselves.

We are greatly blessed to have a remarkable building to worship in, and to enjoy one another's company, let us work together to keep it glorious for this present time and for generations to come.

Sarah Martin

Treasurer's Report

During the last 12 months we have been implementing a new accounting system specifically developed for the charity and not for profit sector which is used extensively by other churches. The task has been significant and highlights what a fantastic job our previous Treasurer David Fisher did whilst managing the accounts manually for some 30 years.

The figures overleaf show the allocation of unrestricted income and expenditure for 2021 and a forecast for 2022. The figures do not include restricted income and expenditure for the various funds maintained by the PCC which are all shown in the full accounts. We have been living through highly uncertain times with restricted opening due to Covid and now rapidly increasing energy costs and inflation so forecasting with any accuracy is difficult.

It is encouraging to see sources of income such as church lettings and fundraising activities start to increase again following Covid. Likewise, the early adoption of the Parish Giving scheme by approximately 40 people is a positive sign and I would encourage everyone to sign up for this initiative as it simplifies the administration and means we can access the gift aid immediately.

The message in the figures overleaf is however that we are very reliant on a few very generous donors. The 2021 result would have been a large deficit if we had not received grants, furlough support and most importantly some very significant donations. Instead, we carry forward a surplus of £50,217 into 2022.

In 2022 our parish share has increased by £30,000 and we have budgeted for increased energy costs and fabric / repair costs. Fortunately, we are aware of two large legacies and another substantial donation has been promised. Without these very significant sources of income we would be facing an in-year deficit of approximately £186,000. However, with large donations and the 2021 surplus carried forward the year-end position is predicted to be a surplus of approximately £103,000.

Please do not hesitate to contact me if you have any questions relating to our finances.

David Hipkin
Treasurer

Income and Expenditure Account – Unrestricted funds

	Pre-Audit 2021 (£)	Forecast 2022 (£)
INCOME		
Planned giving	117,357	119,075
Gift Aid claimed*	33,695	28,500
Cash collections	3,826	3,953
One-off donations	115,603	82,747
Grants	30,034	-
Legacies**	6,000	170,000
Furlough pay recovered	7,491	-
Church lettings	10,181	10,486
Fund-raising events	4,865	2,385
PCC fees income	4,663	4,802
Interest received	1,703	1,754
Increase/(decrease) in investment value	6,465	-
Other income	2,662	4,897
Total	344,544	428,559
EXPENDITURE		
Diocesan share	159,838	189,858
Clergy expenses	2,557	3,030
Church Utilities	23,647	42,000
Staff Costs	48,784	52,800
Church Repairs***	8,748	39,785
Insurance	8,040	8,281
Choir and Music	6,147	6,331
General Expenses	22,941	22,309
Telephone	1,796	1,855
Photocopier and stationery	4,257	4,402
Accountancy	792	528
Investment management fees	877	900
Grants	3,400	3,000
Total	291,823	375,079
SURPLUS (DEFICIT) FOR YEAR	52,721	53,520
Surplus (Deficit) brought forward (see accounts)	(2,504)	50,217
Balance Carried Forward	50,217	103,737

* 2021 Gift Aid includes late / additional 2020 claims

** Timing and conditions of legacies still uncertain for 2022

*** Includes provision for quinquennial inspection items in 2022