

Prepared by	Warren Richards				
Subject	Holy Cross & St Mary Church Annual General Meeting				
Meeting Date	20th June 2021				
Chairperson	Steve Flashman				
Present:	Jane Vowles, Barbara Fell, Margaret Willoughby, Andrea Wearn, John Lucas, June Hanson, Jenny Sargent, Gill Miscampbell, Sarah Flashman, Richard Clark, David and Caroline Campbell, Venetia Dalton, Cathy Blanchard, Chris Wilcox, Arthur Evans, Fiona and Tom Morrison, Warren Richards, Karen Boulton, Penny Allen, Glenys Davis				
Apologies:	Vivien Leeming, David Leeming, Susie and James Christopherson, Martin Dorrell, Alison Greer Scagell, Lyn Greer, David and Valerie Letheren, Eric Sargent				
Item	Action description	A = Action I= Info D=Decision	Responsible	Due date	Status
Opening prayer	Church wardens and Clerk and chair voted for and agreed. No objections	D			
Apologies for Absence	Vivien Leeming, David Leeming, Susie and James Christopherson, Martin Dorrell, Alison Greer Scagell, Lyn Greer, David and Valerie Letheren, Eric Sargent	I			
Minutes from the 2020 APCM	Steve says thank you to Susan Wright for putting the leaflet together for the Brett Memorial restoration. David Leeming and Susan took the photos. Minutes approved from November AGM meeting	D			
Election of Deanery Synod representative	Jane Vowles has put herself forward again. Voted and agreed no objection.	D			
Election of the PCC	Jane Standing as Ex-Officio PCC member. June is standing down from PCC. Steve thanks June for all commitment to the church through all the years. PCC voted in without objections	I I D			
Appointment of sidesmen	Margret Willoughby, Jane Vowles, Venetia Dolton, David Campbell. Gill Miscampbell will come back on the rota later in the year and she will indicated when she is ready. More sidesmen are needed however	I I I			
Appointment of Independent Examiner / Auditor	Kate Barton stands again as Examiner	I/D			
Electoral Roll Report – Margaret Willoughby	Main door notification published. 4 new names added taking us to 74 on the Electoral Role. 2025 is when the next big new role is required. Steve thanked Margaret for her role as the electoral role monitor through the years	I I			

<p>Treasurer's report – Chris Wilcox (See appendix 1)</p>	<p>Chris has a financial report. Not a great year due to COVID. A significant deficit including the Brett project however this is covered from other money raised. £3,300 is the true deficit . Would have been £9,000 if we had paid the full amount of the parish share. Pledge giving declined a bit more in 2021. Income down £6,000, however the outgoing have been lower. Bills and electricity were £3,000. Service costs were down. £ 41,700 to £38,500 year on year savings. £400 profit from Quainton News. Reserves are £30,000, but likely to see that go down again this year. Not a great position but better than other churches. Need to get fund raising going again when possible to. With the money we have it is not enough to give to good causes. Barbara Hall bequest for heating and seating, Anstiss Trust fund is £74,000. This year hopefully a lot better. Steve thanked Chris for all his hard work on the finances and commented what a magnificent job he does.</p>	<p>I</p>			
<p>Annual Report on the PCC Proceedings – See Appendix 2</p>	<p>Steve introduces Karen Boulton is our safeguarding officer. Church goer in Oving. Safe guarding officer in Quainton now as well. Thanks to Beth Vining for the hand over. Objective is to create the right environment and the right safeguarding measures in place. Safeguarding policy will be displayed in the church afterwards. Steve reinforced that all training must be completed, basic and some additional too. It is on line but Karen will run a course later in the year face to face. One run last year too as a foundation course. Some role holders must take it, others may want to take it. The course will run in September in Oving. Karen read the report. See Appendix 2 for details No questions raised on the policy. Steve thanked Karen for her support</p>	<p>I</p>			

	<p>Steve points out the strategy plan in the pack for everyone to read.</p> <p>Steve thanked everyone that helps in and around the church, flowers, cleaning etc and all practical support.</p> <p>5 year plan structured in a way that enables someone else to take over in the future.</p> <p>Steve has based the strategy on Acts and focuses on discipleship, fellowship, worship, stewardship and relationship.</p> <p>Year1 Mobilisation - get people reengaged. Lots of visits and talking to people.</p> <p>Year 2 Integration - back 2022 - 2023 welcoming into the life of the church. Secret weapon is Jane along with pastoral visits. Sarah is also helping too.</p> <p>End of third year participation and training of lay people. People may want to read and also ministry. Many people could come in.</p> <p>Year 4 Consolidaton</p> <p>Year 5 rinse and repeat.</p> <p>Steve says if any wants the full works then email Steve and he will provide the details Steve asks for questions but there were none</p>	I			
<p>Church wardens report – Andrea Wearn and Richard Clark - See Appendix 3</p>	<p>December - piano tuned. Church yard - Scots pine was felled in January. Thames Water contacted as there was lots of standing water but looks like it was lots of water and no broken pipes. Gutters cleared out and a needed to keep the gutters clear flagged. March - alarm updated. Sensor was later damaged. Church heating project - Idea was to remove the oil heater. Lots of options considered including an electric boiler and personal heating solutions. Richard says thank you to everyone in the committee for the work so far.</p> <p>Anstiss Trust - Lots of interest in the grazing on Mill Hill. Single farm payment approved. Dipping pond beyond North End Road project under way. Marcus from BBOWT approached to help advise on how to get wildlife to visit whilst keeping the pond safe. Work continues</p>	I			
<p>Update on heating project – Warren Richards – See Appendix 4</p>	<p>Following the report update Jennie Sargent and Arthur Evans say they don't want the pews to go.</p> <p>Arthur says thank you to the team for making sensible decisions.</p> <p>Tom Morrison asks if we are able to look at Ground Source Heat Pump solution. Warren confirms yes it was too expensive. Jane gives more details of the reason behind the north and south side to be removed</p>	I			
<p>AOB</p>	<p>Arthur Evans says Venetia Dalton was put forward as the representative on the Memorial Hall Committee but unfortunately this was not possible. Arthur asks for a representative on the Memorial Hall from the church.</p> <p>Jane says we are short on the number of people to set up the church. If anyone is interested then see Jane</p>	I			

Appendix 1 – Treasurers report

Quinton PCC

Income & Expenditure Account Year to
31st December 2020

	2020	2019	2018
	£	£	£
Regular Income			
Pledges - Standing Order Scheme	7,864	9,665	18,763
Pledges - Parish Giving Scheme	9,891	9,918	445
Collections	1,813	4,960	5,639
Tax Refund - Old Scheme	6,469	6,257	5,960
Tax Refund - Parish Giving Scheme	2,100	2,145	68
Fees	3,024	5,350	3,326
Donations & Sundry Income	2,656	2,551	4,974
Investment Income & Interest	958	536	522
Total Regular Income	34,775	41,382	39,697
Regular Expenditure			
Parish Share	20,000	26,423	25,312
Schorne Team	3,246	3,000	3,000
Insurance	2,888	2,849	2,799
Utilities	3,041	3,876	3,975
Service Costs incl. Music	1,512	3,354	2,493
Charitable Donations	0	244	0
Maintenance & Security	7,810	1,953	5,017
Total Regular Expenditure	38,497	41,699	42,596
Net Surplus / (Deficit)	(3722)	(317)	(2,899)
Net Income Quinton News	424	1,846	2,071
Quaintfest	0	4,081	4,075
Adjusted Surplus / (Deficit)	(3,298)	5,610	3,247
Other Activities			
Brett Project	(15,294)	8,000	2,000
Grants Received (net)	360		21,735
Project Costs & Professional Fees	(6,197)	(2,668)	(5,047)
Bequest Received		100,000	
Adjusted Surplus / (Deficit)	(24,429)	110,942	21,935
Funded By :			
PCC Reserves	5,351		
Tower & Monuments Conservation Fund	14,400		
Barbara Hall Bequest (Heating Study & Fees)	4,678		
Total	24,429		
Balance at bank	26,089	150,874	37,106
Balance at CCLA	101,310	898	891

Accumulated Reserves : PCC	30,423	35,773	32,164
: T & M Conservation Fund	0	14,400	7,067
: B.Hall Bequest	95,322	100,000	
: Bell Fund	4,409	4,390	3,939
: Barge / Philbey Bequest	6,338	5,604	4,885
: Anstiss Bequest	74,332	67,301	55,915
: Other Trusts	45,486	42,607	35,895

As expected, there was a significant deficit on the PCC Income & Expenditure account for 2020. Including the Brett Project, completed in February at a final cost of £15,294 (including fees), the overall deficit was £24,429. The Brett Project was funded by £14,760 from previous fund-raising and donations, the balance of £534 coming from the PCC's accumulated funds.

By short-paying the Parish Share - we paid £20,000, a shortfall of £5,556 - the Loss on Regular Activities was limited to £3,298. At this stage, the Heating Study and associated Architect's Fees, amounting to £4,678, have been charged, notionally at least, to the Barbara Hall Bequest, rather than further depleting PCC funds and reserves.

Regular Income declined from £41,382 in 2019 to £34,775 in 2020. Collections and Fees Earned were predictably well down, by £3,147 and £2,326 respectively, and there was no Fundraising after the New Year's Day concert. More concerningly, Pledged Giving also declined by £1,828. We lost one major donor in particular. One-off Donations received held up well as several people endeavoured to assist.

Regular Expenditure also declined, as might be expected with the church effectively closed for lengthy periods, from £41,699 to £38,497. This reduction would have been more marked but for an uplift of £5,857 in Maintenance and Security Costs, which included repairs and improvements to the Sound System and the Lighting. Consideration could conceivably be given to covering this, albeit retrospectively, from the Barbara Hall Bequest but my feeling is that we should "wait and see" what may be required on the Heating System replacement / upgrade first. Predictably, Utility bills declined by £835 and Service Costs (mostly Organist's fees) by £1,842.

Despite the difficulties imposed by the COVID crisis, the Market Value of our various investments improved year on year, with £74,332 in the Antiss Bequest and £45,486 on the other, smaller Trusts. There was £4,409 in the Bell Fund and £6,338 in the Barge/Philbey Reserve Account at 31st December 2020. This latter may be drawn upon for maintenance and churchyard works if deemed appropriate.

The PCC Reserves remain prudent but inevitably declined, by £5,351, in the last year. They now stand at £30,423 and there was £26,089 in the Bank Account at the end of the year. The original £100,000 in the Barbara Hall Bequest remains at the Central Board of Finance and is earning interest, though rates were cut in the course of the year from 0.75% to 0.25%.

The outlook is clearly challenging as it is wholly uncertain as to when some degree of normality might return. There is no obvious reason to expect any rapid escalation of costs, but it would be much more comfortable to see some recovery in Pledged Giving, which I feel can only really come from new donors. This has been an issue for some years now, and certainly from before the pandemic.

We look forward to better times !

Chris Willcox
June 2021

The Parish of Holy Cross & St Mary, Quainton

Safeguarding Policy Promoting a Safer Church

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 20th June 2021.

In accordance with the Church of England Safeguarding Policy our church is committed to:

- Promoting a safer environment and culture.
- Safely recruiting and supporting all those with any responsibility related to children, young people and vulnerable adults within the church.
- Responding promptly to every safeguarding concern or allegation.
- Caring pastorally for victims/survivors of abuse and other affected persons.
- Caring pastorally for those who are the subject of concerns or allegations of abuse and other affected persons.
- Responding to those that may pose a present risk to others.

The Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO) to work with the incumbent and the PCC to implement policy and procedures.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display in church premises and on the front page of the Parish website the details of who to contact if there are safeguarding concerns or support needs.
- Listen to and take seriously all those who disclose abuse.
- Take steps to protect children and adults when a safeguarding concern of any kind arises, following House of Bishops guidance, including notifying the Diocesan Safeguarding Team and statutory agencies immediately.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred.
- Care for and monitor any member of the church community who may pose a risk to children and adults whilst maintaining appropriate confidentiality and the safety of all parties.
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Inform the Diocesan Safeguarding Team if we use an alternative DBS umbrella body to APCS and if we receive any DBS Disclosures that are not clear.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

Each person who works within this church community will agree to abide by this policy and the guidelines established by this church.

This church appoints Karen Boulton as the Parish Safeguarding Officer

Incumbent: Commenced in September 2017: Revd Steve Flashman

Churchwardens: Andrea Wearn, Richard Clark

Date updated: 20th June 2021

A copy of this Safeguarding Policy will be sent to :

safeguarding@oxford.anglican.org

Appendix 3 – Church Warden’s report

Churchwardens’ Report for Annual Parochial Church Meeting Sunday 20th June 2021 – Andrea Wearn & Richard Clark

1. Fire Extinguishers

The annual service was carried out in December. One of the Hydrospray Units was condemned due to a lining defect, also a stand was missing, both items were replaced.

2. Piano

The piano was tuned in December.

3. Churchyard

- **Scots Pine** After receiving quotes from several Arborists / Tree Surgeons and a faculty approved by the DAC, the dead Scots Pine tree was felled in January.
- **Thames Water** Following the report of a possible water leak Thames Water visited on three occasions to assess the problem. It appears to be just excess water lying around the graves on the north side of the church following extreme rainfall.

4. Maintenance

All gutters and downpipes were cleared of leaves and debris at the beginning of March. Towards the end of May we had water leaking into the North porch, this was caused by twigs etc again blocking one of the down pipes, this has now been cleared.

5. Security

The annual service of the Roof Alarm was carried out in March. The following week we were alerted that the tamper alarm had been triggered. On inspection by the engineers, they found that one of the sensors had visible damage.

6. Church Heating Project

This last year a heating committee was formed, to work with Bruce Mullett, architect, through the various heating options available, the requirements of the heating and associated cost.

At the outset, the goal of the committee was to find a solution to replace the oil boiler, provide sufficient background heat to make the church comfortable during services and other events while being as green as possible (high efficiency with low emissions).

Biomass Boiler: Likely the most expensive option and would require ongoing maintenance.

Ground Source Heat Pump: Expensive with challenges presented in installation, permission from the Oxford Diocese to use the field west of the church and pipelines running through the graveyard and the efficiency to provide background heat for a large, drafty building were questioned.

Gas Boiler: A more practical solution and cheaper option, using gas purchased with carbon offset to meet our low emissions target. Discussions with Calor highlighted problems in siting the underground gas cylinder with the trees causing concern to the container and pipework. This coupled with the government plans to abolish gas boilers in the future dissuaded the committee from this option.

Electric Boiler: An all-electric boiler would provide a simple, direct replacement of the oil boiler we currently have, though we would need a second phase of electricity brought up to the church.

Personal heating solution: Providing localised heating to individuals in the form of electrically heated cushions. This option is relatively inexpensive compared to alternate solutions and would not require significant infrastructure changes / costs, and consequently not lock us into one solution for the next 20+ years.

With the fast pace of change in the heating industry and new technology emerging, the advice to the PCC was to consider a more short-term solution which would work in parallel with the current oil boiler, while it remains financially viable to maintain. The personal heating solution provided the lowest cost option, meeting our low emissions (we choose a green electricity tariff) with limited investment and disruption in infrastructure required.

With a decision now made around seating within the church, we need to approach the DAC (Diocesan Advisory Committee) with a "Statement of Needs" which will provide the start of a framework to what we would like to do and how this will tie in with our vision and future plan.

Anstiss Bequest Trust Report

Mill Hill

There was a lot of interest in the grazing licence for Mill Hill which was put out to tender earlier this year. The contract for the new tenant is initially for one year with a view to it being extended for a further four years. Our application for the Single Farm Payment has been approved.

Dipping Pond

Jane and Andrea met with Marcus from bbowt.org.uk in May to discuss the pond, and the best approach to make it more of a feature and to encourage wildlife for the whole village to enjoy. It was a really useful meeting and Marcus has lots of interesting suggestions. He is looking to work out what grants we might apply for.

Appendix 4 – Heating project update

Church of The Holy Cross and St Mary's Quanton Heating Proposal summary – June 2021

1) Executive summary

The existing oil fired boiler in the church is reaching the end of its useful life and therefore an alternative solution must be found to replace it. Bruce Mullet provided a very comprehensive paper on the various options that are available - The Martin Thomas Associates Report to the Church ranging from a number of new full systems to heat the church and provide background heating to fabric of the building to systems designed to locally heat the individual. Chris Willcox confirmed that a budget of £150,000 can be made available for the project.

A small Heating Project Working Group of Richard Clark (Church Warden), David Campbell (Heating Project Chair), Bruce Mullet (Church appointed architect) and Warren Richards (PCC Secretary) was set up to review the heating options and return to the full PCC with recommendations and next steps. The team met twice on 7th December 2020 and 18th January 2021 to discuss options.

Following the two meetings the recommendation of the Heating Project Team was to opt for local heating by means of flexible pew heaters. Key reasons were:

- The Church has never had background heating running to protect the fabric, adding it now is very expensive in both capital and future running costs.
- All full system replacements are over budget apart from one which is an LPG solution but even that requires additional funding from grants (price corridor £163,000 to £183,000)
- Additional, unknown costs are very likely as a result of additional building work required. This is especially true if the presence of asbestos is uncovered as a result of the work. This would have to be rectified and the total costs significantly escalate
- For a full heating system there is a danger that the PCC would be left with little or no money to complete other known projects or indeed any future undetermined projects
- Additionally, full heating systems require complicated ground work to be undertaken in the church yard adding to the complication and substantial costs involved
- Pew heaters are a fraction of the price, circa £30,000 taking all the risk out of the decision but providing comfort and heating to those in the church
- Technology is developing quickly and the heating project could be reviewed again when new heating solutions are introduced giving the PCC new, alternative options including improved CO2 efficiency

Other considerations:

- An Energy Audit was decided to be undertaken at a cost of £150 to help improve energy efficiency in the church. This a low cost, high impact activity to prevent drafts, reduce fuel use and lower CO2 output
- The church needed to consider its vision for the next 5 to 15 years. A plan for the use and the activities in the church needed to be carefully considered, planned, documented and agreed so that a strategy for bringing people into the church is formed.
- Along with this a Statement of Significance needed to be undertaken. This should be created with the help of a professional/experienced person that has carried one out before
- DAC should be fully informed of the project that we were undertaking and engaged with Jennie Schilling.

2) Decision

Following the PCC meeting in February the decision was taken by the PCC to progress with personal heating for the reasons raised above in accordance with the Heating Project Team's recommendation. A future decision would be taken on a long term solution to the heating of the church once new technologies become available that can overcome problems that have presented themselves in the analysis

3) Next steps

To be able to progress with the project, and provide local heating, it was also agreed to review the Church Strategy for the next 5 years and address whether the localised heating would be linked to chairs or whether the pews should stay and local heating applied to them in accordance with how the space might be used Following Steve's production of the 5 year Church Strategy, the PCC debated in the April meeting the pro and cons of various heating solutions and finalised on a vote on four options:

Option 1 – remove all pews and replace with chairs

Option 2 – leave all pews as they are

Option 3 – Remove pews at the rear of the church to increase the meeting space area

Option 4 – As option 3 and in addition remove the pews in the South and North aisles and replace with chairs In a special meeting in June dedicated to the decision, by a majority vote, option 4 was selected by the PCC.

Bruce Mullet was thereby instructed to investigate creating the local heating solution based on that option and report back to the PCC.

