

# The Parish Church of St. Oswald, Croxley Green

12 April 2024

Dear Church Member,

## **MEETING OF PARISHIONERS AND ANNUAL PAROCHIAL CHURCH MEETING 2024.**

I am pleased to send with this letter a portfolio of documents in preparation for the above meetings which will take place on **SUNDAY 21 APRIL** at 11.30 am in the church.

We issue the documents before the meetings to give you an opportunity to think about the matters to be discussed, and I hope you will read and digest the contents.

An important part of the meeting is the election of Churchwardens and members of the P.C.C. Please consider carefully whom you feel should represent the congregation in this way. Details of current members are given in the document entitled Elections 2024 attached. If your name is on the Electoral Roll and you would like to stand, or nominate someone else, please telephone the Vicar (01923 332244) or the Secretary, Brian Thomson (01923 226850) for a nomination form.

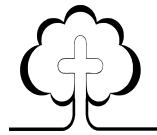
It is important that we hear from you and I very much hope that you will participate if you can.

Yours sincerely,

Robert Riley-Braley (Revd)  
Vicar

Documents attached  
Agenda  
Minutes of APCM 2023  
Budget 2024 and Reserves projection  
Churchwardens' report  
Deanery Synod report  
Elections 2024

Separate document  
Annual Report and Financial Statements of the PCC 2023



**St. Oswald's Church Croxley Green**  
**Meeting of Parishioners and Annual Parochial Church Meeting**  
**to be held in the Church on Sunday 21 April 2024 at 11.30**

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**AGENDA**

Opening Prayers led by the Vicar  
Apologies for absence  
Opening remarks

**MEETING OF PARISHIONERS**

To elect Churchwardens for the year 2024/2025

**ANNUAL PAROCHIAL CHURCH MEETING**

1. To approve the minutes of the APCM held on 23 April, 2023
2. To receive a report on the Electoral Roll
3. To receive the Annual Report and Financial Statements of the P.C.C. for the year ended 31 December, 2023
4. To note the budget for the year ending 31 December, 2024
5. To appoint an Independent Examiner for the year
6. To receive a Report from the Churchwardens on the Fabric, Goods, and Ornaments of the Church.
7. To receive a Report on the proceedings of the Deanery Synod.
8. To elect Members to the P.C.C.
9. To receive a Report on Safeguarding issues
10. Vicar's remarks
11. Any Other Business
12. Closing Prayers

**ST OSWALD'S PARISH CHURCH, CROXLEY GREEN  
MINUTES OF THE MEETING OF PARISHIONERS AND ANNUAL PAROCHIAL  
CHURCH MEETING  
HELD ON SUNDAY 23RD APRIL 2023 IN THE CHURCH HALL**

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**Present:** The Vicar, the 2 Churchwardens and 36 parishioners in the church

**Apologies** for absence were received from 16 parishioners.

**Welcome**

The Vicar welcomed people to the meeting and opened the meeting with a prayer.

**MEETING OF PARISHIONERS**

**Election of Churchwardens**

Maurice Lisley (proposed by Michael Hart and seconded by Mim Doughty) and Helen McAlpine (proposed by Brian Thomson and seconded by Val Edwards) had been nominated. There were no further nominations and both were unanimously elected to serve for the year 2023/24.

**ANNUAL PAROCHIAL CHURCH MEETING**

**1. Minutes of the 2022 Annual Meetings**

The meeting approved the minutes (*Prop. Phil Brading; Sec. Karen Muskett*) and there were no matters arising

**2. Electoral Roll Report**

The Electoral Roll Officer, Brian Thomson, provided the following report.

The Electoral Roll was revised before the meeting and had 105 names. Three members had moved away and one had died. The meeting noted that Brian Thomson was willing to continue in this capacity for the next year and thanks were expressed to Brian for his efforts.

**3. Annual Report and Financial Statements for the year ended 31 December, 2022**

The Treasurer presented her report advising that the accounts were in a different format to previous years to ensure compliance with the Charity Commission requirements. She explained that receipts were down, notably planned giving and donations and payments had increased. However, the situation wasn't as critical as it might have been thanks to receipts from hall rentals. Guy Parks had produced a pie chart outlining how the PCC envisaged forthcoming capital expenditure.

Michael Hart expressed gratitude that the PCC had agreed to there being a Parish Project with 50% of monies raised going to an external beneficiary; he urged the PCC to agree to 100% of income raised for the next project going to such a cause rather than 50% going into church funds. He noted the pie chart indicated that £50,000 was planned to be spent on kitchen improvements and he felt that if the church could spend that much internally then there should be no argument about a project not receiving 100% of monies raised. Clare Hook commented that there were approximately 100 people on the electoral roll and asked how much per head would be required to cover operating expenditure. Karen advised that the church needed £90,000 a year to cover costs; however, it was recognized that some people would not be in a position to increase their giving.

Tony Barton commented that it was oversimplifying matters to conclude that £50,000 was being spent on ourselves; the hall provided a service to the community and was therefore a means of outreach.

Concluding, Karen thanked Anne Georgina and Rupert Barnes for their sterling work in maximising revenue from the hall lettings.

The meeting formally accepted the Report and the audited Accounts for the year, which had been approved by the PCC and signed on its behalf by the Chairman. (*Prop. Guy Parks;*

Sec. Michael Hart). The meeting thanked Karen Pryse for all her work as Treasurer managing the church finances and David Warman for his support.

#### **4. Budget for the year ending 31 December, 2023**

The meeting noted the budget. Karen explained she had tried to account for higher energy bills and was continuing to review contracts to obtain the most favourable terms.

#### **5. Appointment of Independent Examiner**

The meeting thanked David Beak for his work on the 2022 Accounts and approved his re-appointment for 2023 (*Prop. Chris Guy; Sec. Maurice Lisley*)

#### **6. Report on the Fabric, Goods & Ornaments of the Church**

The meeting received a written report from the Churchwardens on developments during 2022, there were no questions.

Thanks were expressed to the Churchwardens for all their hard work during the last year.

#### **7. Deanery Synod Report**

The meeting received a written report from our three lay representatives; there were no questions.

#### **8. Elections to the Parochial Church Council**

There were four vacancies for the period 2023/26. The meeting thanked the four members of the PCC who had completed their terms: Deborah Clifford, Jonathan Cox, Richard Griffiths and Tom Lisley.

4 nominations had been received as follows:

	<u>Proposed</u>	<u>Seconded</u>
Jonathan Cox	Margaret Cox	Michael Hart
Brian Thomson	Hilary Broadbent	Richard Griffiths
Debbie Clifford	Maurice Lisley	Kay Fearn
Steve Clifford	Kay Fearn	Carole Battell

There being no further nominations, all four were declared elected.

#### **9. Elections to the Deanery Synod**

There were three vacancies for the period 2023/26. The meeting thanked our three representatives, Tony Barton, Richard Doughty and Guy Parks who had completed their terms. All three were prepared to stand again: -

	<u>Proposed</u>	<u>Seconded</u>
Tony Barton	Brian Thomson	Jane Brading
Richard Doughty	Brian Thomson	Phil Brading
Guy Parks	Phil Brading	Roger Baron

There being no further nominations, all three were declared elected.

#### **10. Safeguarding issues**

Alan Restarick read the report below from the Safeguarding Team. As we reported last year, the PCC has continued to comply 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).

Over the past year we have continued to undertake relevant DBS clearances when necessary which has been helped as many of you have now signed up to the ongoing updating service, which continues to be free for volunteers. So a huge thank you to those who have done this although it has come to light, in so doing, that the details which we have on our records, aren't always accurate as they need to be so we will continue to be hopeful that you will help us to correct these when necessary.

Although we have asked for your help we are here to help you in all aspects of safeguarding so please do remember you can contact any member of the Safeguarding team, in complete

confidence, should you ever have any concerns over any form of Safeguarding whether you yourselves have suffered or you have witnessed others suffering .

Training continues to be offered on line so we all need to keep up to date with our own training and or roles in Church indicate which levels are required, but again we are here to help you.

Your safe guarding team is Gill Thomson (SO), ably assisted by Alan Restarick, Catherine Farman and Steve Clifford, however Gill is hoping to be able to stand down this year so we are looking for another willing volunteer to join the team. More hands make light work.

Do speak to any one of us if you are at all interested.

Alan emphasised that if anyone was in doubt about whether DBS clearance was required, they should check with the Safeguarding team.

Colin Nunn asked whether DBS clearance from another organisation was valid for use at St Oswald's. Alan advised that it was possible to use clearance from another organization if the individual had signed up for the DBS Update Service.

The meeting thanked Gill Thomson, Catherine Farman, Steve Clifford and Alan Restarick for all their work in this important area.

#### **11. Vicar's Remarks**

The vicar referred to his written report contained in the bundle and reflected that thanks to the commitment and energy of members of the congregation a lot was being done. He believed there needed to be a hopeful realism for the future while allowing for an element of grieving for the past, recognising things had changed. We should be on the look-out for signs of God at work which, realistically were likely to be small things but nevertheless reasons for encouragement and hope. In recent months there had been a number of initiatives that had had a positive impact, for example, the Warm Welcome, Social media, the Ash Wednesday children's workshop, the recent Christian Aid event, introduction of a recycling facility in the church porch, Café O, and Holy Week play reading.

He asked that we continue to pray for St Oswald's and the PCC.

#### **12. Any Other Business**

None

The meeting closed with the Leading Your Church Into Growth prayer and the grace.

ST OSWALD'S CHURCH BUDGET 2024					
		ACTUAL		BUDGET	
		2023		2024	
RECEIPTS		£	£	£	£
<u>Voluntary Receipts</u>					
	Planned Giving	47,599		48,000	
	Collections & other giving	2,051		2,500	
	Income Tax Recovered	10,154	59,804	10,250	60,750
<u>Other voluntary Income</u>					
	Donations		1,988		2,000
<u>Receipts from activities for generating funds</u>					
	Magazine income		384		100
<u>Receipts from Church Activities</u>					
	Fees	1,132		1,200	
	Café O	2,968		3,000	
	Remembrance book	0		200	
	Outreach	630		750	
	Miscellaneous	286		1,200	
	fund raising in lieu of project	648		- 0	
	use of church	680	6,344	800	7,150
<u>Receipts from Investments</u>					
	Bank & CBF Deposit account interest		491		350
TOTAL RECEIPTS			69,011		70,350
<u>PAYMENTS</u>					
<u>Church Activities</u>	Diocesan Parish Share (Quota)	68,475		70,200	
	Clergy expenses	1,085		1,200	
	Fees & Wages	264		250	
	Education, Books & Music	1,371		1,300	
	Outreach	383		750	
	Altar requisites	256		150	
	Administration	1,403		1,500	
	Communications	257		400	
	Sundry (inc bank charges)	819		750	
	Remembrance book	63		200	
	Stationery & Printing	696		450	
	Cafe O	38		40	
	Gifts	200	75,310	100	77,290
	Heating, Lighting, Insurance	2,112		2,500	
	Insurance	1,358		1,500	
	Laundry & cleaning	1,418		1,500	
	Minor repairs	2,155	7,043	1,000	6,500
	Use of Grant		-750		0
TOTAL PAYMENTS			(81,603)		(83,790)
(SHORTFALL)/EXCESS OF RECEIPTS OVER PAYMENTS			(12,592)		(13,440)

## ST OSWALD'S CHURCH BUDGET 2024 continued

<u>CHURCH HALL</u>					
<u>Receipts</u>	Church lettings	1,718		2,000	
	Non Church lettings	22,196	23,914	23,000	25,000
<u>Payments</u>	Wages & Cleaning materials	6,093		6,700	
	Heating, lighting, & phone	2,079		2,500	
	Insurance	944		1,000	
	Repairs & maintenance	1,006		1,000	
	Rates	1,622	(11,744)	1,800	(13,000)
EXCESS OF RECEIPTS OVER PAYMENTS		12,170		12,000	
NET SURPLUS/deficit FOR THE YEAR		(422)		(1,440)	

date	Item	debit	credit	TOTAL reserves balance	Church reserves balance	Hall reserves balance	Church Kitchen fund	Bequests & donations fund	Net zero fund
	<b>2023 balance of reserves</b>			£65,082	£20,999	£15,419	£18,445	£10,219	£0
	Church brick re pointing	£870		£64,212	£20,129				
	AV ph1 new mixer rack	£4,000		£60,212	£16,129				
	<i>Transfer to reserves</i>		£9,000						
									<i>insufficient surplus to make transfer into reserves</i>
	<b>2024 balance of reserves</b>			£60,212	£16,129	£15,419	£18,445	£10,219	£0
	Hall soffit & fascia repairs	£2,244		£57,968			£13,175		
	AV ph 2 purchase of projector	£6,774		£51,194					
	Church kitchen	£13,500		£37,694					
	AV ph 3 Projector instal	£5,460		£32,234					
	AV ph 3a LCD screens	£1,350		£30,884					
	<i>AV ph 4 camera</i>	£3,600							<i>Postpone camera</i>
	<i>New hall water tank</i>	£1,000		£29,884	<i>estimate</i>				
	<i>Repairs to hall steel roof</i>	£1,000		£28,884	<i>estimate</i>				
	<i>Transfer to net Zero fund</i>		£3,000						<i>From surplus - Not incl. until conf'd</i>
	<i>Transfer to reserves for works</i>		£8,000						<i>From surplus - Not incl. until conf'd</i>
	<b>2025 balance of reserves</b>			£28,884					
	Hall floor resealing	£5,000		£23,884					
	Hall Kitchen replacement	£30,000		£-6,116					
	<i>Transfer to net Zero fund</i>		£3,000						<i>From surplus - Not incl. until conf'd</i>
	<i>Transfer to reserves for works</i>		£8,000						<i>From surplus - Not incl. until conf'd</i>
	<b>2026 balance of reserves</b>			£-6,116					
	External church redecoration	£10,000		£-16,116					
	<i>Transfer to net Zero fund</i>		£3,000						<i>From surplus - Not incl. until conf'd</i>
	<i>Transfer to reserves for works</i>		£8,000						<i>From surplus - Not incl. until conf'd</i>

**ST OSWALD'S CROXLEY GREEN**  
**CHURCHWARDENS' REPORT ON THE FABRIC AND GOODS OF THE CHURCH**  
**2023-24**

Work has continued throughout the year to maintain the church and hall. We are very grateful to all those who have contributed to the practical maintenance and development throughout the year.

During the course of the year, the PCC agreed proposals to upgrade the audio visual equipment in the church. The sound mixer desk has been replaced and upgraded as a result of this and we have applied to the diocese for permission to install fixed projector, screens and camera to complete this project in stages, as finances permit. We are hoping final queries will be resolved soon, to enable the first phase of this work to take place – installation of the projector and screens.

The PCC also agreed proposals to upgrade the church kitchen and the area immediately outside the kitchen, to help with Café O and other outreach activities. We are extremely grateful for the very generous gifts that the church has received towards this work and have applied to the diocese for permission to carry it out, hopefully in the forthcoming school summer holiday period.

A new pay station was installed in the church last summer. This has generally worked well and was used immediately by parents making donations at last year's Holiday Club. It has improved the take up of card payments to the church, including our parish project and Christmas tree pledge charities. We are awaiting the delivery of a stand for this, which we were able to order as a result of a generous gift by a member of the congregation.

There have been some issues with our internet connection in the church, which have affected the operation of the pay station. It is hoped that (at least) a temporary resolution to this has been found, while negotiations with BT take place to move the line from the hall to the church, which will be particularly important for the operation of the audio visual system.

Facias have been repaired and painted on the hall and other repairs and improvements have been carried out within the hall. This has included the replacement of the hot water tank, repair of one of the heaters, reflooring in one of the toilets, repair of the kitchen shutter and other repair work which is ongoing. Many thanks are due to all those who have helped achieve this.

There have been several clear up mornings during the year, in which a number of minor repairs such as fixing gutter leaks and clearing drains have happened. In addition, substantial cleaning, tidying and garden maintenance has been carried out in and around the church and the hall, and in the alleyway/footpath. We are grateful to everyone who has taken part in these events and other general maintenance through the year – for example, mowing the grass, changing lightbulbs and ensuring that green waste is loaded into the appropriate bins and collected.

Following protracted negotiations with Sanctuary Housing, planning permission has recently been granted for a compromise scheme to install two new parking spaces, for the use of residents at Shaftesbury Court. It is hoped that this will help to relieve some pressure on the church car park at busy times and enable some residents with mobility difficulties to park closer to their homes. We are hoping that Sanctuary Housing will be able to complete this work in the near future. We are particularly grateful to the chair of the FGPC for seeing this through so far.

*Maurice Lisley and Helen McAlpine  
March 2024*

## RICKMANSWORTH DEANERY

**We are the body of Christ**

### Deanery Synod Report 23/24

#### March 2023 Synod

**Our Guest speaker was Ruth Dennigan** – Growing vocations and lay ministry officer. She noted that 90% of ministry is by lay people, and we need to develop an awareness of vocation in the Church. We need to develop a mindset that all are welcome to exercise ministry. We need to adjust the requirement to what people are able to offer. We should remember to say ‘thank you,’ and celebrate volunteers. Parishes should make it clear who to contact if they wish to volunteer. All volunteers in the Church are part of its ministry, including doing the flowers and providing tea and coffee. We need to have a culture of growing our faith.

**PtOs.** The diocese invited us to seek out priests in the diocese with permission to officiate (PtO). Following some invitations, Rev'd Adrian Manning joined the synod in July.

**Trinity project update**, including partnering with other organisations.

#### July 2023 Synod

**Trinity project update**, including report of first donut club at St Oswald's.

**Archdeacon's inspections** were starting and would be made by Fr Cutmore.

**Vacancies** at Chipperfield and St Mary's had been filled

We noted new appointments to the Synod from each parish following APCMs.

#### November 2023 Synod

**Guest speaker:** Prof Nicola Slee. ‘Sabbath the hidden heartbeat of our lives.’ Prof. Slee gave an interesting and thought-provoking talk in four sections, about the many different meanings of the Sabbath. This included a short break out section for group discussion and an opportunity for comment at the end.

**Trinity project update.** Richard Doughty has agreed to be its secretary. Charlotte Barton is the project's worker, A suicide prevention scheme has provided funding for two courses per term for three years. The project is for both Primary and secondary school students.

**RIP.** We noted the sad deaths of John Rhodes (Deanery Synod Lay chair) and Bishop David Pitches past vicar of S Andrews Chorleywood.

## ELECTIONS 2024

At the meetings this year there will be elections for Churchwardens and PCC members. The elections are an important part of the proceedings and it is hoped that you will consider carefully whom you wish to represent the congregation. If you would like to stand, or nominate someone else, please telephone the Vicar (01923 332244) or the secretary, Brian Thomson (01923 226850) for nomination forms before the meeting. Approaches to potential candidates should be made before the meeting so that they have sufficient time to consider whether they wish to make a commitment of this nature. All those coming to the end of their term this year are eligible for re-election, should they wish to stand again.

### **1. CHURCHWARDENS**

At the Meeting of Parishioners each year we must appoint two Churchwardens to serve for twelve months, although (if willing to stand for re-election and nominated in writing before the start of the meeting) they are eligible for re-election in subsequent years up to a maximum of six consecutive years. After six years' service, two years must pass before they become eligible to serve again; this restriction may however be waived if the Annual Meeting so decides.

The essence of the appointment of Churchwardens is that it shall be by joint consent of the Vicar and the Parishioners. If there are only two nominations, then both are thereby elected; if there are more than two nominations an election is held. Under certain exceptional circumstances it is permissible for the Vicar to appoint one and for the Parishioners to elect the other from the remaining nominees.

The current Wardens are Maurice Lisley and Helen McAlpine.

**Who can vote?**      a) Any lay person who is on the Electoral Roll, or  
                                b) Any residents in the Parish whose names are entered on the  
                                roll of local government electors.

**Who can stand?**      Any person who is entitled to vote (see above), an actual  
                                communicant member of the Church of England and is 21  
                                years old or over.

### **2. PAROCHIAL CHURCH COUNCIL**

The present Church Council consists of:

**The Vicar**                : Rev'd Robert Riley-Braley (Chair)

**Churchwardens**           : Maurice Lisley and Helen McAlpine

**Deanery Synod members**  
(until 2026)                : Tony Barton, Guy Parks and Richard Doughty

#### **Elected P.C.C. members:**

Until 2024 : Anne Thomas, Karen Pryse, Lynn Williamson, Anne-Georgina Barnes

Until 2025 : Val Edwards, Alan Restarick, Clare Hook, Margaret Cox

Until 2026 : Debbie Clifford, Steve Clifford, Jonathan Cox, Brian Thomson

St Oswald's has twelve spaces on the PCC. Elected PCC members serve for three years, but one-third of the twelve retire each year with two thirds continuing so as to provide continuity. There are four vacancies for the three years 2024-2027. If nominations do not exceed the number of vacancies, all are declared elected. If there are more nominations than vacancies, an election is held (in which only members of the revised Electoral Roll may vote) and those with the highest votes are elected.

If an election is needed, each voter is entitled to the same number of votes as there are vacancies, and only one vote may be given to any one candidate.

This year there will be four vacancies when Anne Thomas, Karen Pryse, Lynn Williamson and Anne-Georgina Barnes step down at the end of their terms. Although, if willing to stand for re-election and nominated in writing before the start of the meeting, they are eligible for re-election for a further three years.