

**THE PARISH OF ST KENELM,  
CLIFTON-UPON-TEME**



**ANNUAL PAROCHIAL CHURCH MEETING  
TO BE HELD IN CLIFTON CHURCH  
ON  
MONDAY 9<sup>TH</sup> MAY 2022  
AT 7PM**



**St Kenelm, Clifton**  
**Agenda for the Annual Parochial Church Meeting**  
**Monday 9<sup>th</sup> May 2022 at 7pm in Church**

*Opening Prayers*

**Part 1: Vestry Meeting for the Election of Churchwardens**

1. Apologies for absence
2. Minutes of the meeting held 17<sup>th</sup> May 2021
3. Matters arising
4. Election of Churchwardens

**Part 2: Annual Parochial Church Meeting**

1. Apologies
2. Minutes of the meeting held on 17<sup>th</sup> May 2021
3. Matters Arising
4. Reports
  - a) PCC Annual Report with Electoral Roll
  - b) Churchwarden's Fabric Report
  - c) Deanery Synod
  - d) Team Vicar
  - e) Licensed Lay Minister and Pastoral Care
  - f) Health and Safety
  - g) Bell Ringers
  - h) Choir
  - i) Sidesmen
  - j) Friends of St Kenelm's
  - k) Safeguarding Report
  - l) Environmental
  - m) WWRT Financial Statement for the year ending 31/12/21
  - n) Treasurer's Report
  - o) Financial Statement for the year ending 31/12/21
5. Election to Deanery Synod (one vacancy 2022-2023)
6. Election of PCC Members
7. Decide on membership of LLMs serving the parish
8. Appointment of Independent Examiner
9. AOB

**Part 3: Meeting of the New Parochial Church Council**

1. Election of Lay Officers – Vice-Chair, Treasurer, Secretary, Electoral Roll Officer, Standing Committee
2. Co-option of members to Serve on the PCC
3. A.O.B.
4. Dates for next PCC Meetings

*Closing Prayers*

**ST KENELM'S, CLIFTON ON TEME**  
**APCM MINUTES**  
**HELD ON MONDAY 17<sup>TH</sup> MAY 2021, 7PM IN CHURCH**

Attendees: Revd Canon David Sherwin, Barbara Seeley, Alana Cooper, Janet Hann, Ruth Wilson, Pippa Balch, Mike Dowling, and Liz Edwards.

Apologies: Pat Snelling, Bob Davis, and Jackie Gilbert

David welcomed everyone to the meeting and opened with prayers and a reading.

<b>Part 1: Vestry Meeting for the Election of Churchwardens</b> <i>(Anyone resident in the parish is entitled to vote)</i>		
1.	Apologies for absence were read out as above.	
2.	The minutes of the vestry meeting on 5 <sup>th</sup> October 2020 were signed by David Sherwin as a true and accurate record of the meeting.	
3.	There were no matters arising.	
4.	<b>Election of Churchwardens:</b> Barbara Seeley was proposed by Janet Hann, seconded by Pippa Balch Alana Cooper was proposed by Pippa Balch, seconded by Janet Hann The PCC were all in favour of electing them as Churchwardens for the coming year.	
<b>Part 2: Annual Parochial Church Meeting</b> <i>(Everyone on the church electoral roll is entitled to vote)</i>		
1.	Apologies for absence were read out as above.	
2.	The minutes of the APCM held on 5 <sup>th</sup> October 2020 were signed by David Sherwin as a true and accurate record of the meeting.	
3.	<b>Matters Arising:</b> There were no matters arising.	
4.	The reports that were contained within the APCM booklet and had been read by everyone before the meeting. The following points were noted: b) <b>Electoral Roll</b> – following the completed revision of the electoral roll the final number is 29. This is a reduction of 1 as the person is deceased. The completed list will be displayed on the noticeboard for the required 2 weeks. c) <b>Churchwardens</b> – The Rectory is now for sale. David will write an article for Teme Triangle explaining the reason for the sale and where the monies will go. He will also do some research into the history of church buildings to understand property ownership. Alana sent a personal email to Mark Wild responding to the notice of sale, advising of the unease in the village regarding its sale and asking for a contribution to the tower restoration costs from the proceeds. This email will be included in the minute file. Alana and Barbara will also contact Mark Wild regarding blocking off the gate from the Rectory to the churchyard as it is not a public access. They would also like the boundaries of the property to be made clear. d) <b>Deanery Synod</b> – Information regarding local events that may be of interest to the whole of the new Worcester Deanery can be sent to the Deanery Secretary who will publicize them Deanery wide. g) <b>Associate Priest</b> – Jennifer is hoping to start up the Tea Service again soon – it will initially be held in the Village Hall at Martley as there is more space for social distancing. i) <b>Readers</b> –David thanked Pat for all her hard work, and the work she has been doing in the background even though not in person. Jill Smith has been busy online with Churches Together. j) <b>Health and Safety</b> –There are some positive moves taking place regarding disabled access. k) <b>Bell Ringers</b> – The 3 Clifton bell ringers do a monthly practice with the Martley ringers, and they co-operate together for any events that require the bells.	JH DS AC/ BS

	<p>l) <b>Choir</b> – The choir is a great asset and has really enhanced worship. David will keep an eye on the Church of England website for when singing in the congregation is allowed again.</p> <p>m) <b>Sidespersons</b> – Thank you to Mike Snelling for all the wonderful work he does.</p> <p>n) <b>Friends of St Kenelm's</b> – The talk on the history of hop picking will be going ahead. The Friends are actively pursuing advertising events in the village.</p> <p>o) <b>Pastoral Care</b> – Pat has been very active and will continue to be so. Thank you to Pat for all her hard work.</p> <p>p) <b>Safeguarding</b> – There is a PCC meeting on 7<sup>th</sup> June at 2pm to discuss safeguarding.</p> <p>r) <b>Financial</b> – Bob was not at the meeting but sent the following report:  <i>We had a reduction in income, but also a reduction in expenditure. This is mostly accounted for by the situation experienced by all parishes.</i>  <i>I must ask for your forgiveness that this is my last year as Treasurer as I feel I will not be able to continue due to ill health. The PCC are aware of this and have made appropriate arrangements for Mike and Barbara to continue the recording of accounts and banking as required.</i>  <i>I have enjoyed the many years that I have served in the past and on the PCC, but I feel that in fairness I would be wise to pass the reins to someone else. I will, however, be available to assist in any way that I can.</i>  <i>Regards to all on the PCC and in the parish and diocese.</i></p>	
5.	<p><b>Election of PCC Members:</b>  Pippa Balch was proposed by Bob Davis, seconded by Janet Hann)  Jackie Gilbert was proposed by Barbara Seeley, seconded by Pippa Balch)  Janet Hann was proposed by Ruth Wilson, seconded by Mike Snelling) All were in favour  Ruth Wilson was proposed by Janet Hann, seconded by Alana Cooper)  Bob Davis was proposed by Barbara Seeley, seconded by Alana Cooper)</p>	
6.	<p><b>Appointment of Independent Examiner</b> – Mike Snelling proposed, and Barbara Seeley seconded asking Tony Dipple to be the Independent Examiner for 2021. All were in favour.</p>	
7.	<p>There was no other business.</p>	
<p style="text-align: center;"><b>Part 3: Meeting of the New Parochial Church Council</b>  <i>(For members of the PCC only)</i></p>		
1.	<p><b>Election of Lay Officers:</b>  Lay Chairman: Barbara Seeley and Alana Cooper were proposed by Janet Hann, seconded by Pippa Balch.  Acting Treasurer: Mike Snelling was proposed by Barbara Seeley, seconded by Alana Cooper.  Secretary: Liz Edwards was proposed by Janet Hann, seconded by Barbara Seeley.  Electoral Roll Officer: Janet Hann was proposed by Alana Cooper, seconded by Mike Snelling  The Standing Committee consists of the Vicar, Lay Chair, Warden, Treasurer and Secretary  All were in favour.</p>	
2.	<p><b>Co-opt Reader and Acting Treasurer</b>  The Co-option of Patricia Snelling as Reader and Mike Snelling as Acting Treasurer was proposed by Alana Cooper, seconded by Barbara Seeley. All in favour.</p>	
3.	<p><b>A.O.B.:</b>  There was no other business.</p>	
4.	<p><b>Dates of Next PCC Meetings (all at 2pm):</b>  7<sup>th</sup> June 2021                      12<sup>th</sup> July 2021  13<sup>th</sup> September 2021        8<sup>th</sup> November 2021</p>	

The meeting finished at approximately 7.55pm with all saying The Grace.

## **ST KENELM, CLIFTON – PCC Members who have served 2021-22**

### **Ex Officio:**

Team Rector: Revd Canon David Sherwin (Chair) – *Retired January 2022*

Team Vicar: Revd Anne Potter (Chair) – *From January 2022*

Deanery Synod Representative: Ruth Wilson (2020-2023)

Deanery Synod Representative: Janet Hann (2020 – March 2022)

Churchwarden: Barbara Seeley (Joint Vice-Chair)

Churchwarden: Alana Cooper (Joint Vice-Chair)

### **Members:**

#### **Elected Members** (*up to 6 for an electoral roll of up to 50*)

Bob Davis

Pippa Balch

Jackie Gilbert

3 vacancies

#### **Co-opted Members:**

Mike Snelling (Treasurer)

Pat Snelling (LLM)

Delegates to report any serious safeguarding and non-safeguarding incidents to the Charity Commission: Bob Davis and Alana Cooper – from March 2019

#### **Non-PCC Members who serve St Kenelm's:**

PCC Secretary: Liz Edwards

Parish Safeguarding Representative (PSR): Rachel Austin

Team Safeguarding Officer (TSO): Alison Khan

## REPORTS:

### A) PCC ANNUAL REPORT

The PCC met 7 times during the year (May 2021 to April 2022), a short meeting to appoint officers following the APCM in May 2021 and ordinary meetings in July, September and November 2021 and January and March 2022. There was also an additional extraordinary meeting held in June 2021.

Archdeacon's Visitations took place in June 2021 at St John-in-Bedwardine. Barbara Seeley and Alana Cooper attended on behalf of Clifton PCC in their capacity as Churchwardens. Mike Snelling also attended in his capacity as Treasurer.

In July 2021 the PCC were advised that the Parish Share would be changing to a Ministry Share from 2022, whereby the WWRT would be allocated a number of clergy (currently 2), and the cost of those clergy divided up among all the parishes of the WWRT. In January 2022 the PCC agreed to endeavour to pay the whole Ministry Share allocated to St Kenelm's for 2022.

In July 2021 the PCC were advised of the diocesan initiative that 'Environmental Issues' should feature on every agenda. Ruth Wilson volunteered to be the Eco Representative for Clifton PCC.

As part of his tour round Worcester Deanery, Bishop Martin Gorick visited St Kenelm's for mid-day prayers in September 2021.

In February 2022 a new Family Service initiative 'Activ-i-teas' started. This will take place on the 3<sup>rd</sup> Sunday of every month, in conjunction with Lower Sapey and The Shelsleys, but initially held at Clifton Village Hall.

A weekday Morning Prayer recommenced in February 2022 on the 2<sup>nd</sup> Monday of each month at 9.30am.

Revd Canon David Sherwin retired at the end of 2021 after 20 years as Team Rector and including 10 years as Rural Dean. He also trained 4 curates. The process for recruitment of a new incumbent started in January 2022 with a meeting of the Churchwardens and the Archdeacon of Worcester. Following this meeting a Visioning Group, led by Alison Maddocks and Revd Diane Cooksey has been set up to push this forward.

In July 2021 the PCC approved a policy on the Recruitment of Ex-offenders and a Social-Media Policy. The safeguarding policy was reviewed and reapproved at the PCC meeting on 14<sup>th</sup> March 2022.

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

Following the APCM in May 2021 the PCC had 5 elected members of the Laity (leaving one vacancy) plus 2 co-opted members and 2 churchwardens. There are 2 Deanery Synod representatives who are also PCC members.

During 2021 there were 3 baptisms and 0 weddings. There were 5 funeral services held in church and 2 burials of ashes. There were also 5 funeral services held at a Crematorium for Clifton parish.

Following the annual revision of the electoral roll, there was one addition. The number of entries is now **30**.

Each meeting opened with a prayer and closed with all saying 'The Grace'

*Liz Edwards - PCC Secretary*

## **B) CHURCHWARDEN'S (INCLUDING FABRIC)**

Covid continued to be a challenge with changes in government regulations throughout the year. We, however, maintained our cleaning regime well after governmental requirements.

David, our leader for so many years, retired, finishing his services for us in November. We managed despite Covid, to give him a good send off at St. Kenelm's, as we had Archdeacon Robert Jones, sharing a service with him at which we made our presentation of a gift and heartfelt thanks for all of his years of service. We are now lucky to have Anne Potter as our Team Vicar.

Despite the WWRT now being down to one stipendiary priest, we have managed to keep up two live services a month. This provides Holy Communion which (as asked for by parishioners), alternates monthly with Matins. Our second service each month is Evensong (also as requested by parishioners). We owe a large debt of thanks, as always, to Pat Snelling and Barbara Seeley, for helping maintain the number of services while being short of stipendiary clergy.

Attendance at services have managed to be reasonably consistent and we had good numbers for our Christmas Services including Christingle.

Sadly, it was finally decided to remove the notice board due to safety issues, no decision has been made yet about a replacement.

On a happy note, the church clock was finally electrified thus saving the constant ladder climbing by our stalwart clock-winders, to whom we are eternally grateful.

Our Peace Garden will hopefully get underway this year as we have secured some of the finance with hopefully 106 funding to follow, which was delayed by a covenant on the deeds.

St Kenelm's can finally boast a disabled/mobility access, funded by the kindness of our Parish Council, to whom we are most grateful. They are also, kindly contributing financially to the upkeep of the churchyard.

As part of our ongoing 'damage limitation' program, we are awaiting the gutters being cleaned again.

CLEANING. We would like to extend sincere thanks to all of those who participated in our church and churchyard clean ups. This includes the first of our 'Tea for Tombs' clearing our beautiful churchyard monuments from weeds and algae, which we hope to continue. Also, thanks to our wonderful indoor cleaners, giving our church a much-needed Spring Clean despite it being winter.

FABRIC. We are now starting to move forward with faculties and funding for the tower. During the February storms, we lost shingles off the roof and repairs have been taken in hand.

Love and God bless

*Alana Cooper and Barbara Seeley - Churchwardens*



## C) DEANERY SYNOD

This report is a synopsis of the work of the re-formed Deanery Synod for the Worcester Area for the year 2021.

Our first meeting was on the 9th March and after being opened by the new Area Dean, Revd. Diane Cooksey our zoom meeting showed 63 active screens including members from the former Deaneries of Martley and Worcester West, Worcester East, and the Saltway Team part of the Droitwich Deanery. We were given instruction by the two Archdeacons and Bishop Martin as to their expectations. Diane Cooksey stated who she intended to appoint as her Leadership Team of six and she was then Commissioned. Three further meetings for 2021 were planned and announced those being, June, September, and November.

Our June meeting was again held on Zoom with Alison Maddocks in her new role as 'Dean of Smaller Churches' speaking to us. We were told that the current definition of a 'smaller church' is based on an Electoral Roll of 20 or less. The 2018 figures are in use at this moment.

The September meeting was supposed to be 'face to face' and incorporate a Deanery Service to be held at All Saints, Deansway. Unfortunately, some people did not appreciate that it was an actual meeting and not a voluntary attendance, misunderstood the instructions given, were worried about the then lack of motor fuel available in the UK or the several other reasons that were given. As it was, those few that attended, enjoyed the experience.

November's meeting was again back on Zoom with darker nights and a reoccurrence of Covid surging in the area. John Preston the Diocesan Secretary dealt with the financial health of the Diocese and explained in detail why certain decisions are being taken on our behalf. Whilst the details are not always pleasant to hear, I am sure that your appointed Deanery Synod Representative has already passed on to you, via your PCC's, the salient points.

On a more positive note, A Deanery Questionnaire was prepared by the Leadership Team and most churches, though not all, have replied to that. Analysis of those answers is taking place at the time of writing this summary and some of that evidence and examples will be used at the Diocesan 'Open Conversations 3' due to be held throughout 2022.

Deanery Synod always used to be referred to something along the lines of a 'group of people in a meeting waiting to go home' and many felt that it had lost its way in the greater scheme of things. By reducing the number of Deaneries and increasing the sizes to now include both Rural and Urban Churches there is a strong chance that your church can by using the stronger voice of an expanded group have a meaningful input into the Worcester Diocese. I urge you to make sure that your Representatives regularly report back to you and that you also ensure that your views and wishes go back, via them into the melting pot.

*Paul Fulbrook (Worcester Area Deanery Secretary – February 2022)*

## D) TEAM VICAR

2021 was another year of constant changes in restrictions, rules and regulations focussed around Covid19. Throughout our benefice though worship took place in our church buildings all through the year. Whilst we had a reduced number of services, and we were unable to share communion, for much of the year we were able to offer fellowship for those who wished in person. Alongside the in-person services we continued to create you-tube act of worships and share with others, albeit in little boxes on a screen. Hence, building on the technology skills learnt during the first year of the pandemic.

Compared to the end of 2020 the end of 2021 saw the nation and hence our church communities in a better place with the majority triple vaccinated along with advanced research into anti-viral drugs. However, at the end of the year we were still living in a time of uncertainty, we knew the past but were unsure of the future – were we going to go into another lockdown after Christmas with all the continuing mental health issues around isolation, employment, and other related issues.

Beavering away in the background our eco-warriors engaged with on-line questionnaires from A Rocha resulting in some of our parishes gaining silver award. Well done to you all.

We have a lot to thank God for as we move forwards but looking back, not just over 2021, but twenty years we give thanks for the ministry of Rev Canon David Sherwin. As his time for retirement came we were able to celebrate and acknowledge our gratitude throughout the benefice, in a variety of ways, culminating in a service in Martley church, followed by a lunch, at the end of November – the final Sunday in our Christian liturgical year. From a personal perspective David was a great colleague, a pastoral mentor, and a real pleasure to work with. His relationships with people in the parishes both within the worshipping community and the wider area were filled with love, kindness, and most of all graciousness. He reflected his love of Christ to all those he met in their daily lives.

Annual reports are an opportunity to thank all those who work so hard to keep our churches sustainable. Whilst not wanting to name folk (bound to leave someone out!) I would like to thank all PCC members; the churchwardens who give so much of themselves both in time and person to the day-to-day running of the parishes; the ministry team and ALMs who support the worship week in week out alongside their pastoral work; and all others who contribute, so many selflessly, in looking after buildings, churchyards and neighbours according to their particular gifts.

*For even as the body is one and yet has many members, and all the members of the body, though they are many, are one body, so also is Christ. For in the one Spirit we were all baptised into one body....and we were all made to drink of one spirit.*

*1 Corinthians 12: 12-13*

In conclusion I would like to finish by quoting the essence of the final paragraph from David's Team Rector's report last year. We are the church of God and in our Lord's strength we will move forward together. We are not lone parishes we are a team. The prayer is that we will grow together as a benefice as the years move on.

With every blessing.

*Rev Anne Potter*

## **E) LICENSED LAY MINISTER AND PASTORAL CARE**

It has been a great privilege to minister in the parish of Clifton upon Teme with St Kenelm's at its heart. I always feel so comfortable and welcome within our very loyal and devoted congregation.

It has of course been a difficult year with Covid restrictions still with us, further added too by my two stays in hospital during the year and the then long recovery periods which interrupted my ministry during Eastertide, and later in the year the Christmas Services.

However, despite these setbacks I have been able to participate in the ministry at St Kenelm's within the usual cycle of Morning and Evening Prayer and some very special services, The Remembrance Service and Parade, the Memorial Service on All Souls Day.

Outside the church the Clifton School Assemblies with 'Open the Book' teachings have continued when conditions allowed, and these have been greatly appreciated by the school staff and enjoyed by the children. May I say thank you to Barbara and Pam for being part of the assembly team, and their wonderful contribution.

The Pastoral Care Team has continued throughout the year despite the difficulties, and I know from the reaction and welcome that we receive on behalf of St Kenelm's we do make a difference. Very grateful thanks to Barbara, Pam and Pippa for their dedication and commitment to a sensitive and difficult area of ministry.

Home Communion has taken place once again as dictated by restrictions. They have been a particular comfort during these distressing times, some of them linked to generous giving to St Kenelm's.

I continue to be a Day Chaplain at Worcester Cathedral, something I enjoy and find very rewarding.

Thank you to all those who have helped me through this very difficult year, you have given me such hope and comfort, and I know what a blessing it is to be part of St Kenelm's Family.

*Patricia Snelling*

## **F) HEALTH AND SAFETY**

Throughout the year regular checks have been made to ensure the building and its surrounds continues to be a safe place to worship.

Due to COVID guidelines the church building continued to be through periods of closure and some planned projects had to be put on hold or cancelled at the last minute due to local levels of COVID. Thanks again are extended to the churchwardens and voluntary cleaners who organised and took on the role of daily sanitising the church to meet the guidelines for the church to be open for private prayer and services.

The project to install electronic winding gear for the clock has been completed and the necessary electronics fitted. There is now no need for the regular winding of the clock which involved climbing the ladder in the bell tower to the loft.

The planned entrance from the pavement to the churchyard to allow access for the less mobile, wheelchairs and pushchairs was rethought to remove the need for planning permission. This is now completed via the footpath at the side of the church and the original path across to the door widened and resurfaced to allow easy access. Thanks are extended to all who worked on these projects which are now successfully completed.

*Ruth Wilson and Pippa Balch*

## **G) BELL RINGERS**

Due to the Covid pandemic the Clifton Bell Ringers have not rung since February 2020. Our monthly Friday meetings with Martley and District Ringers have also been suspended, and we have not had any visiting ringers.

*Bob Davis – Tower Captain*

## **H) CHOIR**

The choir is very pleased to be able to sing regularly at church services. We meet from 7.0pm to 8.0pm every Thursday evening, whether or not there is a service on the following Sunday. We practise hymns for services, sing our favourites and learn new ones. We are thrilled that we now have a new piano, and we wish to thank the Friends of St. Kenelm's, John Wain and all those who have kindly made donations to enable it to be purchased.

*Doreen Maclean*

## **I) SIDESMEN**

Due to the ongoing Covid restrictions normal Sidesmen's duties have been suspended. We adapted the distribution of hymn books, service sheets, and also the taking of the collection to suit the circumstances, with safety being the priority. This was ongoing for the year.

Thank you to all who took part and helped.

*Mike Snelling*

## **J) FRIENDS OF ST KENELM'S**

During the past months since the previous report, the Friends of St. Kenelm's has successfully and enthusiastically organized events which have served to both raise money and engage more people who have expressed a wish to help. For many the "Friends" has attracted them as it aims to support the church without the full engagement of Church membership.

The programme for the past year has included the Illustrated History Talk on Hop Picking in October given by Ray Morris, a very successful Coffee and Carols led by Alan and Alana, and various coffee mornings which continue to attract a good number.

We maintain a link through a news sheet with all local members and we also have a small number who have an association with the church with whom we keep in contact by post. These members value this contact and respond by supporting by their attendance at events or indeed by generous donations.

Most recently our fundraising efforts have made a significant contribution to the purchase of an electric piano which has been delivered and this was organized by Jennie who ensured that the purchase was made and would meet the churches needs and be acceptable to Doreen the church organist.

The Friends continued to be as active as possible during Covid continuing to make plans for the time we are in now when restrictions have been replaced by common sense precautions and we can now proceed with the planned programmes.

The coming events include a joint venture with the Rainbows where the Friends will provide the refreshments for a sale in the Scout Hut, and we are most grateful for the help which has been volunteered to ensure the coffees and teas are provided.

There is a Coffee morning to be held at the church on May 14<sup>th</sup> and this will also be accompanied by some outside tables (weather permitting} when local groups and any church group can set up shop to sell what they have to offer.

We also have a Summer Concert on July 2<sup>nd</sup> in Church and a further coffee morning in August with the possibility of a further Historical talk at the end of September.

It is the intention to now raise money for projects which the church has identified as a need and now the piano has been acquired, the next pressing need is for updated signs at the front of the church as approved by the P.C.C. and for which we have estimates.

The Friends appreciate the good working relationship we have with the P.C.C. and welcome suggestions as to future projects we can support the financing of.

*Nigel Roberts*

## **K) SAFEGUARDING REPORT**

As PSO Rachel Austin has regular Zoom updates and meetings with the Diocese to keep up to date on the new requirements for Safeguarding. The Parish Safeguarding Dashboard is added to and requires a regular update on how we are doing and what we need to do. The Diocese has access to this and so is able to ensure and monitor that every Parish is compliant with safeguarding requirements. Rachel Austin has access, and it is suggested that at least one other. (Used to be David Sherwin)

All Policies have been approved by the PCC (Policies for Recruitment of Ex-Offenders and Use of Social Media) – so thank you for your support. Many of the PCC have undertaken the C0 and C1 training, again, many thanks for your time to complete this. Barbara is booked to undertake the C2 training in September 2022 and the C0 and C1 earlier. It is still a requirement that all members of the PCC are being asked to do the C0 and C1 so please speak to those on the PCC who have already completed them so they can advise you on what it entails. The Safeguarding Dashboard is Rag Rated, and we are amber on this point. For the majority of the other points, the actions are Green so thank you.

Due to Activ-i-Teas, we realised that many DBS checks are out of date and need to be updated. Alison Khan is in the process of completing these for us.

The PCC continues to be guided by the 'Promoting a Safer Church' as their safeguarding policy and this is annually reviewed. This policy is available to all members of the Church as well as being displayed in the Church. It is always included as an item on the PCC agenda, although Rachel is unable to attend, if anything needs promoting Liz acts as a link.

As part of the PSO role, Rachel Austin has completed the C2 Leadership Safeguarding training, The Safer Recruitment and People Management and also the Safeguarding and Administering DBS Checks so that in the future she will be able to complete these for us.

A Safeguarding Poster with who to contact is present on the noticeboard and will be updated with Anne Potter. The Safeguarding Policy is available for all to see at St Kenelm's.

*Rachel Austin – Parish Safeguarding Representative (PSR)*

## **L) ENVIRONMENTAL REPORT**

Throughout the past year St Kenelm's church has been developing its involvement with the Eco Church movement which seeks to show the church commitment to the environment: 'to strive to safeguard the integrity of creation and sustain and renew the life of the earth.' This has involved raising awareness of our effect on the environment as individuals and as a church building under the headings of: Worship and Teaching, Buildings, Land, Community and Global Engagement and Lifestyle.

Several initiatives have been implemented during the past year. A board in the porch to raise environmental issues, including Bible readings to make it more spiritually focussed, Bishop Martin's article on the environment, how to assess your carbon footprint, links to websites, recycle, reuse etc. have so far been displayed.

The collection of recyclable items has been encouraged within the village with opportunities to increase awareness of recycling through collecting crisp packets and pill blister packs. Drop off points have been provided in the church porch and the village hall and have been well supported.

St Kenelm's is currently awaiting confirmation of Fairtrade status having ensured Fairtrade products are used for refreshments and supporting Fairtrade events. Collections towards twinning the church toilet have also been started with a 'Pennies for Pennies' collection again with donation points in church and the village hall to encourage a larger community involvement.

Completion of the Eco Church questionnaire has led to a Silver Award for St Kenelm's.

*Ruth Wilson*

## M) WWRT FINANCIAL STATEMENT FOR YEAR ENDING 31/12/21

### WORCESTERSHIRE WEST RURAL TEAM

#### Receipts and Payments for the 12 months ending 31 December 2021

##### Receipts

Team Parishes	1500.00
Bishop's Lent Appeal donations	335.00
Benefice service	152.50
David Sherwin's retirement gift (note 1)	1105.00
David Sherwin's retirement lunch	1000.00
sub-total	<u>4092.50</u>

##### Payments

Hope at Christmas magazine	85.30
Communication expenses	772.50
Copyright and streaming licences	114.00
Marriage Registration books & keepsakes	226.00
Bishop's Lent Appeal donation	335.00
David Sherwin's retirement gift (note 1)	1105.00
David Sherwin's retirement lunch	857.40
Sundry expenses	63.00
sub-total	<u>3558.20</u>

surplus for period 534.30

##### Note 1

This related to a part of the overall collection and was transferred to Wichenford PCC who dealt with the combined Benefice gift.

##### Bank reconciliation

balance at bank 01/01/2021	136.48
add surplus for period	<u>534.30</u>
balance at bank 31/12/2021	670.78

I have examined the documents and bank statements of the Worcestershire West Rural Team produced to me and certify these accounts are correct in accordance therewith.

J. L. Lewis 30.01.22

## **N) TREASURER'S REPORT**

It came as a surprise that in the first weeks of 2022 I found myself as Acting Temporary Treasurer following Bob's sudden retirement due to ill health. It was a case of learning on the job, however thanks to Bob and the Wardens for their help in making it a smooth changeover. We learnt a lot in the space of a few weeks.

We have shown a slight deficit on the year's accounts, only managing to pay £400 Parish Share. I am sure it is clear to us all that our current income whilst just covering our expenses does not provide any surplus funds to put towards our Parish Share commitments, in fact the £20,000 Parish Share we have paid over the last few years has been largely paid out of reserves. An unsustainable situation.

So, our challenge going forward is paying in full the Parish Share, (Ministry Share) We are therefore proposing that we dedicate a part of the July PCC meeting to facilitate a discussion as to how we can raise our income to a sustainable basis to cover the Parish Share (£12,000 per year) well into the foreseeable future.

**Several improvements have been concluded during the year.**

**Church clock automatic winding installed. Paid from fabric Fund**

**Disabled access completed, this was possible due to a very generous donation of £6000 from the Parish Council, from which a substantial amount is still available for further churchyard improvements.**

**The Parish Council has agreed to make an annual £1000 donation towards the churchyard maintenance.**

**We also agreed to redeem the Hazlegrove Trust to help with the 2022 Ministry Share payment.**

An interesting year, and in lots of ways a successful one, but there is much work to be done if we are to safeguard the future of St Kenelm's, finance being a key factor.

My grateful thanks to the wardens, their help has been unstinting and invaluable.

*Mike Snelling (Acting Temporary Treasurer)*



## O) FINANCIAL STATEMENTS FOR YEAR ENDING 31/12/21

### St Kenelm's Parochial Church Council

#### Account Balances 31<sup>st</sup> December 2021

*(unexamined)*

<b>Current Account</b>	30/12/20	8636.86	
	Less deficit	169 50	
	Balance	<b>8467.36</b>	Unrestricted
Parish Council Fund		6000.00	
	Pathway	<u>3537.60</u>	
	Balance	<b>2462.40</b>	Restricted Churchyard only
Friends		<b>658.00</b>	Restricted Friends only
<b>Deposit Account</b>		<b>5554.40</b>	Unrestricted
<b>Fabric Account</b>		21072.21	
	Clock	<u>5415.45</u>	
		15656.76	
Vat refund/Interest		904.69	
		16561.45	
	Friends	<b><u>1202.00</u></b>	Restricted Friends only
	Balance	<b>15359.45</b>	Restricted
<b>CBF Fund</b>		<b>2000.00</b>	Status unknown
<b>Hazlegrove</b>		<b>7135 25</b>	Restricted Parish Share
<b>Summary of Fund</b>			
Unrestricted		14021.76	
Restricted		15359.45	
Parish Council Fund		2462.40	
Friends		1860.00	
Parish Share		7135.25	
Status Unknown		<u>2000.00</u>	
<b>Total Fund</b>		<b>42838.86</b>	

**St Kenelm's Clifton upon Teme Parochial Church Council**  
**Accounts 2021**  
*(unexamined)*

**Income**


Plate Collections	2,548.18
Covenant Giving	4,330.00
Gift Aid Refund	1,289.40
Donations	3,622.82
Offertery Box	362.04
Interest	200.66
Funerals	2,297.00
Funeral Collections	1,174.13
 Total Income	 <u>15,824.23</u>

**Expenditure**

Oil	1,831.78
Water	135.52
Sundries	1,953.63
Maintenance	2,381.68
Churchyard	2,969.41
Cleaning	856.00
Admin	1,454.73
Ministry	1,294.71
Insurance	2,481.69
Parish Share	400.00
Electricity	234.58
 Total Expenditure	 15,993.73

<b>Excess Expenditure</b>	<b>£ 169.50</b>
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 Worcestershire West Rural Team  
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