



22 MAY 2022

**PAROCHIAL CHURCH COUNCIL  
ST NICHOLAS, MIDDLETON-ON-SEA**

# **2021 APCM ANNUAL REPORT**

## **PARISH OF ST NICHOLAS MIDDLETON-ON-SEA**

# 2021

# **ANNUAL REPORT**

## **OF THE PAROCHIAL CHURCH COUNCIL**

Report prepared by Mr John Madell, The Churchwarden  
and Mrs Gerbera Le Fort, PCC Secretary

### **AIMS AND PURPOSES**

**U**ntil his retirement at the end of May 2021, the PCC of St Nicholas co-operated with their Incumbent, Fr. William Marston in promoting in the parish, the whole mission of the Church, pastoral, evangelistic, social and ecumenical. Since the parish has been under a 5 year suspension and has been in the hands of three sequestrators, Bishop Martin, Archdeacon Luke and John Madell our Churchwarden. Led by John the PCC welcomed and now give thanks for the support given by many different clergy who were kind enough to assist us to continue worship in our Parish Church. In September 2021 the Bishop Martin seconded Father Dominik Chmielewski, Assistant Curate in Arundel and South Stoke, to serve the Parish until the end of curacy in 2022. The PCC were delighted with this appointment.

## OBJECTIVES AND ACTIVITIES

Father William was not the only person to retire this year. Father Don also decided to step back from active service and we are indebted to him for all that he has given to the parish both long ago as a curate and since retiring here. His appearance as Isaiah in a Candlemas event last year will long be remembered! Pauline Caws has also passed her flower arrangers' mantle on to Cilla and our thanks go out to her too for the pleasure she has brought us over the years.

The PCC has always been committed to enabling as many people as possible to worship at our Church and to become part of our parish community. The PCC has an overview of worship and makes suggestions as to how our services can involve the many groups that operate within the parish. For that reason we have been delighted to encourage the variations Fr. Dominik has brought to our menu of services. Our services and worship puts faith into practice through prayer, scripture, music and sacrament.

When planning the year's activities, we have to consider the Charity Commission's guidance on public benefit and, in particular, the supplementary guidance on charities for the advancement of religion. In particular we try to enable ordinary people to live out their faith as part of our parish community through; Worship and prayer, Provision of pastoral care to those living in the parish, Our Missionary and outreach work.

To facilitate this work it is important that we maintain the fabric of the Church, hall and churchyard.

So what have we achieved?



## WORSHIP AND PRAYER

**N**ormally apart from Services, our Church has always open for private prayer from at least 9.30am to 5pm. Unhappily the continuing presence of Covid in our midst made this problematic. Hence this year the church has only been open when stewarding to ensure covid restrictions, of registration, social distancing



and isolation of articles touched was available. That duty was undertaken by Father William before his retirement, and PCC members until Father Dominik relieved them of the task in September 2021.

In September 2021 we were delighted that Covid restrictions were lifted to allow a return of music to our worship. We give thanks that we were further blessed with the arrival of Anne Methold as a volunteer pianist/organist thus bringing an end to the somewhat uninspiring discs we had been using prior to the pandemic. Anne has also taken the choir robes out from their dusty corner, recruited volunteers to fill them and they give our services an inspiring uplift!

During the interregnum in addition to the support provided by the Bishop for our 10am Sunday Service we were blessed with the services of Father Tom for the monthly 8am Sunday BCP Holy Communion a service much appreciated by its small but dedicated congregation. We were also grateful to Father Don and Deacon Pam who not only maintained the 10am Thursday Holy Communion but greatly increased that congregation. We are also indebted to Father Paul who maintained the uplift in this congregation when our valiant home team were no longer able to continue.

The overall uplift in numbers attending has justified the north facing altar still



being central for most services. However Father Dominik has encouraged us to develop the apse into a Lady Chapel for smaller services which has been much appreciated. He has also introduced some variations to our services several of which now have a loyal following. The PCC will aim to build on these initiatives.

Our service pattern by the end of the year was;

Sundays: 8am Holy

Communion (BCP), 10am. Sung Holy Communion (CW), 5pm Sung Evensong (BCP monthly), 5pm Evening Prayer (BCP monthly),

Thursday: Holy Communion at 10am

During Advent 2021 Fr Dominik initiated and led weekly bible-study groups on Tuesdays at 11am and Thursdays at 5pm, he also started leading Evensong and Evening Prayer on Sundays at 5pm. Morning Prayer is said in church daily.

Attendance was still subject to covid at some level but prior to the interregnum records show an average for Sunday of 15: Thursday 9.

Since the Interregnum and with covid restrictions easing average attendance had risen on Sunday to 70; Thursday 16.



## PASTORAL CARE TO THOSE LIVING IN THE PARISH

**T**he Electoral Roll had risen from 59 to 70 by the year end of 2021. The fortnightly Holy Communion Service at Byway House, which the Vicar was accustomed to hold remained a victim to Covid. The Intercessions lists for the sick and those departed is also an important part of our pastoral care. Baptisms 3, Weddings 1, Funerals and Committal of Ashes 12, 1<sup>st</sup>. Communion 3. Jackie Pendleton has replaced Fr. William and joined Julia Carey on the board of Governors at Bishop Tuffnell Primary School. Sadly, the much valued visits of children from the school to St. Nicholas which stopped due to covid have yet to be resumed.

## MISSIONARY AND OUTREACH WORK

**D**espite continuing restrictions on Remembrance Sunday the local Council laid wreaths at the foot of our Soldier Silhouette near the War Grave with a large 'socially distanced' congregation of over 120. The National Anthem was sung.



The dire state of our finances was a crucial factor here. Unless we can return our balances to a healthy state we will not be here to outreach to others! This situation led Fr. Dominik to suggest more impact would be made by mounting a festival weekend instead of smaller events. The PCC saw merit in the proposal and a weekend in December was planned with a parish party Friday evening, the St. Nicholas Fair on Saturday ending with a Carol Service on Sunday. Sadly, the party which held great promise fell foul of the increase of Covid infections! The Fair raised £1,000.00 and the Carol service was enjoyed by all who came.

Fr Dominik reached out to local Scouts and lead for them a Christingle service. Plans were made for the next Remembrance service and other church related activities with their participation.



In October Fr Dominik organised Pet service to celebrate the feast of St Francis with a record attendance of over 70 people and 18 pets. Pagham Ponies were invited as an attraction for the youngest members of the congregation.

While many activities were able to be put on hold during this pandemic sadly young people continued to grow up so our Youth Group (most of whom were about 14-16 in 2019) have now moved on. Despite the amount of work which had been invested in the club by our volunteer leaders it will now be necessary to grow a

new initiative.

At the beginning of the year the 2 small support groups who rented time in our hall; seated yoga, and pilates for all were not meeting due to covid. However, the increase in numbers attending services is leading to a situation whereby the Hall

screen is rarely closed. It remains to be seen whether this will be acceptable to these tenants.

Coffee and Fellowship has also expanded its membership. It played a significant role in manning stalls for the St. Nicholas Fair and the first blanket made up of knitted squares has been competed ready to be sent out to keep young persons in the St Nicholas centre in Kenya warm at night! Although it was intended to hold a second Christmas Tree Festival after the interest generated in the community last year, we had not taken into account the impact an expanded congregation would have - so it didn't happen! However we are determined next year to devise a plan whereby we can have both trees and people!



## ECUMENICAL RELATIONSHIPS

**T**he Church remained a member of Churches Together in Bognor Regis and District although as in 2020 there was little they could organise this year.

Fr Dominik reached out to the Methodist community and their minister, starting monthly clergy prayer meetings and planning joint Methodist-Anglican events like quarterly joint services and lent and advent retreats.





## FINANCIAL REVIEW

Last October the Finance Committee was established, responsible for overseeing the financial affairs of the church, improving financial governance and developing a 5 year financial plan. This plan was approved by the PCC and subsequently by the Diocese. Integral to the plan is the need to re-engage with the parish community to grow the church by understanding and meeting their needs in today's society. The plan sets out to increase regular weekly attendee numbers to around 200 by 2025 with consequential increases in giving.

Attendee numbers are currently in line with that plan at around 80 per week across a number of services. Although the majority of parishioners don't attend frequently there is considerable support for the church to remain at the centre of the local community. Consequently, it was planned to set up a "Friends of St. Nicholas". A committee comprising of local people of influence in the Parish was envisaged with the aim of reaching out to a minimum of 150 members. The first outreach event is planned for March 2022. Contributions from the Friends is an important driver to achieving our financial goal of paying our full parish share from 2024. We paid £10k in 2021 and have committed to pay £20k in 2022 which conforms to the agreed target.



In the months following the interregnum there has been a healthy resurgence in giving, both regular contributions and designated donations. This has greatly helped with improving the church fabric. The Parish Giving Scheme was successfully implemented over two years ago and more recently contactless cashless devices have been introduced providing greater convenience for our congregation.

In summary, our current financial position is sufficiently strong to support our 5 year vision to grow the church within the community to achieve an annual income of GBP £ 100k by 2025.



## RESERVES POLICY

It is our policy to invest in short term investment fund balances with the CCLA Church of England Deposit Fund.

To invest legacies restricted to their objects with the Churches, Charities and Local Authorities financial provider, CCLA, until such time that suitable purposes are identified by the PCC.

Surpluses are held in the unrestricted deposit account. To help pay towards quinquennial works in the church, and to maintain a balance on the general unrestricted funds (excluding property) which equates to approximately two months of unrestricted payments as contingency against unforeseen situations. Surpluses in the restricted accounts are retained for building works, and ecclesiastical purposes within the parish.

## VOLUNTEERS

We would like to offer thanks to volunteers so far unmentioned without whose hard work little of the activity we have described in the report would happen!

To Sylvia Desterbecq who continues to deal with the day-to-day responsibilities of her job as our treasurer.

To Anne Methold for organising the choir and taking up the role of an organist and Music Director.

To Cilla Matcham who now leads our team of flower arrangers who's creative displays are greatly admired not just by our visitors!

We also have Cilla and Adriana



Williams to thank for keeping the Church and Hall clean and ready for whatever activity we devise!

To Ashley Wilkin for the trees, he obtained hoping we could make them our focus for the Queen's Jubilee. Even though this was not to be, the trees have been planted by the Council in the field along the Churchyard fence so they can be seen as a contribution to the Jubilee Garden the Council are creating there!

A very big thank you to David Williams for redesigning the St Nicholas Website and managing the updates so efficiently.

## STRUCTURE, GOVERNANCE AND MANAGEMENT

**T**he PCC is a corporate body established by the Church of England. The PCC operates under the Parochial Church Council Powers Measure. The PCC is a Registered Charity. The Method of appointment is set out in the Church Representation Rules. At St Nicholas the membership consists of the incumbent, churchwarden(s) members of the Diocesan and Deanery Synods and members elected by those whose names appear on the Electoral roll of the church. All who attend our church are encouraged to register on the roll and stand for election. In addition to 2 Churchwardens, the increased numbers on the Electoral Roll will entitle the Parish in 2022 to 9 lay PCC members and 3 Deanery Synod members. The Annual Parish Meeting 2021 was only able to appoint 1 Churchwarden, 6 PCC members and 2 Deanery Synod members.

PCC members are responsible for making decisions on all matters of general concern and importance to the parish including deciding on how the funds of the PCC are spent. The PCC met a few times on zoom It was a



delight to welcome baby Matthew Birch into the church community when he was baptised at the 8 am Service. Before the lockdown the Vicar took Holy Communion into people's homes when requested if they were unable to attend church and a further 6 times from July either masked in Church with outside links by Zoom/telephone.

## ADMINISTRATIVE INFORMATION

**S**t Nicholas Church is part of the Diocese of Chichester within the Church of England. The correspondence address is: St Nicholas Church, Elmer Road, Middleton-on-Sea, PO22 6ET. Registered Charity No. XN 3627

Father William served on the PCC as Chairman from 1<sup>st</sup> January until his retirement on May 31<sup>st</sup> 2021. Similarly, Tony Armstrong served as Vice Chair and Churchwarden until 31<sup>st</sup> May 2021. John Madell served as Chairman and Churchwarden elect from June 1<sup>st</sup>. He was confirmed in office by Bishop Martin on Sunday June 13<sup>th</sup>.

The following persons served for the whole year: Tony Armstrong (Deanery representative and Health & Safety Officer), Sylvia Desterbecq (Treasurer), Helen Guy, Gerbera Le Fort (Secretary & Electoral Roll Officer - co-opted member) Dawn Mackay (Safeguarding Officer and Deanery representative) Ian Mackay, John Madell, Cilla Matcham, Jackie Pendleton (joined the Council during the year).



Report prepared by Mr John Madell, The Churchwarden  
and Mrs Gerbera Le Fort, PCC Secretary

Approved by the PCC

Signed on their behalf by the Chairman, Mr John Madell



# FINANCIAL REPORT

Prepared by Mrs Sylvia Desterbecq

## Financial review up to 31st December 2021

<b>Total receipts on general unrestricted funds are</b>	<b>£30006.66</b>
<b>Total receipts on restricted/designated funds are</b>	<b>£11192.16</b>
<b>Total receipts are</b>	<b>£41198.82</b>

Included:

£4604 was tax recovered from Gift Aid donations from last year.

Total £14,099 was given through Gift Aid.

These included: £4087 was given through Gift Aid. £10012 was donations designated.

£9335 was given through the Parish Giving Scheme including gift aid recovered.

Total given through Gift Aid: £28038.

Thanks to all those giving through the Parish Giving Scheme, Gift Aid, and collections. Cash collections were £4501.

Restricted investments of £709 was received mainly from the Property Accounts, designated for ecclesiastical purposes within the parish.

Other trading activities raised was £46 for candles, and £1321 from Church Hall Hire, £109 for refreshments, and £26 for books.

The following donations are also restricted: Our Tree Charities raised £109 for the Homeless, £87 for St Nicholas Orphanage, Kenya, £100 towards our Spire Appeal/ Church Bell, and £12.50 for Bags of Education.

Also, £60 donated for Flowers, and £102.50 for Memorial plaques. Total £471

£30 for entries in memorial book and £4615 fees for weddings and funerals. £34 for door closer.

£250 was refunded for council tax for the vicarage, and £116 for gas. Our St Nicholas Christmas Fayre raised £932.

**Total expenditure £50249**

**Unrestricted: £40355**

**Restricted: £367**

**Designated: £9,527**

**Cost of Raising Funds** included Cashless Giving of £389 designated and Lottery Fee £20.

**Charitable costs of £30723** included: Parish share of £10,000.

Church Insurance of £885 was paid to date.

Printing and Photocopying and Stationary cost £298 including designated £68.

Utilities are £4860 to date.

The running and maintenance of the church cost £5528 including designated of £149, and £400 accrual for Boiler and Organ Repairs.

Adjustment -£57 for paying invoice twice.

Auditor fees £1314 due to paying for 2019 and 2020 and provision for 2021.

Clergy and other people's expenses totalled £5852 including designated donation of £345.

Fees to Diocese £1257.

Fees for wedding £168.

Memorial Book fees £60.

Governance costs of £106 for books (£6 designated).

Sunday School/Children's work £28.

Charitable donations of £367 restricted accruals

**Other Payments £18997** included designated £8465:

£2017 designated for Altar frontals, £282 designated for altar linen cloths, £238 designated for altar corporals, lavabos, palls, and purificators.

£50 for altar silver sacristy cup repair, and £11 altar sacristan.

Architect Fees £2,226.

Banner £66 designated.

Condolence Book £23.

£912 designated for a new Burse and veil set for the Lady chapel.

Desk and Office Chair £707 designated.

£180 for disposal of wrong material put in waste skip.

Door sign for office £15.

£132 for Import Tax on Intinction set. Key Wall Safe £22 designated.

Laminator £31 designated.

Laptop £898 designated.

Mary Stand £65 designated.

New Exterior Plaques for Wooden Bench and restoring bench £175.

£50 to Pagham Ponies.

Paul Jones booking £95 designated.

Printer £175 designated.

Qlick share device £600 accrual.

Sound System £65.

Stage £2144 designated.

Statue Set £247 designated.

£333 designated for a new stole.

Stonemasons works on Quinquennial £7233.

£56 for storage boxes.

**Trading Costs £177** included £129 (£105 designated) for refreshments, and £48 for cleaning and maintenance of the hall.

<b>Account balances overall up to the 31st December are down</b>	<b>£8832</b>
<b>Opening Balance Current a/c</b>	<b>£14151</b>
<b>Current Account to date £ 4806 deficit (£9345)</b>	
<b>All accounts to date</b>	<b>£32416</b>
<b>plus investment shares at 31.12.21 of £27165</b>	<b>totals £59581.</b>
<b>Deficit all accounts year to date (£6622) including investment gains of £2210.</b>	

Sylvia Desterbecq

Treasurer



# DEANERY SYNOD REPORT

Prepared by Mr Anthony Armstrong

## Deanery Synod Report 2021

Most of the time we have been discussing how to improve the mission of the church. Helping everyone to know, love and follow Jesus. This has been difficult recently due to covid. We have to build up the numbers of people attending church and also encourage them to give more generously as the Diocese is 1.8 million pounds in debt. This makes it difficult to pay for training new priests. I am hoping that attendance and finance improve next year.

Tony Armstrong

Deanery Synod Representative

# HEALTH & SAFETY REPORT

Prepared by Mr Anthony Armstrong

## Health and Safety Report 2021

Having recently repaired the church spire and the fire door and hatch into the kitchen I can confirm that the building is now reasonably safe.

As I have been in this position for eight years I have decided to stop doing this work at the end of the month.

Tony Armstrong

Health and Safety Officer

# SAFEGUARDING REPORT

Prepared by Mrs Dawn Mackey

## Safeguarding Report 2021

During our interregnum in 2021 life at St Nicholas was quite different and somewhat challenging, along with the rest of the Diocese we began to return to what was for a while the new 'normal' wearing masks, sanitising hands and keeping a reasonable distance from others etc.. I think thanks to all concerned but particularly John Madell, Gerbera Le Fort and Sylvia Desterbeq we fared very well and since the much welcomed arrival of Father Dominik and his family we are going from strength to strength.

In January 2022 I completed an update information course, it was very useful and highlighted a few changes that we should be aware of. Namely, the difference now in the people and roles within the church of those who require to apply for a DBS check. For St Nicholas the reality is that because we do not have any organised children's groups or activities, such as Sunday School or Youth Group we cannot be considered a children's charity therefore there is no need for many people to have a DBS check. This of course will hopefully change as we grow and once again have a Sunday School or other such activity to offer. The other emphasis was on 'Safe Recruitment' of people undertaking either paid or voluntary roles within the church or our parish.

This past year we have had some new members join the PCC and I would like to thank them for completing the online Basic Awareness Safeguarding course and DBS checks and also thanks to existing members that have also completed or renewed their DBS certificates and online Safeguarding training.

Towards the end of the year a couple of incidents were reported to me but I am very pleased to say that after further investigation no action was needed and to the best of my knowledge we do not have any safeguarding issues that would be cause for concern.

Safeguarding work in church is an expression of God's kindness, love and compassion and of our commitment to the gospel. Protecting the vulnerable is at the very heart of the Christian faith and our church.

Contact details:

[Safeguarding.stnicholaschurch@gmail.com](mailto:Safeguarding.stnicholaschurch@gmail.com)

Telephone 07793 006534

Dawn Mackay

Safeguarding Officer

## Appendix 1

### **Safeguarding Provision that can be attached to any Hire of Church Premises Agreement**

**The Parochial Church Council of St Nicholas Parish Church, Middleton on Sea, has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.**

**You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.**

#### **In particular this means that:**

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults , and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;



- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
  - (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
  - (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

**The Parish Safeguarding Officer for St Nicholas Church is:**

**Name: Mrs Dawn Mackay**

**E-mail: [safeguarding.stnicholaschurch@gmail.com](mailto:safeguarding.stnicholaschurch@gmail.com) Tel. No: 07793 00653**

**Declaration**

**I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.**

**Name .....**

**Signed .....**

**Organisation .....**

**Date .....**

**Please sign two copies, one to be retained by the church, and one by you, the organisation**

Dawn Mackay

Safeguarding Officer

## Appendix 2

### **The Parish of St Nicholas, Elmer Road, Middleton on Sea, PO22 6ET SAFEGUARDING POLICY PROMOTING A SAFER CHURCH**

The following policy was agreed at the Parochial Church Council (PCC) meeting held on 15.03.2022

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 or survivors of abuse.
- Caring pastorally for those who are the subject of concerns or allegations of abuse.
- Responding to those that may pose a risk to others.

St Nicholas Parish will:

- Create a safe and caring place for all.
- Have a named Parish Safeguarding Officer (PSO), at present Dawn Mackay to work with the incumbent and the PCC to implement policies 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 the church premises and on 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 Adviser (DSA) 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.
- 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.

St Nicholas appoints Dawn Mackay as the Parish Safeguarding Officer (Lead Recruiter)

Priest: The Rev'd Dominik Chmielewski, Assistant Curate

Churchwarden: Mr John Madell

Dawn Mackay

Safeguarding Officer

# AGENDAS

## Meetings held on May 22<sup>nd</sup> 2022

### Annual Parish Meeting (Vestry Meeting)

1. Opening prayer
2. Apologies for absence.
3. Approval of the Vestry Meeting Minutes of 2021
4. Election of 2 Churchwardens
5. Closing prayer.

### Annual Parochial Church Meeting (APCM)

1. Opening prayer
2. Apologies for absence
3. Approval of the Minutes of 2021 APCM
4. Approval of the Annual Church Report:  
Churchwarden's Report, Electoral Roll Report, Finance Report,  
Deanery Synod Report, Safeguarding Report, Health & Safety  
Report.
5. Election and Appointments of:  
1 Deanery Synod Representative,  
9 members to the PCC,  
Sidespersons,  
An independent examiner of the accounts.
6. Any other business.
7. Closing prayers.