

St. Oswald's Church, Fulford, York

Our Mission Statement

To reach out to the Community and beyond with the Christian Gospel, witnessing to God's love through word and action, from an accessible and welcoming centre for prayer, worship, teaching and fellowship.

ANNUAL PAROCHIAL CHURCH MEETING

Tuesday 13 May 2025 7pm @ St Oswald's Church Hall

MINUTES

Present

Carolyn Blain (CB)

Lynne Borrowes (LB)

Richard Borrowes (RB)

Victoria Burles (VB)

Evelyn Courcier (EC)

Michael Courcier (MC)

Pippa Ensor (PE)

Susanne Esson (SE)

Heidi Folland (HF)

Wendy Henwood (WH)

Angela McClean (AM)

Bryan Milner (BM)

Lesley Milner (LM)

Caroline Moore (CM)

Liz Ogram (LO)

Roger Ogram (RO)

Edwardo Rodrigues De Araujo (ER)

Calvin Russell (CR)

Martin Turvey-Smith (MTS)

Kathryn Wells (KW)

Ken Wells (KW)

Louise Wheatley (LW)

Chair

Rev. Canon Sue Sheriff (SS)

Ex-officio, Clergy and

Churchwardens

Rev. Canon Sue Sheriff (SS)

Jackie Tuvey-Smith (JTS)

Deanery Synod Representatives

Tricia Giltrap (TG)

Andrew Wilson (AW)

Minute Taker

Nikki Shanahan (NS)

Apologies for absence

Sue Baughan (SB)

Ben Kybett (BK)

Bill Foley (BF)

Maggie Foley (MF)

Gary Haq (GH)

Annual Meeting of Parishioners

1. Reading and Prayers

Sue Sheriff (SS) welcomed everyone and checked whether there were any new nominations for the role of Churchwarden. She then read Psalm 127 verses 1–2 which showed that success and security come from God, and without him there is none to be found. This passage had previously been shared by Rev John Lee who had said 'you are the junior partner in this enterprise' – our work is meaningful but not as important as God's part'.

2. Election of Churchwardens

Bryan Milner had made it clear before the meeting that he would not be standing again as Churchwarden. SS expressed the appreciation of everyone present to BM and said that as his official term didn't end until the end of May we would save our goodbyes and thanks until then. It was noted Bryan would be missed for both his practical skills and spiritual wisdom.

No nominations had been received for the role of Churchwarden so SS explained that the legal responsibilities would be shared between the Vicar and the PCC. Other tasks would be divided up and taken on by different teams. For instance Keith Hood would head up building maintenance with Arthur Pegden, Julia Pegden, Gary Sheriff and possibly Roger Ogram joining the team. Deputy Wardens would cover many of the Sunday responsibilities. Nikki Shanahan, as our newly appointed Administrator, would take on some of the administrative tasks. SS asked anyone who would like to offer specific skills to contact her.

3. Election of Minute Secretary

SS introduced Nikki Shanahan (NS) as the new Administrator who will be working for us for 10 hours a week for the next two years. Her contact details would be made available once a new telephone and laptop have been set up. In the meantime it was proposed that she be appointed Minute Secretary for the APCM.

Proposer: Tricia Giltrap Seconder: Bryan Milner. All in favour

4. Minutes of the Last Annual Meeting 23 April 2024

The minutes were accepted without amendment. Proposer: Jackie Tuvey-Smith Seconder: Ken Wells.

5. Matters Arising

It was reported that having previously received the bronze 'A Roche Eco Award' the silver had now also been received. Thanks were expressed to all who had made this possible.

6. Election/Appointment of Officers:

PCC Representatives

With 111 on the electoral roll there were three extra places available on the PCC.

A third of the PCC were obliged to step down each year but could stand for re-election. Louise Wheatley, Michael Courcier and Jackie Tuvey-Smith's term of office ended at the meeting.

Jackie Tuvey-Smith is now ex-officio on the PCC having been licensed as a Licensed Lay Minister.

There were therefore the following vacancies: four places for three years, one place for two years. Two places for one year.

Michael Courcier, Jane Richardson, Louise Wheatley and Calvin Russell were elected for three years. Bryan Milner was elected for two years, and Ben Kybett was elected for one year.

Having been duly nominated, they were all unanimously appointed.

Deanery Synod Representative

Andrew Wilson and Patricia Giltrap were currently Deanery Synod Representatives. Their three-year term ends in 2026 when St Oswald's would be entitled to elect three Deanery Synod Reps. Anyone appointed to the Deanery Synod would also be ex-officio on the PCC.

Duty Wardens

Thanks were expressed to Carolyn Blain who stepped down as duty warden.

Bryan Milner was duly appointed to serve alongside Lesley Milner, Julia Pegden, Wendy Henwood and Ken Wells.

Sidespeople

Michael Courcier, Kay Barker, Angela McClean, Maggie Foley, Rose Evans, Ken Lai, Victoria Burles, Louise Rooke, Catherine Smith, Jean Hood, Louise Wheatley, Sandra Russell and Calvin Russell were appointed as Sidespeople.

Thanks were expressed to all those who gave so generously of their time in all of these roles.

7. Electoral Roll Report & appointment of Electoral Roll Officer

There were 98 on the electoral roll in 2024, this increased to 111 in 2025 when a new roll was created. Of these, 95 are resident in the parish, with 16 outside the parish boundaries.

The electoral roll was opened for new members following the APCM – Christie and Louis were away when the new roll was created and can now be added.

Jackie Turvey-Smith (JTS) enquired how many people had been lost when the new role was created. Bryan (BM) answered that there have been approximately 15–20 lost and approximately 30 new people added.

Richard Borrows was re-appointed as Electoral Roll Officer. All agreed.

8. Report on PCC Proceedings and Fabric Report 2024

The PCC met eight times in 2024 and also held two extraordinary meetings to discuss the permanent appointment of a Vicar. Rev Canon Sue Sheriff was currently licensed as Priest in Charge (Interim Minister) with Sue Baughan acting as co-chair of the PCC. Business carried out by the PCC in 2024 included many financial decisions, receiving safeguarding reports, overseeing building works and identifying the new Vicar (only to discover it was the 'old' one!). Some of these matters are listed below:

Finances:

- Despite a deficit budget being set for 2023, there was a surplus at the year end.
- The PCC agreed to invest a significant amount of funds for the building work of the porch, kitchenette, toilet and heating.
- It was agreed to increase the Freewill offering from £54,000 to £60,000 for 2025.
- Thanks were given for Terina Hurley continuing to support us as Treasurer. It is thought a replacement has been found for a gradual take over in 2025.
- The PCC decided to launch an appeal to the congregation to raise sustainable funds for ongoing mission.

Safeguarding

- Over the year, St Oswald's has achieved level 3 on the Diocesan safeguarding dashboard and are in the process of adding names to the safeguarding hub.

Building Works

- Michael Courcier chaired the building group in 2024. He has expressed his intention to step down and a replacement needs to be found in 2025.
- The replacement dividing screen was installed in August 2024 in the Church Hall and a new emergency exit ramp was completed in September 2024. The PCC were very grateful for grants from the National Lottery (£19,000), the Bramall Foundation (£2000), City of York Council (£900) and Norman Collinson Charitable Trust (£500). The addition of a handrail to the ramp has been approved and will be carried out in 2025.
- Thanks to a generous anonymous donation the unsafe chairs in the hall have been replaced with new chairs.
- Work is hoped to be started on the installation of the kitchenette, disabled toilet and porch in church in 2025.
- The wall and railings in front of the church were repaired and modified to satisfy health and safety requirements and was largely funded by an insurance claim.
- Following advice reported from the Diocesan Advisory Committee to improve the heating, the PCC will start with quick wins for improvement during 2025. This will take place alongside the internal church building work and financed from designated and restricted funds as well as grant funding if available.

Ministry Team

- The PCC were delighted that SS felt a calling to remain at St Oswald's as the permanent Vicar. SS's Collation service took place on 25th February 2025.
- Jackie Turvey-Smith was licensed as Lay Minister in September 2024 and Ben Kybett has been commissioned to start his training as Associate Lay Minister.

Churchwarden

- The PCC discussed the need to appoint a new Churchwarden, perhaps two so that duties can be shared. In the meantime work is to be delegated to other volunteers to make it a less onerous role.

Other aspects of PCC business during 2024

- CYC has awarded a grant to continue our Good Place Warm Place.
- We continue to take part in the Diocesan Revitalise initiative to reach a wider community. A team of four people, working with Rev John Lee, will attend events and report back.
- A new Administrator has been approved to support the Vicar.
- Christian Aid will no longer be collected through house-to-house collections as it isn't felt to be appropriate. We will support Christian Aid through making donation envelopes available in church and advertising in the magazine and website. Envelopes can still be handed out to friends and neighbours.

9. Fabric Report.

BM presented the fabric report. Last year, the hall and church building were improving in terms of usage and condition and were in line with our aim and mission statement to *'reach out to the Community and beyond with the Christian Gospel, witnessing to God's love through word and action, from an accessible and welcoming centre for prayer, worship, teaching and fellowship'*. The church is in regular use for services on Sunday and Wednesday, as well as being used on a daily basis for private prayer and contemplation. The Hall is available for activities and events as well as continuous and one-off hires.

The Church Building

- Plans for additional nave heating and a new west end draught-proof porch with a toilet and kitchenette have been approved with various funding options.
- Smart meters were installed in the church and hall, reducing the workload of reporting readings.
- Volunteers replaced the light bulbs in the nave, the transepts and Lady Chapel. It was noted that the old bulbs in the aisles are being re-sited to give some sense of uniformity.
- CCTV is paying dividends. It identified those who removed the brass Lady Chapel cross (which was subsequently returned) and the youths who disturbed the organist, as well as leading to the recovery of 'the baby Jesus'.

The Church Grounds and Curtilage

- Damage to the church walls has been repaired, refurbished and looking better and safer. Modifications to the spikes have been made to improve passing cyclists' safety.
- The back boundary laurel hedge became a problem for neighbours; this has been sorted by Stuart Bolton in January 2025 on behalf of the PCC.

The Church Hall

- Good Place Warm Place accreditation has been continued by the City Council who provided additional funding. Practical assistance from Sainsbury's has allowed us maintain our food share facilities and expand outreach activities (Community Café, Tots, Time Out and Community Café drop-in events during the school holidays).
- We gratefully received a grant from York City Council towards a hearing loop in the hall to cover the entire space.
- There has also been a smart meter installed to replace the old analogue meters.
- We needed a complete rewiring of the main hall lighting, heating and power sockets, which was completed over the summer, avoiding disruption to our kitchen use and hall-based outreach programmes. It is surface mounted rather than put in the walls.
- Gales damaged the felt roof leading to ingress into the ladies toilet. This needs to get looked at before the back end of this year.
- Following successful grant applications, a new room divider with improved sound attenuation was installed to replace the older one.
- We now have 80 new blue chairs financed by a generous donation. We have 20 of the previous black chairs remain with us while the rest have been disposed of to a recycling charity.

Faculty

- West end reordering has been approved, which consists of obtaining an internal porch, toilet and tea point. We have an extension of 36 months to complete.
- Work was completed on the ramp leading from the fire doors at the side of the hall over the summer. The safety rail is yet to be added.
- Work finished to restore and adapt the railings and wall to the church frontage.
- Faculty in waiting for the main heating in the nave.

Internally

- The good working order of the clock has been maintained.
- The annual checks have been carried out on the fire extinguishers.
- The Church Organ has undergone the regular tuning.

Goods and Ornaments

- All the usual items remain and are continued in use at the appropriate times along with the use of the carbon dioxide monitor and sanitiser stations.
- The electronic digital hymnal (aka the Holy Jukebox) remains in service.

Bryan expressed thanks to our teams and to all the people behind the scenes who made the church safe and welcoming.

No questions were asked on the above reports.

10. Financial Statement and Appointment of Independent Examiner

The financial statement from the Independent Examiner showed no problems and congratulations were expressed on the excellent ways our accounts were kept.

Heartfelt thanks were offered for our Treasurer Terina Hurley. As well as all her usual tasks she also sourced and set up much of the equipment required for our new Administrator.

SS read key points from the financial review included in the TAR which had been made available to all church members. These included the following points:

- Both income and expenses had increased, these were supplemented by some generous donations.
- A lot of work had been done on the church, hall and ground; much of it thanks to grants.
- Due to expensive electrical work in the hall and the church not paying rent for our own activities, there was an apparent shortfall in the costs of the church hall. This was largely offset by grants and the income raised by the Community Café. New fees are to be considered in the coming year which may result in raising rental prices to offset rising costs.
- The nearly £9,000 shortfall in church accounts will be decreased by approximately £3,600 that was not received in time to be featured in 2024 accounts.
- £41,000 was available at the end of 2024 for future building work. Further money for this work and for regular bills will need to be raised. We will be talking about generous giving in 2025 and members will be encouraged to 'examine our hearts', but without any undue pressure on individuals.
- Our financial reserve policy is to keep 3 months running costs – approximately £25,000.

SS announced that a £10,000 legacy had been received from the estate of Desma Mills that will hopefully be used towards future building works.

Appreciation was expressed to volunteers without who's service only a small fraction of our ministry would be possible.

There were no questions on the finances.

Paul Jordon has agreed to continue as our **Independent Examiner** and was duly appointed.

Proposer: Ken Wells Seconder: Louise Wheatley. All in favour.

11. Presentation of Annual report and the Church Activities Report (including any questions)

The TAR and Church Activities Report had been made available in printed form and displayed on boards at the meeting. Thanks were given to those who put the work into the reports and submitted them. It is noted that particularly the Church Activities report is very positive and encouraging. SS hoped all those present had either read or would read them.

A question was raised regarding our support of external food banks. SS commented that in general the things in the Church Hall are to share and the things in Church get taken to the food bank. This had resulted in the food donations in the Church sometimes being a bit sparse as it's easier to donate in the hall. It was pointed out that Wendy Henwood included a list of items needed by foodbanks in the weekly online news sheet and people were encouraged to leave these items in church when possible. The foodbanks we support are members of the Trussel Trust group who provide support to get people out of poverty, offer financial advice and help people access education to prepare for their future. Food bank vouchers can only be obtained through people such as a GP, social worker or school nurse.

It was pointed out there are some excellent projects across the city such as 'No One Left Behind'. Michael Le Belfry and One Voice are leading the way with this project which aims to eradicate poverty in the city. They believe if this is possible anywhere then it is in York because of the balance of those who have and those who have not – it is hoped this could provide a template for other cities. It was asked whether a speaker from the project could come and do a talk. Heidi Folland is to check with her contacts.

BM questioned whether Connaught Court might attend Time Out again in the future. SS explained they have quite a full programme of their own and no one to provide transport. Residents are welcome to come individually.

There were no other questions and the report was accepted unanimously.

12. Building Report *This supplemented the information provided in the TAR and church activities report*

Michael Courcier reported lots of progress was made in 2024. The front railings had to be replaced due to a complaint over safety by a member of the public. This led to difficult negotiations with the City of York Council and Sue did an interview with Radio York that was picked up by the BBC online to promote the cause. Permission was finally received and got the work done to rebuild part of the wall and have the railings repaired and repainted. The potential public safety was due to the spikes but this had been resolved by the addition of small balls covering the points.

The Church Hall dividing screen needed to be replaced as it no longer closed. The PCC looked at like-for-like vinyl replacement to give privacy and retain heat. This work took place in January. In September the new ramp was built to provide people with mobility problems and people with prams a better exit in an emergency. No costs were incurred by the general church funds as this was funded from the grants and the SM Hurley fund. The amounts are in the report. Additional railings are to be built around the ramp to avoid potential risk from people falling off the edge. An additional grant was acquired to cover this cost.

Plans have been drawn up for a new toilet, porch and kitchenette in the main church. The heating in the nave is to be improved making use of the capacity in the existing boiler. The work on this is to be done at the same time as the west end reordering. We have a shortfall in funding but will be applying for grants then coming back to the congregation to help address the shortfall.

We continue to improve the church building both for our congregation and the wider community. Thanks were expressed to all those involved, it has been a great team effort which included those applying for grants, Bryan who has an excellent eye for detail, and our architect Ian Hayton.

There were no further questions for Michael.

SS thanked Michael for the work he has put in to these projects so far and we will be looking to others to help share the load as we move forward.

13. Safeguarding Report, Health and Safety Report, and adoption of Safeguarding Policy

Safeguarding: Tricia Giltrap recapped the definition of safeguarding and listed different types of abuse. She highlighted that safeguarding is hugely important and deeply rooted in Christian belief and Jesus's teaching; vulnerable people should be safe in churches and it was terrible when this was not the case.

She emphasised that it is necessary to carry out DBS checks to ensure that everyone who helps with all our activities is well-informed and qualified to do so as is required by law and the Church of England. This is not a tick-box exercise. Safeguarding is everyone's responsibility and it involves continually educating and re-educating everyone as to how to spot a wide range of abuse and neglect. We need to promote a safe and caring environment. We do this through safer recruitment. The PCC and everyone who works with children and vulnerable adults are subject to the highest level of safeguarding checks and leadership training. TG reported she has been greatly helped by the safeguarding dashboard. She is proud to say we're working at level 3.

SS reminded everyone it is children and vulnerable adults that we're protecting and the reason we're working at level 3 is because Tricia does an amazing job. She kindly requested that people carry out Tricia's requests in a timely manner.

SS reflected that safeguarding needed to become part of the culture of the church and we need to work hard at applying the policy to our everyday practice. It is there to protect the volunteers as well as those attending events. Things that we currently do include posters on backs of toilet doors with contact numbers for where help is available, a permanent safeguarding display at the back of church, safeguarding posters and actively listening to disclosures.

SS expressed her deepest thanks to Tricia for all she does in this role. Tricia has agreed to continue. Thanks were also given for Pippa Ensor who has agreed to act as deputy.

Patricia Giltrap was re-appointed as the Parish Safeguarding Officer the Parish Safeguarding Policy was officially adopted again.

Nominator: Pippa Ensor Seconded: Susanne Esson. All were in favour.

Health and safety: Tricia explained that we carry out comprehensive risk assessments in our building for activities. There have been no incidences for safeguarding or health and safety. We are currently reviewing risk assessments and upholding being a reflective practitioner. TG agreed to continue with the role but would ideally like a specific H&S Officer to be appointed.

14. Deanery Synod Report

Tricia Giltrap read from the report and defined the terms and aims. She commented how members of the Synod heard how other churches operate and how these talks had been very interesting. In May, new Area Deans were appointed to work with Daniel Brookes who is the Lay Dean. They are Revds Andrew Gready, Liz Hassall and Richard Carew. Their Commissioning Service is at the next York Deanery Synod meeting where Bishop John and Archbishop Sam will be in attendance; this will be Bishop John's last meeting before he retires.

It was agreed to appoint a new Administrator for the Deanery Synod at the cost of £4,000 per year which is to be divided between the churches.

SS reflected that the meetings were improving and had been quite exciting compared to the previous year. Increasing to three Area Deans had brought renewed interest in the meetings. People discussed new topics such as Connect for people with disabilities. Connect runs Church Services for everyone, including a silent disco, and is based on the principle of everyone being accepted for who they are. Phil McBride spoke about Generous Giving leading to his co-worker Jan Gray visiting St Oswald's to discuss the language we should use and also about why we need a toilet and kitchen to encourage generous giving. Bishop John and Archdeacon Sam explained there were specific challenges for different areas of the city such as reaching out to students, and how to make the most of our history. After her appointment Bishop Flora explained how she was taking on some of Archbishop Stephen's responsibilities. We found out more about the food bank and the Trussel Trust organisation.

It was recommended that people consider standing for Deanery Synod next year. The Deanery Synod meets three or four times a year. The Deanery Synod has helped us to consider where the parish was at the start of the year and where we wanted to be at the end, and to learn from each other.

There have also been discussions have been about church and ecology.

Anyone interested in attending should speak to Tricia Giltrap or Andrew Wilson.

15. Vicar's Report – God's Vision for Us

SS began her report by reminding those present of our Mission Statement : 'To reach out to the Community and beyond with the Christian Gospel, witnessing to God's love through word and action, from an accessible and welcoming centre for prayer, worship, teaching and fellowship.' She also pointed out that our strap line to 'Act Justly, Love Mercy, Walk Humbly with God' defined how we needed to do this.

She reported that a lot of time last year was spent putting together our Parish Profile but this was not time wasted. We learned that we saw ourselves as a welcoming, friendly, inclusive church; and that others saw us as a real hub for the community, as shown by our questionnaire at the Fulford Show.

She highlighted the following points from 2024 that seemed pertinent to the meeting:

- With the help of Revitalise we have discerned that God is calling us to do more in our community – particularly with families, children, young people, the student community in our parish, and those moving into the new housing development – as well as meeting the growing need of our older members.
- We aim to echo the Diocesan vision of Living Christ's story, becoming more like Christ, reaching people we currently don't, growing a church of missionary disciples, transforming our finances and structures.

Basically our vision for the future is to grow our church...

- This needs to start by deepening our discipleship. This can be helped by new prayer initiatives, looking at generous churches material, building up the housegroups, and broadening opportunities for worship and exploring faith.
- SS expressed a particular concern about our need for more workers with children.
- Deepening discipleship means moving new people from feeling warmly welcomed to making commitments of faith – and this is where we need to create a strategic approach.

Sue further reported that the PCC held an Away Day at Thicket Priory early in 2025 and started to set their priorities for the coming year. These included:

Admin and Publicity – to employ an Administrator.

Building and Finance – apply for grants for church reordering.

Mission and outreach – reorganise children's work – a meeting was called after the Away Day which resulted in the children staying in church on the 2nd Sunday of the month to relieve pressure on leaders.

Pastoral care – Jackie to take on the work in care homes.

Housegroups and Confirmation – Sue to take this on.

Social events – it was seen as being really important that we spend time getting to know each other and enjoying one another's company.

Worship – to increase opportunities to worship in a variety of styles.

SS said the way to take these ideas forward was to develop and co-ordinate teams, recruiting volunteers according to safer recruiting guideline rules.

In closing her report SS referred to the column of smoke that led the people of Israel when they were wandering in the desert and shared a picture that Revd John Lee had shown at the PCC Away Day which showed a pillar of steam. He encouraged the PCC that God is leading us and guiding us and, although sometimes it is scary, God is good and He has a plans to prosper us.

16. Choosing Two Mission Organisations to Support for the Next Three Years

The APCM selects two mission organisations for a period of three years.

Until the 2025 meeting, that had been the Barnabas Fund and Mission to Seafarers. Unfortunately Barnabas Fund had run into problems with the Charity Commission so we would not be renewing this partnership.

Wendy Henwood suggested we continue to support the Mission to Seafarers. She pointed out that this an international Anglican charity that works both home and abroad to reach out and support the mental, emotional and spiritual health of Seafares and has also supported victims of piracy.

The second nomination came from Ben Kybett via SS. This was for St George's Crypt which supports the homeless and vulnerable of Leeds, offering care, compassion and hope. They have also built a range of social enterprises in retail and catering, offering development and training opportunities. The meeting felt that, while it would have been good to support something more local, BK had other connections with St George's Crypt and could provide a link; plus the needs in Leeds were considered to be on a very large scale.

A third suggestion had been for Christian Aid but this was withdrawn at the meeting. Our giving to Christian Aid has dropped massively in recent years and although it was not being put forward as one of our nominated charities, SS said that we should consider whether we could do a major fund raising event during Christian Aid week 2026. They have a strong Christian ethos and a good disasters and emergencies fund.

All voted in favour of Seafarers and St George's Crypt to be our nominated charities for the next three years. A speaker is to be booked to tell us more about the work of St George's Crypt. SS asked everyone to make a note not to forget about Christian Aid.

SS asked those present to pause and pray for Chloe Kybett's family as her grandmother was very poorly. This was the reason that Ben hadn't been able to be present.

17. Any Other Business

Congratulations were offered to Imogen Clarke and Sue Baughan who raised £1,000 from the community to purchase defibrillators for outside the church hall.

SS advertised a Pentecost Party to be held on Saturday 7 June to build up our wonderful international community. People are asked to cook a dish from their country or culture and all those taking part will be given £30 to cover costs. There will be international food, a quiz, crafts, learning more about each other, valuing each other's culture and having fun. Louise and Lynn will be giving out slips for those who wish to provide food. We're asking people to sign up with a pound deposit to give an idea of numbers.

Meeting closed at 9.30pm with the grace.