



The AGM of the Church Congregational Committee
will be held in church immediately after the morning service on
Sunday 17 October

The Agenda for the meeting is given below and the relevant papers and reports for discussion are included in this document. Please read them in advance and make a note of any questions or points you may wish to raise at the meeting. Thank you.

ST PETER IN ELY
ANNUAL GENERAL MEETING of the CHURCH CONGREGATIONAL COMMITTEE
SUNDAY 17 OCTOBER, 2021

AGENDA

1. Welcome by Fr. Paul Andrews
2. Apologies for absence
3. Approval of the Minutes of the last AGM held on Sunday 4 October, 2020
4. To receive:
 - a. a report from the Trustees of St Peter's Church
 - b. a summary of the Trust Accounts for 2020 from the Treasurer to the Trustees
 - c. a report from the Chapel Wardens
 - d. a report from Church Congregational Committee
 - e. a report from the Organist
 - f. a report from the Servers
 - g. a report from the Safeguarding Officer
5. Election of two Chapel Wardens for 2021-2022
6. Election of up to eight Congregational Committee members for 2021-2022
7. Closing comments from Fr Paul Andrews
8. Any Other Business

ST PETER IN ELY

Minutes of the Annual General Meeting of the Church Congregational Committee

Sunday 4 October, 2020 at 10.30am in St Peter's Church

Present: 12 members of the congregation

1. Welcome by Fr Paul Andrews

Father Paul welcomed everyone to the meeting commenting on the extraordinary circumstances in which the meeting was being held due to the coronavirus. Because of this, all the reports and additional papers relating to the meeting had been circulated beforehand either by electronic means or by post to those who did not have access to email. He asked that discussion be kept to a minimum and hoped questions could be answered by himself or Ian Lindsay, Chair of Trustees.

2. Minutes of the AGM held on 6 October, 2019

These had been previously circulated and were taken as read. Fr. Paul asked if there were any questions or amendments. There were none so it was unanimously agreed that they be accepted as a true record.

3. Report of Chairman of Trustees: Ian Lindsay

Ian said he wished to add to his report and inform the congregation that the Cambridge Historic Churches' Trust had contributed £2,000 towards the cost of the new boiler. He went on to thank Janet Fairweather and Nick Pallister for all the work and time they had given to the installation of the new boiler.

4. Report of Chapel Wardens: Janet Fairweather and Susan Sims

Fr. Paul introduced this report by thanking Janet and Susan for the tremendous amount of work and help they had given to him and the church during a most difficult year and he echoed their words that we must CARRY ON and encourage all who could to help with different tasks they had listed in their report. He would particularly like someone to volunteer to count and bank the weekly collection, launder the altar linen and clean the brasses.

5. Report of Church Congregational Committee: Jane Blanchard.

This was taken as read with no questions asked.

6. Report of Organist: Janet Fairweather

There were no questions. Fr. Paul thanked Janet for all her work in choosing music and playing for services each week reminding the congregation that this was a real commitment and expressing our gratitude.

7. Report of Safeguarding Officer: Robert Henderson

This report had been previously circulated and there were no questions raised but Rob wished to add an update. He said that the Diocese had a Parish Dashboard (website) which detailed all the safeguarding measures in place at St Peters. It requires us to have a policy for the oversight of ex-offenders. There is a template for this which he, together with the Trustees, will complete and formally adopt, after which it can be added to the online Parish Profile. Rob and Suzanne Lindsay are named as St Peter's Safeguarding Officers.

8. Report of Treasurer: Nick Pallister

A copy of the financial report had been circulated. Fr. Paul asked if there were any questions relating to this. There were none from the meeting but Ian Lindsay said he had received several questions from Kevin Sims and had referred him directly to the Treasurer. He thanked Nick for

all the work he undertook in looking after the church's finances. In summary, he commented that at present we were spending more than we received in fees and donations. This led to Fr. Paul to mention Parish Giving and the need to plan for the future. At a future date he would like to discuss a scheme called Parish Giving which enabled a congregation to support on a regular basis thus making it possible to plan ahead, recover Gift Aid more easily and, in time, move away from a cash collection.

9. Chapel Wardens for 2020-21

Fr. Paul said that Janet Fairweather and Susan Sims had agreed to serve for another year and, in the absence of any other nominees, he was delighted to welcome them as Chapel Wardens for 2020-2021. He thanked them for all their work during the past year which had involved a lot more planning due to Covid-19. There was applause from the meeting.

10. Committee for 2020-2021

Fr. Paul said that because of restrictions on group meetings and discussions it had proved too difficult to elect a committee as usual. Jane Blanchard (secretary) and Yvonne King had resigned for personal reasons but others had offered their services. Paula Fleet has offered to act as Minutes' Secretary and Suzanne will continue to oversee the lettings of St Peter's Room. The rest of last year's committee **Judith Andrews, Richard Benderz, Judy Botting and Rob Henderson** were happy to remain in place for the forthcoming year. Suzanne said that under current regulations two bubbles of six could meet in St Peter's Room so a committee meeting will be held soon, date to be advised.

11. Any Other Business

Fr. Paul asked if there was any further business. There was none. He went on to say how much he and Judith had enjoyed the past year in Ely and as St Peter's Priest-in-Charge. He felt we had coped well with a difficult time and that the streamed services had been well supported not only by our congregation but with others joining in from around the country and even abroad. He has been delighted to welcome everyone, including several new faces, back to church. He looks forward with optimism to the forthcoming year.

There being no further business the meeting closed at 10.50 am

REPORTS TO THE 2021 AGM

REPORT FROM THE TRUSTEES OF ST PETER'S CHURCH

Ian Lindsay

Our current trustees are: Ian Lindsay (Chairman), Nick Pallister (Treasurer), Jane Blanchard (Secretary), Michael Judkins (legal adviser), Chris Phillips (covering matters spiritual), Mary Rone (liaising with the Diocese), and Archdeacon Hugh McCurdy (Diocesan link). Fr Paul, Janet Fairweather and Susan Sims also attend our meetings. In return, I attend and report at meetings of the Congregational Committee. The Trustees' main purposes remain the care of the fabric and contents of St Peter's Church and St Peter's House and the contribution towards the stipend of the priest in charge.

Since the last Congregational Committee AGM in October 2020, we have:

- had four meetings via Zoom and a face-to-face meeting in September
- joined Cambridgeshire ACRE (*Action for Communities in Rural England*) who offer excellent practical advice on the running of community halls and other community matters. (*Bishop Stephen is one of their trustees, John Yates used to chair the organisation and Nick Pallister was once their treasurer*)
- confirmed Rob Carman as our heavy-duty gardener
- joined the Parish Giving Scheme
- changed our gas supplier
- installed a GoodBox contactless donation device

We have continued with the aim of changing our status from that of a Trust to that of a Foundation Charitable Incorporated Organisation (CIO). Progress has been very slow as there are significant delays at the Land Registry and that is blocking our ability to register the church land in the name of three of our current trustees.

As for the church building, we have had the rainwater drains inspected, had inspection ports fitted to the downpipes and had the gutters cleared. Our supervising architect, Stephanie Norris, has prepared tender documents for repairs to the high-level structures and some repointing on the west wall. She is currently assessing bids and we hope to start the work next spring or early summer. The total cost is likely to be around £18,000 and Nick Pallister will be applying for grants to help with the costs.

We have just initiated a review of the Parish Profile as the first step towards advertising for Fr Paul's replacement. However, we see word-of-mouth as a vital recruiting sergeant.

My fellow trustees offer a wide range of backgrounds and skills and do an immense amount of work on behalf of St Peter's. Not all of them are members of the congregation so I would like to take this opportunity of thanking them publicly on your behalf. In future, trustees will be rotated on a regular basis and if anyone feels that they would like to contribute to our work I would be delighted to talk to them.

SUMMARY OF THE TRUST ACCOUNTS FOR 2020

Nick Pallister

see pages 8 & 9

REPORT FROM THE CHAPEL WARDENS

Janet Fairweather & Susan Sims

Church life at St Peter's over the last 12 months has continued to see periods of interruption and restriction as a result of changing Government and Diocesan regulations imposed during the ongoing Covid-19 pandemic. Whilst Sunday services in church were maintained when circumstances permitted, some worship and other activities had to move online. However, no revival of the mid-week Eucharist has yet been attempted.

Throughout the year, the church website and Facebook page were maintained as sources of up-to-date information and Fr Paul kept contact with congregation members and other friends of the church through a weekly newsletter sent out by email or post according to preference. Home Communion have also been taken regularly to those unable to attend church in person.

One constant throughout the year has been the live streaming of a Sung Eucharist service almost every weekend via the church Facebook page, usually on a Saturday evening but transferred to Sunday mornings for periods when worship in church was not permitted and we are grateful to Fr Paul and Judith for their continued commitment to this. Fr Paul also arranged occasional "Coffee and Chat" meetings via Zoom on Sunday mornings when in-church worship was not possible.

At the time of last year's AGM, a said service of Holy Eucharist was being celebrated in church every Sunday morning with careful adherence to social distancing, the wearing of face masks and maximum ventilation being ensured; the receiving of communion in one kind only continued. On All Saints' Day 2020 the Bishop of Ely, The Right Revd Stephen Conway, was welcomed to St Peter's as Celebrant and Preacher and, during the service, the Bishop presented Fr Paul with a new Licence as Priest-in-Charge of St Peter's reflecting his change of status from stipendiary to self-supporting ministry (SSM).

In the week following this service and as a result of rising Covid numbers nationally, churches were again closed, reopening for public worship on Sunday 6 December, making it possible to celebrate Advent, Christmas and Epiphany together in person before further lockdown restrictions were imposed immediately afterwards. During some periods of closure, it was possible to open the church for private prayer on Sunday mornings occasionally.

Finally, the improving Covid situation made it possible to open the church again. Worship resumed once more on Passion Sunday, 21 March, and thankfully services in person have continued since then without further interruptions. Thus, this year Palm Sunday, Maundy Thursday and Easter Sunday were all celebrated in church by those able to attend. The Good Friday Liturgy was streamed online as were the Stations of the Cross throughout Lent, shared as usual with St Etheldreda's RC church. In December 2020 it was possible to hold the funeral of Janet Sumner (a former member of the Tuesday congregation) in church and in August 2021 that of Stella Griffiths (a close neighbour). In July 2021, a memorial service was held in Ely Cathedral for Yvonne King, formerly a voluntary welcomer there as well as a committee member and brass-cleaner at St Peter's.

On occasions throughout the year when Fr Paul has not been available, it has been good to welcome Canon Nicholas Thistlethwaite and The Revd Michael Banyard to lead the Sunday services. At other times, St Peter's has welcomed two candidates exploring their vocational paths (including Rob Henderson from this congregation) and an ordinand in training, all of whom were given opportunities to intercede, preach and shadow Fr Paul at the altar as appropriate.

A gradual easing of restrictions nationally from 19 July permitted the introduction of communion in both kinds by intinction (i.e. each wafer being intincted individually by Fr Paul immediately prior distribution). A decision to begin congregational singing was taken in August and, currently, four hymns and the Angelus are being sung; the Merbecke setting has not yet been re-introduced. Also, preparations are now being made to re-start St Peter's Singers at Advent and we are pleased to announce that John Wyatt has agreed to become the new Director.

St Peter's House re-opened at the start of June 2021, initially with certain restrictions on numbers and access as advised by Cambridgeshire ACRE but finally, from the start of September, the house has opened more fully and many thanks must go to Suzanne Lindsay for her hard work and care in ensuring that previous hirers were kept informed of the changing situations and that new and returning hirers are welcomed and supported. Also, the period of closure provided an opportunity for a full review of the booking system and rental charges for all users. The re-opening of the house has also meant that, from mid-August, it has been possible to provide after-service refreshments once again.

The Chapel Wardens extend sincere thanks to all who have contributed in any way to life at St Peter's over the last 12 months. In particular, this includes the servers (see separate report), those on the reading rota, the flower arrangers, launderers, refreshment team, cleaners, gardeners and others who help in any way. However, we should not be complacent about the future. St Peter's is already entering a time of change as Fr Paul and Judith have now moved from Ely and, for the next six months, will be based at their home in Suffolk. At Easter 2022, Fr Paul will be retiring fully from his regular ministry here and so a period of uncertainty is before us as the search to appoint a new Priest-in-Charge or ministry team begins.

REPORT FROM THE CHURCH CONGREGATIONAL COMMITTEE

Paula Fleet

The Church Congregational Committee met four times in the last year. Due to the coronavirus restrictions, three of the meetings were held online via Zoom, enabling everyone to see and talk to one another. However, the most recent meeting in July was held in person in St Peter's House with two members taking part over speaker phone.

In the last year, items for discussion have included:

- the ongoing national Covid restrictions and, at the last meeting, the gradual easing of these
- regular reports from the Trustees and Safeguarding Officer
- Fr Paul's retirement next year and the ongoing planning to appoint a Priest-in-Charge to replace him
- the purchase of two new altar server albs with money from the John Waller Bequest; new linen for the Lady Altar is also being considered
- the continuation of charitable giving to "Operation Smile" and "Singing with Dementia", started by Jane Blanchard in 2020, has continued. A plant sale is planned for November in support of these charities
- the return of congregational singing and after church refreshments from mid-August; the re-launching of St Peter's Singers is planned later this year
- the re-opening of St Peter's House and the letting of St Peter's church
- the introduction of the Parish Giving Scheme and contactless giving via GoodBox
- a new church sign for the rear entrance
- the PAT testing of electrical systems in the church and the improvement of sensors on the outside lights
- the year-round maintenance of the garden by Janet Fairweather with the help of Jean Goodwin and others

REPORT FROM THE ORGANIST

Janet Fairweather

In the year October 2020 - October 2021, the calendar of church services held in St Peter's was twice interrupted by two national lockdowns which, though not totally debarring entry to churches, discouraged it: one entailed the suspension of the Sunday Eucharist for most of November and into December, 2020 and the other in the New Year, for the entire period between Epiphany which we celebrated early on 3 January and Passion Sunday, 21 March. Meanwhile, Canon Paul and Mrs Judith Andrews maintained the singing of Merbecke at their home celebrations of the Eucharist which were accessible online on Sunday mornings via St Peter's Facebook page.

Mercifully, Bishop Stephen's visit to St Peter's for All Saints was able to go ahead before the November 2020, lockdown began. This event, like all the other major festivals of this year, posed a big challenge for the organist as anti-Coronavirus measures did not allow the congregation to sing. For these and all the ordinary Sundays outside lockdown until after the relaxation of the Covid rules nationally on 19 July, the strategy was that the organist should produce solo organ music not only before and after our service but also in place of the Gradual hymn, at the Offertory and during and after the Communion. The short processions before and after the Gospel and before the Angelus

called for simple accompaniment consisting of single or half verses of hymn-tunes. Members of the congregation hankered after hymns and so, latterly, I took to devising hymn medleys in rondo-form, grouping together several suitable hymns written in the same key for use at the Gradual and during Communion. At the Offertory, some kind of set piece seemed called for and I had reason to be grateful that the Covid crisis had occurred now, when I had more than sixty-years' worth of keyboard repertoire waiting to be brought back from varying depths of oblivion, rather than when I was younger, less experienced and slower at learning new music. A limited amount of hymn-singing by the congregation has been reintroduced since the late Summer but neither congregational singing of Merbecke nor choral singing by St Peter's Singers on the fourth Sundays has yet been reinstated.

During the lockdowns, background heating of the church continued in order to protect the church fabric and, not least, the organ which remains in good order. Meanwhile, a new national scheme has been initiated for the listing of church organs and Canon Nicholas Thistlethwaite, this year, has made an application to this scheme on our behalf with regard to St Peter's organ (the work of a distinguished firm of organ-builders, William Hill & Son of London) which has resulted in its listing as "Grade II", an excellent result for such a small instrument which should help to secure its future.

REPORT FROM THE SERVERS

Kevin Sims

Whilst strict Covid restrictions were in operation, Fr Paul's wife, Judith, took on limited sole server responsibilities but once the restrictions were eased, Kevin Sims returned to server duties every Sunday, assisted by Judith almost every week. These have been the only regular servers at St Peter's, following the illness and death of John Waller, the continuing enforced absence of Glyn Taylor as home carer and the necessity for Rob Henderson - even though present most Sundays - to look after his two small children in church.

However, Ely Cathedral Verger Andrew White has also kindly acted as a server when he has occasionally been able to attend services at St Peter's whilst Rob's son Oswald has also been an acolyte and boat boy on a number of occasions. Rob and his children have also assisted, when able, in some of the post-service responsibilities. Kevin wishes to express his grateful thanks to Judith, Andrew and Rob and his family for their involvement.

Following the house move of Fr Paul and Judith, the latter is unlikely to be able to attend St Peter's regularly, going forward. This leaves Kevin (who was admitted during the year as a full member of the Guild of Servants of the Sanctuary) as sole regular server, with Andrew as occasional server and Oswald assisting periodically. It is therefore hoped that others may be able to join the serving team and that it might be possible to put arrangements in place which will allow Rob and Oswald to increase their involvement.

REPORT FROM THE SAFEGUARDING OFFICER

Rob Henderson

In the course of the last year, the Safeguarding Officer has undertaken all the current training requirements including Safer Recruitment. This means that Rob is now able to undertake the necessary DBS checking of people taking up new volunteer positions within the church. All current volunteers have in date DBS checks although many of these will need to be renewed over the coming 12 months, a prospect which some may not be comfortable with.

Much of the Diocesan training is now available online which makes this slightly easier for people to undertake and for a record of activity to be kept on the Parish Dashboard. It would be helpful to know if there are any activities involving children which are taking place in St Peter's House as these need to be listed and formally acknowledged by the Trustees and the PCC.

These points form the safeguarding action plan for St Peter's for the coming year.

SUMMARY OF THE TRUST ACCOUNTS FOR 2020

Registered with the Charity Commissioners for England and Wales: Charity No.1059178

RECEIPTS AND PAYMENTS

Year ended 31 December 2020

RECEIPTS	31.12.2020	31.12.2019	NOTE
	£	£	
Dividends and Interest	3,349	3,829	1
Flat Rent	7,320	7,320	
Room Rent	1,545	5,008	2
Voluntary and Other Sources	9,461	11,419	3
Capital Grants	4,273	--	4
Sale of Assets	15,000	83,944	
TOTAL RECEIPTS	40,948	111,520	
PAYMENTS			
Direct Expenditure	22,975	23,860	5
Administration/Management	6,097	7,470	6
Payment for Assets	28,686	95,000	7
TOTAL PAYMENTS	57,758	126,330	
NET (PAYMENTS)/RECEIPTS	(16,810)	(14,810)	

NOTES

- 1 Lower investment returns due to slightly more conservative investment strategy
- 2 Lower room rent due to Government-imposed lockdown resulting in closure of the room in St Peter's House for rental purposes during a large part of the year
- 3 Collections (*inclusive of Gift Aid*) were £5,944 compared with £7145 due to closure of the Church during Government-imposed lockdowns for a large part of 2020
Gift tax refund was £1,667 compared with £1,502 last year
Donations were £1,850 compared with £2,772 last year
- 4 Grants received from Cambridgeshire Historic Churches' Trust (£2,000) and Listed Places of Worship Trust (£2,272) in respect of the cost of the new gas boiler
- 5 House Rental provided for Priest-in-Charge: £9,996 (2019 part-year: £6,664)
Insurance: £2,810 (2019 £2,752)
Church Repairs and Maintenance (*main items were gas heating repairs and maintenance and replacement of fire extinguishers*): £1,993 (2019: £4,734)
Church service expenses: £1,061 (2019: £2,019)
Church organist honorarium: £1,180 (2019: £1,165)
Church administration expenses (*mainly gas and electricity*): £5,936 (2019: £5,477)
- 6 Mainly expenditure relating to St Peter's House (*utilities, repairs and janitor expenses*)
- 7 Payments for new gas boiler: £13,686
Reinvestment of £15,000 into CBF Fixed Interest Fund

ASSETS AND LIABILITIES

as at 31 December 2020

	2020	2019	NOTE
	£	£	
ASSETS			
Cash Funds	21,596	38,407	
Debtors	283	627	1
Investments	110,303	105,491	2
LIABILITIES			
Creditors	(767)	(1,690)	3
ASSETS FOR TRUST USE	5,201,421	5,197,421	4
TOTAL	5,332,836	5,340,256	

NOTES

- 1** Debtor is Gift Aid Tax refund for December quarter 2020
- 2** Investment values are as at 31 December 2020
- 3** Creditors are: British Gas £667; Independent Examiner £100
- 4** Assets for Trust use are the Church and St Peter's House and contents