

PARISH OF HAWLEY Annual Meetings
 Sunday 19 May 2024 at 15.30 pm in All Saints Hall

MEETING OF PARISHIONERS TO ELECT CHURCHWARDENS

1	Apologies for absence	SB
2	Minutes of the Meeting of Parishioners to Elect Churchwardens held on 28 May 2023	SB
3	Election of TWO Churchwardens to serve for the year 2024/25	FrW

ANNUAL PAROCHIAL CHURCH MEETING

1	Apologies for absence	SB
2	Minutes of the Annual Parochial Church Meeting held on 28 May 2023	SB
3	Report on the church electoral roll revision.	BB
4	Annual report of the proceedings of the Parochial Church Council and activities of the parish generally	FrW/MG/KB
5	Financial statements of the Parochial Church Council for the year ended 31 December 2023	TE/KB
6	Churchwardens' reports upon the fabric, goods and ornaments of the churches of the parish under section 5 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991	RD and SM
7	Report on the proceedings of the Aldershot Deanery Synod Note: Today begins the second year of our elected representatives' three-year term. A casual vacancy remains for one other representative.	KB
8	Election of TWELVE members of the laity to serve on the Parochial Church Council	FrW/MG
9	Election of ONE member of the laity to serve on the Aldershot Deanery Synod to fill a casual vacancy. A new three-year term began last year.	FrW/MG
10	Appointment of an Independent Examiner to the Parochial Church Council to serve until the close of the Annual Parochial Church Meeting 2025	FrW/TE/KB
11	Safeguarding report	JR
12	Statements and questions about parochial church matters or of general church interest.	AB
13	Charitable Giving Ballot to select recipient charities.	MG/SB

MINUTES OF HAWLEY GREEN ANNUAL MEETING
For the ELECTION of CHURCHWARDENS
Held at Trinity Hall on Sunday 28 MAY 2023 at 15:30

Present: Seventeen (17) members of the church electoral roll in attendance

1. Apologies

Apologies were received from Corinne Chapman, Peter Crouch, Peter and Joan Dimmock, Tony and Sue Evans, David Leach, Jan Reed, Rob and Glynis Roberts, Julie Saunders, Chris and Joan Young.
Total apologies: 13

2. Minutes of the last meeting

The minutes of the last Hawley Green Annual Meeting for the Election of Churchwardens, held on 29 May 2022, were approved (proposed by Pauline Scott, seconded by Keith Blanchard) and signed.

3. Election of Churchwardens

The Chairman, Fr William Perry, reminded us that for the Vestry Meeting, the electorate is anyone within the boundaries of the parish and those on the church electoral roll.

Two nominations for the role of Churchwarden were received for the term 2023-2024; these were from Rita Davies and Stuart Murton. They were duly elected (proposed by Mike Gunston, seconded by Barbara Blanchard) and appointed.

The meeting closed at 15:37.

Signed: _____ Date: _____

Chairman, Fr William Perry

MINUTES OF HAWLEY GREEN ANNUAL PAROCHIAL CHURCH COUNCIL MEETING

Held in Trinity Hall on Sunday 28 May 2023

Present: Seventeen (17) members of the Church Electoral Roll

1 APOLOGIES

Apologies were received from Corinne Chapman, Peter Crouch, Peter and Joan Dimmock, Tony and Sue Evans, David Leach, Jan Reed, Rob and Glynis Roberts, Julie Saunders, Chris and Joan Young. Total apologies: 13

2 MINUTES OF THE LAST MEETING

The minutes of the APCM held on 29 May 2022 were approved and signed by the Chairman Fr William Perry. Proposed by Stuart Murton; seconded by Mike Gunston. **Agreed and Approved.**

3 REPORT ON THE CHURCH ELECTORAL ROLL

The Electoral Roll Officer, Corinne Chapman, was not in attendance but submitted a report. The total number of names on the electoral roll is once again 143, the same as the 2022 roll. There were two (2) additions and two (2) removals; sixty-three (63) are residents of the parish and eighty (80) are non-residents. Corinne Chapman resigned as Electoral Roll Officer. Fr William expressed his gratitude to Corinne for her work in this role.

4 ANNUAL REPORT

The Annual Report, as approved by the PCC at its meeting on 24 May, was presented by Mike Gunston. Average adult Sunday church attendance for 2022 was 76. There were 18 baptisms and 4 weddings and 12 funerals in church. Fr William was licensed as priest-in-charge of St Augustine's Aldershot on 7 June 2022. Our parish share for 2022 was initially set at £83,784, but this was reduced to £66,948 when Fr William became priest-in-charge of St Augustine's. Our parish share for 2023 has been set at £67,891. A process was begun in autumn 2022 to merge Minley Parish into Hawley Parish, with Holy Trinity Church to be the parish church of Minley.

The 2022 Annual Report was **Agreed and Adopted.** Proposed by Stuart Murton; seconded by Rita Davies.

5 FINANCIAL STATEMENTS

John Chapman, Treasurer, presented the Financial Statements that were approved at the PCC meeting on 24 May 2023, and advised that the format of the statements and accounting policies remained unchanged, although again an abbreviated version of the accounts was distributed. And again, the accounts have not been examined.

We needed to draw on our reserves to pay day-to-day parish running expenses. The Halls Reserve fund was increased by £199. We placed £11,094 into the All Saints' Parsonage account. We intend to maintain a minimum reserve of £15,000 to fund emergencies whilst continuing to address maintenance issues prioritised in the quinquennial inspection reports (done in 2021). Our balance of free reserves at the year-end was £61,597, down from £87,102 in 2021.

The Financial Statements for 2022 were **Agreed and Adopted.** Proposed by Keith Blanchard; seconded by Pauline Scott. John Chapman thanked everyone who assisted him in the production of the accounts: Tony Evans, Dave Powers, Ian Brown, Mike Gunston and Corinne Chapman.

6 CHURCHWARDENS' REPORTS ON FABRIC, GOODS AND ORNAMENTS

Rita Davies and Stuart Murton submitted summaries of work and activities in 2022. A church inventory has been carried out and all items are accounted for. Electrical & gas safety inspections were done, and fire extinguishers were replaced and serviced. New card machines were installed at both churches for electronic donations and gifts. A new defibrillator was installed at Holy Trinity Church in August. In autumn, new fencing along Fernhill Road was installed, including a new gate. Drainage issues at All Saints have been dealt with and monitored by Stuart Murton with assistance by Jim Rapley. Bible study groups were introduced at both churches.

7 ALDERSHOT DEANERY SYNOD REPORT

Keith Blanchard submitted the Deanery Synod Representatives’ report. Two meetings were held in February and October; a third meeting was cancelled due to lack of business to discuss.

8 ELECTION OF MEMBERS TO SERVE ON THE ALDERSHOT DEANERY SYNOD

A new three-year term of service begins today. We are entitled to three (3) Deanery Synod representatives based on our electoral roll number. Nomination forms were received from Keith Blanchard and Rita Davies. Only laity can vote in this process. Proposal in favour of electing these two (2) representatives was made by Jim Rapley and seconded by Jackie Davies. **Agreed and Elected.** This leaves a casual vacancy for a third representative.

9 ELECTION OF PAROCHIAL CHURCH COUNCIL MEMBERS

The Chairman thanked Peter Crouch, an out-going member of the Council, and those whose nominations he had received, including two new members. Proposal in favour of the following nine (9) people being duly elected: Derek Bangs, Susan Brown, Carol Carter, John Chapman, Mike Gunston, Rob Hoy, Jim Rapley, Julie Saunders, Lorna Wilkinson. Only laity can vote in this process. Proposed by Keith Blanchard; seconded by Janet Murton. **Agreed and Elected.**

Ex-officio members of the PCC include the Incumbent (Father William), Churchwardens (Rita Davies and Stuart Murton), and Deanery Synod representatives (Keith Blanchard and Rita Davies). Total PCC membership is now thirteen (13).

10 APPOINTMENT OF INDEPENDENT EXAMINER

The Treasurer advised that he was very satisfied with the support and work provided by the Independent Examiner, Azets, formerly known as Roffe Swayne Accountants & Business Advisors. Proposal to approve Azets’ reappointment was made by Fr William; seconded by Stuart Murton. **Approved and Reappointed.**

11 SAFEGUARDING

Our Safeguarding Officer Jim Rapley presented his Safeguarding Report for 2022. The PCC has adopted the House of Bishops Safeguarding Policy practice guidance. Most members of the PCC have completed the safeguarding basic awareness course and all members will continue to complete the three obligatory courses. It is recommended that our bell ringers also do this training.

12 OTHER PAROCHIAL CHURCH MATTERS

- The List of Vicars that hangs in Holy Trinity church was updated by a professional calligrapher on 21 November 2022, to include Fr William’s name and dates. The calligrapher confirmed to Susan Brown that this item is made of paper, not vellum, which will simplify future updates. Contact details of the calligrapher are on the back of the framed List.
- Church cleaning: Janet Murton raised the matter of cleaning in Holy Trinity church, which until the pandemic had a cleaning rota and a church sitters’ rota. Current cleaning arrangements are: Marian King assists with this work in All Saints church. ‘Beverley’, a friend of Mena Avery, the All Saints pre-school manager, currently does cleaning work in All Saints’ hall.

13 ALLOCATION OF CHARITABLE GIVING

Twelve (12) charities were listed on the charity ballot for 2023. These were reviewed and approved by the PCC in preparation for the APCM. As usual, ballot papers were completed by those attending the APCM. Our four (4) favoured charities each will receive £280 (subtotal £1120). Then the six (6) charities with the most votes each will receive £210 (subtotal £1260). Total giving will be £2380. This represents approximately 4% of our Planned Giving income of £59,359 in 2022.

The Chairman thanked all those who attended the meeting, the church officers, and outgoing and incoming members of the PCC. The meeting closed with prayers at 16:28.

Signed: Date:
Chairman

Electoral Roll Report. 2023 – 2024.

This year the numbers on the electoral roll have dropped considerably, sadly due to 9 members having passed away and one moving from the area.

There are now 134 members on the roll, 72 of whom are non-residents, and 62 of whom are residents.

Submitted by Barbara Blanchard, Electoral Roll Officer

The Parish of Hawley

Overview

The Parish of Hawley in the Diocese of Guildford is situated in the extreme northeast of Hampshire. The Parish Church of Holy Trinity, Hawley (1857) and the daughter church of All Saints', South Hawley (1976) serve an estimated population of 11,800 souls. In 2015, the Parochial Church Council passed a Resolution under the House of Bishops' Declaration on the Ministry of Bishops and Priests. Extended episcopal care is provided by the Bishop of Richborough by arrangement with the diocesan bishop. The parish is registered with Forward in Faith and affiliated to The Society.

The Parochial Church Council (PCC)

Under the terms of the Charities Act 2006, the PCC is registered with the Charity Commission. Our registered charity number is 1130589. Correspondence for the PCC may be addressed to Hawley Vicarage, Fernhill Road, Blackwater, Camberley, GU17 9BN. Lloyds Bank plc, 18 Prince of Wales Walk, Camberley, Surrey GU15 3SJ are bankers to the PCC. The PCC uses the services of the AZETS Group of Ashcombe Court, Woolsack Way, Godalming, Surrey GU7 1LQ as Independent Examiners. Nye Saunders Ltd. has been appointed inspecting architects to the PCC under the Inspection of Churches Measure 1955. Among its other responsibilities, the PCC "is to cooperate with the minister in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical".

Members of the Parochial Church Council during 2023

Ex-Officio Members

Incumbent: The Revd. Canon William Perry SSC (*Chairman*)

Churchwardens: Mrs Rita Davies, Mr Stuart Murton,

Deanery Synod Representatives: Mr Keith Blanchard, Mrs Rita Davies

Elected Members: Mr Derek Bangs, Mrs Susan Brown (*Hon Secretary*), Mrs Carol Carter (*from 28 May*), Mr John Chapman (*to 18 October*) (*Hon PCC Treasurer*), Mr Peter Crouch (*to 28 May*), Mr Michael Gunston (*Vice-Chairman*), Mr Robert Hoy (*from 28 May*), Mr James Rapley, Miss Julie Saunders, Miss Lorna Wilkinson.

The PCC formed a Standing Committee, as required by law, to transact the business of the PCC between meetings, a Halls Committee to oversee the operation and maintenance of the Church Halls and a Stewardship Committee to encourage Christian Stewardship of time, talents, and money within the congregation.

PCC Policies

Investment: Apart from maintaining a small working balance, monies not immediately due for payment are placed on short-term deposit with the Central Board of Finance of the Church of England on their Deposit Fund (AAA Rated). In the absence of an assistant curate, All Saints' Parsonage continues to be let on a periodic lease.

Reserves: Full details of our reserves will not be available until our accounts are examined by the Independent Examiner. We continue to use the General Reserve Fund to cover any deficit in the running cost of our churches. We have continued to place any surplus from the halls and parsonage into respective designated funds which have built up considerably over the years. The PCC will need to review these designated funds in 2024.

Risk: The PCC continued its risk audit with a view to establishing a more secure environment within Holy Trinity Church, reducing the vulnerability of the more valuable moveable items to theft and damage when the church is open during daylight hours. Theft of and damage to internal and external metal is of ongoing concern. Fire risk assessments continued to be reviewed in 2023 for the two churches and the two halls.

Church Attendance

As Covid restrictions were lifted the congregations at Holy Trinity and at All Saints' have started to recover. The average adult Sunday attendance was 67 (76). The 2023 Church Electoral Roll listed 143 names (143). There were 6 baptisms (18), 0 confirmations (0), 1 wedding (4), 0 wedding blessing (0), and 14 funerals in church (12). A further 1 funeral (3) was held at the crematoria or local cemeteries and 7 committals of cremated remains (5). (2022 figures bracketed in italics)

Annual Report for 2023

Fr William Perry is the incumbent for the Parish of Hawley and is Priest-in-charge at St Augustine's Aldershot. During periods of leave he was ably assisted by our honorary assistant priest Fr Glyn Williams and other clergy.

Mr James Rapley was the Parish Safeguarding Officer and DBS Validator for the year.

In 2023 several of our long-term parishioners have died. Don Leppard had been active in church life for many years and was a founder member of HAMS. Peter Dimmick has served the parish for many years and was the long-term organist at All Saints'. Unfortunately, this has resulted in the organ remaining silent at the Sunday mass.

John Chapman, our honorary treasurer, died in October. John held this role, and others, for over 50 years. John had all the financial paperwork stored in his house covering the whole of his tenure. A small team have been examining the records, storing the relevant ones, and preparing others for shredding; this is an ongoing task. A Group Acting Treasurer Team has been formed, consisting of Keith Blanchard, Allen Brown, Susan Brown, and Tony Evans. They are dealing with everyday financial affairs together with Mike Gunston who is dealing with cash receipts and banking. The Treasurer Team discovered that the accounts for 2021 and 2022 were only completed as Management Accounts and were not presented to the Independent Examiner for examination. The full version of the accounts for 2021 have been completed, as required by the Charities Commission ready or examination. The 2022 accounts will follow shortly. We are also aware that we cannot complete the 2023 accounts until missing paperwork is discovered. When the 2023 accounts are completed (before the end of October 2024) we will hope to appoint a treasurer.

Holy Trinity continued to be open for private worship from 10-12am Monday to Saturday. We thank the church sitters for their continued help.

Hiring of the Church Halls continued to recover during 2023 with regular hirers' returning and social bookings increasing. The Holy Trinity open day and the Holly Fair raised income for church funds. Our thanks go to the organisers and helpers on the day.

We thank all members for their committed giving during the year.

Phil and Sally Popay collected items for use at the Farnborough food bank. This has been well supported by our parishioners.

The quinquennial reports for both Churches and Trinity Hall were carried out in 2021. They have highlighted a considerable number of major and minor works for our attention. Some of the major equipment and fittings are at the end of their useful life and require replacement. The Churchwardens' Report gives details of some of the works as we try to establish the ultimate costs of replacing complex installations and determine priorities. Whilst at both churches and halls we have built up reserves to fund some of the heavy costs in dealing with certain items in the reports, we do, however, anticipate that the costs of implementing the architect's recommendations could well exceed those reserves. We financially need to proceed with the outstanding building works with all speed to preserve the purchasing power of our reserves. We have found reliable gardening companies to maintain All Saints' hedges, and Holy Trinity churchyard and burial ground.

Our Parish Share for 2023 was set at £67,891.

Mothers' Union, Hawley Anglican Men's Society (HAMS), Bellringers, and the parish's Walsingham Cell have met regularly during the year. Please see the minutes of the proceedings of the Annual Parochial Church Meeting and the parish website www.parishofhawley.org.uk for more information.

The Reverend Canon William Perry SSC
(Incumbent)

Stuart Murton – Church Wardens Report for 2023-2024

All Noticeboards at All Saints have been refreshed and updated.

A new book stand has been introduced in the entrance of All Saints Church.

A new light was installed in the entrance of All Saints Church.

Marian King's husband Peter, carried out repairs to the vestry window & and door threshold to the boiler room door at All Saints Church.

Parking/Clamping signage installed in the carpark of All Saints.

CJM Garden Care have taken on the garden maintenance at both Holy Trinity & All Saints Churches.

Following the stepping down and sad passing of Peter Dimmick, Father Glyn Williams purchased a Bluetooth Sound system for All Saints Church, which is in constant use during the Sunday services.

Thames Water have been out to All Saints Church regarding ongoing issues with road drainage, this has been high pressure steam jetted, along with a CCTV camera inspection. No root issues reported. Drains are fully cleared of any blockages.

Boiler replacement at Holy Trinity Church, following the presentation of 3 quotations, the PCC approved the quotation from B&K Boilers, Blackwater. It was then found that a "Faculty" was now required to be approved by the Diocese, this then went to the Westminster Diocese offices and was promptly rejected relating to the Diocese being carbon neutral by 2030. Progress is slow whilst I gather the necessary information to support our application. I will update the PCC as and when I have further information.

The drains at All Saints have again been jetted following blockages advised by Mike Gunston, the drains are cleared right across Chapel Lane into the main drains.

The replacement Flagpole has been ordered following the approval of the PCC, once delivered I will arrange to remove the old one & install the new one.

During the start of the year, Silverthorne Landscapes were directed to cut all of the hedges at All Saints Church.

Following a complaint from the owners of Seven Dials, Vicarage Road, Hawley. I acknowledged their email, along with photographic evidence and replied to them advising that they are within their legal rights to cut the branches etc back in line with the property fencing at their cost. Not an issue for Hawley Parish to be involved with. No further communication from the owners & no further action required by the parish.

Following a complaint from Highways regarding the hedges at All Saints Church, I instructed Silverthorne Landscapes to cut all of the hedges along the Fernhill Road pathway.

Following a conversation with a member of the local parish regarding the graveyard opposite Holy Trinity along Fernhill Road during the Trinity Open Day, Silverthorne Landscapes were instructed to trim & clear the graveyard which they did to a fabulous standard.

Fly Tipping was found in the Car Park of All Saints, this was swiftly resolved by Stuart Murton & Jim Rapley.

The PCC noticeboards have now been updated with the photographs of the current PCC members and Churchwardens.

Pest Control have attended Trinity Hall following a request from Mike Gunston, following the signs of a rodent ingress within the kitchen area.

Car Parking – Lines have been reinstated to ensure correct parking.

Walls to the archiving room will be completed shortly.

The owner of the silver Honda is parking within the church carpark, he is contributing for the facility, and we receive Gift Aid from his contribution.

Rita Davies – Churchwardens Report for Holy Trinity January – December 2023

Holy Trinity is in a reasonable state of repair.

Regular maintenance has been carried out and safety checks have been undertaken or are ongoing.

During the year the heating system in the church became unreliable (the boilers were installed in 1986). The PCC authorised their replacement.

UPDATE – The Church of England has a Net Zero Carbon Policy which expects all parishes to be ‘Carbon Neutral’ by 2030. This has caused a delay to the approval of our faculty application for improving the heating system.

When inspecting the church roof Marshels Roofing Contractors Ltd found that there were gaps in the felt which had caused water ingress. A temporary repair was made. Further investigation will need to be undertaken in order to affect a more permanent solution.

The flagpole was found to be in a poor condition.

UPDATE – A new pole has been purchased and is to be installed.

At the beginning of the year the PCC agreed that on Sunday mornings the parking in the layby outside Holy Trinity would be reserved for Blue Badge holders.

Trinity Hall had 19 windows with broken double-glazing seals replaced under warranty by Sherborne Windows.

During the summer a trench was dug along the road side of Trinity Hall and ‘French’ drain slots were lowered to improve drainage problems.

A major clear out of the cupboards and shelves was carried out in the ‘print room’ of Trinity Hall to provide more space.

The photocopier has been serviced.

Thank you to all the many volunteers in the parish who continue to help and assist with maintaining the churches.

Parish of Hawley

Report on the meetings of the Aldershot Deanery Synod 2023

During the year only two meetings were held at St. Peter's Farnborough in February and at All Saints' Fleet in October.

Each meeting begins with an introduction, usually by the incumbent, giving an update of life within the parish indicating both positive and challenging aspects. A simple act of worship usually follows.

The main topic at the February meeting was Modern Slavery. Alison Sutcliffe, Guildford Diocese anti-slavery advisor, introduced the topic. She explained her remit was to raise awareness of this huge and complex topic. Nearly 50 million people live in slavery globally and 25% of them are children. Closer to home in the UK for 2021 3900 people were registered as survivors under the national referral system, including 387 in Hampshire and Surrey, more children than adults.

Alison showed a short video produced by Surrey Police which showed Modern Day Slavery hidden in plain sight. She encouraged us to spot signs and have the courage to report this to the police.

The October meeting was at All Saints' Fleet, this church was severely damaged by fire 7 years ago and had been rebuilt, it was reopened for worship in February 2023.

New members were welcome by the interim Area Dean, George Newton with a brief explanation of what Synod is. We were reminded that we were lacking a Lay Chairman, Secretary, Chapter Clerk and Treasurer.

Alwyn Pereira from St Michael's Aldershot spoke about the research he had carried out into demographics of the Deanery and was looking at the development of a deanery wide strategy, particularly for youth ministry based on our strategy for change. At St Michaels they had activities attracting 80 teenagers. He stated there was Diocesan funding available for youth ministry. His research had highlighted that there were high levels of deprivation in parts of Aldershot and Farnborough. We then met in four clusters to discuss and how we could move forward.

Submitted by Keith Blanchard, Deanery Synod Representative.

SAFEGUARDING REPORT 2023

Hawley Parish is committed to the safeguarding, care, and nurture of the children within our church community. We are also committed to providing an environment where all people, especially those who may be vulnerable are able to worship and pursue their faith journey with encouragement and in safety.

The PCC has adopted the House of Bishops Safeguarding Policy Statement together with the supporting safeguarding policies and practice guidance. The Policy Statement can be viewed on line.

Safeguarding is at the heart of the gospel. We are called to welcome and show compassion to the oppressed and vulnerable and be a voice for the voiceless victims of injustice. Safeguarding good practice in church helps us to do this and to develop a culture of care underpinned by God's unconditional love and welcome for all.

In the past 12 months all required DBS checks have been completed.

Anyone in a role requiring it has completed or is in the process of completing the appropriate safeguarding training. This is via personally accessing the Church of England training online or via the Parish training provided by myself.

All new members of the PCC will need to complete the online basic awareness training and I will continue to facilitate this.

I have not been required to make any new risk assessments.

The on-line Parish Dashboard to facilitate good safeguarding practice has only one action that need to be completed. This is the Parish policy regarding the employment of ex-offenders. A draft is with the diocese awaiting approval before presentation to the PCC.

I would just like to say thank you to all in the Parish who have assisted me over the last year.

Jim Rapley
Parish Safeguarding Officer

Project Report for APCM, May 2024

Author: Allen Brown

Background

'Project John' was set up following the sad death of the former PCC Treasurer John Chapman on 17 October 2023. The project team comprised Allen Brown, Susan Brown (PCC Secretary), Tony Evans (PCC Bookkeeper) and Anne Lyster.

The project includes three distinct streams of activities:

1. Clearing all the church-related documents from the house of Corinne Chapman, John's widow, and moving them to secure storage.
2. Sorting all the papers; filing, archiving and shredding as required.
3. Designing new role definitions allowing a new treasurer to be recruited.

Progress report

Stream 1:

After discussion of using the vicarage for the sorting operation, the team rented a 100 square foot storage unit at Big Yellow in Camberley.

The material in John and Corinne's living room was systematically lifted, with each pile numbered and photographed before being boxed and moved to the storage unit. By mid-December, 75 archive boxes had been moved to the storage unit, but progress slowed after this, as the church papers were held together with Corinne's personal papers. It also became clear that papers were in other locations around the house, and this broadened the task significantly from the original scope. In mid-January, the approach changed to sort the papers *in situ* at Corinne's house.

Stream 2:

The staff at Big Yellow Self Storage in Camberley have been very helpful, allowing us to use the storage unit as a workspace and selecting a unit for us next to a power socket so we can bring in lighting. Two tables were brought from All Saints, and the project team added seating and lighting. Sadly heating was not available, so some work moved to team members' homes over the winter months.

The church papers found fell into four broad categories:

- A. Material the PCC needs to keep. This included all financial records for the period from 2018 to 2023, the six years for which accounting records have to be kept (Charities Act 2011). A new physical filing system will be put in place for this material on church property.
- B. Material of long-term value but that is not needed to be held by the PCC, such as covenants, and historic signed-off accounts. This can be archived at the Diocese of Guildford's Archive Collection at the Surrey History Centre in Woking. For many of these documents, it is expected that a photograph will be kept in the PCC's digital files. A new digital filing system will need to be designed and implemented for this material.
- C. Material that we might want to refer to in the future. A photograph of such documents will be retained in the PCC's digital filing system and the physical document will be sent for secure shredding.
- D. Material that is no longer needed. This has been bagged up and will be sent for secure shredding at the completion of the project.

By mid-January, 75 archive boxes had been taken to the storage unit and processed. Work continued to find more files at Corinne's house, and files were created at the storage unit and at team members' homes.

Attention then turned to providing secure space on church property where these files can be stored so that they are accessible. The room in Trinity Hall where the photocopier is located was quickly identified as an ideal home. Although there will be some limits on access due to the pre-school's use of Trinity Hall, that is easily manageable. The room was cleared of unnecessary material, cleaned and a robust double-width filing cabinet already located in Trinity Hall was moved in. Some repairs to the wallboards remain outstanding, and a locksmith has been engaged to resolve a problem with the filing cabinet.

Stream 3:

Due to the unexpectedly large amount of work needed on Streams 1 and 2, progress on the design of new role definitions has slowed. In January, the team proposed the creation of a small group to take over the responsibilities of the Treasurer while we were able to move to a new arrangement. This group included members of 'Project John' plus Keith Blanchard who has extensive experience as a Treasurer at another parish. This allowed the work previously done by John to be spread across a number of people until new roles were put in place. The PCC agreed to this Group Acting Treasurer, and the group has started to design and implement new processes for bookkeeping, supplier relationships, invoice payments, cash handling and Gift Aid claims. These new processes will be formalised and documented as they evolve.

Meetings have been held with a wide range of people within the congregation and with the finance department at the Diocese of Guildford to establish how processes previously worked and to identify improvements. It is likely that several distinct roles and responsibilities will be identified, besides that of PCC Treasurer. This will give the PCC some flexibility about how these roles might be combined, depending on the volunteers that come forward.

LIST OF CHARITIES APCM – AGENDA ITEM 13

PARISH OF HAWLEY Charitable Giving Ballot - Total Allocated for 2024 will be £2260.

Confirmed Recipients – The PCC has agreed that the following ‘four favoured charities’ will each receive £265: Additional Curates Society, Forward in Faith, St Francis Outreach Trust, and The Triangle Bookshop, Farnborough.

Recipients to be selected – You are asked to vote for six (6) other charitable organisations, each to receive £200. Please tick up to six (6) boxes below.

Charities (Local/Christian)	Work of Charity	
Anglo-Catholic Ordination Candidates Fund	Assisting men of Catholic tradition to train for priesthood	
Barnabas Fund	Aid agency for the persecuted Church	
Camberley Night Café	Support for local homeless; currently no overnight shelter due to lack of premises	
Christian Blind Mission (CBM)	International Christian development mission supporting persons with disability worldwide	
Fleet Angels	Churches Together town centre project to help young people after a night out	
Naomi House	Hospices for children and young adults (Hampshire)	
The Children’s Society	Supporting vulnerable children and young people, fighting child poverty and neglect	
The College of St Barnabas	Clergy residential and nursing home	
The Leprosy Mission	Christian charity working to eradicate leprosy	
The Prayer Book Society	Dedicated to promoting, studying, and celebrating the Book of Common Prayer	
Wheels for the World	A Christian charity based in Aldershot, refurbishes wheelchairs, walkers, and crutches to facilitate access to church services for disabled people in Britain and around the world.	
White Lodge Centre	Supports disabled children, young people and adults in Surrey and surrounding areas	

Signed:

Date: