



**Minutes of  
Parishioners Meeting  
and  
Annual Parochial Church Meeting  
held on Monday 17<sup>th</sup> May 2021.**

The meeting began with Mass at 6pm. During his homily, Fr Kevin referred to the difficulties arising from the restrictions arising from the pandemic, but pointed to the positive way in which clergy and congregation had responded. In particular, he drew attention to the work of the PCC and thanked them for the support they had given him.

**A. Parishioners Meeting: Meeting to Elect Churchwardens**

Approximately 30 members of the congregation were in attendance. Father Kevin Morris was in the Chair.

Nominations for the office of Churchwarden for 2021/22 had been received on behalf of **Helen Wareham** and **Christina Whiteway**. Both were duly elected to serve for the forthcoming year.

Father Kevin thanked Dinah Garrett and Helen for all their hard work as Wardens over the past year, which had been particularly difficult due to the pandemic. Dinah Garrett had completed three years as Warden and her very considerable contribution over this time was recognised.

**B. Annual Parochial Church Meeting.**

1. **The Statutory Notice** convening the meetings had been displayed in the church porch as required and was taken as read.
2. **Apologies:** Apologies were received from Jane Trigle, Jane Moody and Vicky Brooke.
3. **The Minutes** of the Annual Parochial Church Meeting held on Monday

12<sup>th</sup> October 2020 were agreed as a true record of the meeting.

**4. Matters Arising:** There were no matters arising.

**5. Election of Lay Members of the PCC:** Two members of the PCC were standing down: Sarah Popoola and Michael Pownall were thanked for their valuable contributions. Michael's work in previous years as Treasurer and, more recently, as our lead on Planned Giving, was particularly acknowledged.

Nominations had been received for the election of Lizzie Harris and Jane Moody, and for the re-election of Andrew Maud and Alison Baker. All four were duly elected.

**6. Report on the Electoral Roll:** the report on the electoral roll was noted. It is hoped to initiate a campaign to increase the numbers, particularly among younger members of the congregation, in 2021. There were no questions on this item and Vicky Brooke was thanked for her work as our Electoral Roll Officer.

**7. Fabric Report:** Helen Wareham presented the fabric report.

**a. Major works/quinquennial inspection.**

The quinquennial inspection in November 2019 had noted how much had been achieved with the repair and conservation of the south and west sides. There would be considerable benefit in dealing with the north and east sides before the next quinquennial inspection falls due in 2024. It is hoped that the PCC will be able to plan ways of raising funds for this work in 2021. There is also work to be done to replace missing tiles on the roof.

The camera which has been installed for livestreaming is now fully operational. Commissioning this and getting the works done during the third lockdown was a time consuming operation, particularly for Claire Barrell in the Parish Office.

**b. Maintenance**

Usual maintenance for the church and the halls has continued. There has been an increased emphasis on cleaning with antibacterial sprays which will mean that the pews will certainly need repainting before long.

### **c. Quick Road**

The garden has been altered and maintained, with some new planting being carried out. The external woodwork of the house needs some remedial work and quotes are being obtained.

### **d. The Church Garden**

Although not sited in the Church garden, the PCC looked in detail at the plans for the proposed Yeats memorial on the ground adjoining the Church. A submission, including some reservations, was sent to Hounslow Council. The memorial was approved by the Council on 30 April.

The sub-committee looking at the plans for the Memorial Garden met in February 2020. They were not able to move matters forward last year, but will report further to the congregation over the summer.

A further bench will be added to the south facing lawn in memory of Ken Woollam, generously donated by Phoebe Woollam.

## **8. Annual Report and Slide Show.**

A slide show, prepared by Jim Cox and David Beresford, demonstrated the number of events and activities which had taken place at St Michael's, despite the restrictions in place.

The Annual Report for 2020 was received.

## **9. Presentation of the Accounts.**

The accounts were presented by Alyson Mitchell, the Treasurer.

Incoming resources were slightly reduced this year as there were no live services for several months. However, due to the generosity of planned giving and Parish Giving donors, and the income from the regular hall lettings to the two schools, the overall financial position had stood up reasonably well.

Income from ancillary trading and from the two major Festivals was significantly down but this was mitigated by a reduction in costs of fundraising and church management and administrative costs. Live streaming equipment had been funded by a special appeal. We had been able to fulfil our commitment to an increased contribution to the Common Fund of £96,000, which was much appreciated by the Diocese.

Overall, net assets fell by just over 2.5%. Alyson concluded that, given the extraordinary circumstances of the pandemic, this was a satisfactory outcome and she hoped that income levels could be restored to previous levels by 2022.

Alyson thanked a number of people who had contributed to the financial work of the Church:

- Judy Donner, who retired in April after many years as unpaid payroll administrator.
- Jamilla Amra, our accountant, whose advice had been invaluable in this unusual year: she had taken over payroll duties from Judy and dealt with the complications of furlough claims.
- Michael Pownall and John Little, who counted collections and deposited them at the bank, contending with the very long queues during the pandemic.
- Michael also managed the Payroll Giving and Parish Giving schemes which have been so important to the Church recently.
- Tony Simkin who had painstakingly claimed Gift Aid on qualifying donations, thus increasing their value by 25%.
- John Clark who continued to manage the charities income and its separate account.

**Charitable Giving:** a separate written report was made available by John Clark. Despite the limited opportunities for fund raising , £17, 130 was shared between our three chosen charities and £1,500 went to the three charities supported by the Chiswick Book Festival. The Church had also supported two food banks and made a number of practical donations in response to the needs of refugees and asylum seekers.

**Proposals:** Alyson Mitchell proposed:

- Appointment of Reddy Siddiqui, a local firm of accountants, as our independent examiner. She thanked PK Audit for their work over

several years and explained that, in line with good practice, a change of independent examiner is now due.

- Appointment of John Little and Michael Pownall as bankers and Allan Donner as captain of the money counting team.
- Michael Pownall continues to be a signatory to the accounts until the lengthy change of mandate process can be completed.

These proposals were all accepted. There were no questions on the accounts, which were unanimously adopted by the meeting.

Fr Kevin thanked Alyson Mitchell for all her work as treasurer during this particularly difficult and challenging year.

### **10. Report from the Hounslow Deanery Synod**

A report was made available on the SMAAA website: there had been only two meetings, both held on-line.

### **11. Any Other Business.**

Helen Wareham paid tribute to Fr Kevin who has provided inspirational leadership during the pandemic. We at St Michael's are greatly indebted to him for ensuring the church has been open for private prayer and for both actual and live-streamed services which have sustained us during a most difficult period. The Church has been a source of support and encouragement to us all, responding to our differing needs and giving us courage to face new circumstances created by the pandemic. In particular, we have benefitted from uplifting preaching from all the priests. Helen also expressed our gratitude to Father Thomas who has worked so hard to provide support in many ways.

The meeting closed with the Grace at 7 pm.

Signed.....Date.....  
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