



St James
Hampton Hill

Annual Parochial Church Meeting 2024

Agenda

Reports for 2023



INDEX

Introduction	3
APCM Agenda	4
Ark Playgroup	6
Bell Ringing Team	6
Care and Contact (formerly Parish Visitors)	7
Charity Support Team	7
Children & Families	8
Churches Together Around Hampton	8
Churchwardens' Report	9
Connections Café Team	11
Eco Church	11
Flower Team	12
Gardening Club	12
Hampton Deanery Synod	13
Hampton Parochial Charities	14
PCC	14
Pop-up Cinema	16
Properties Team	16
Safeguarding	19
Servers' Team	21
Spire Magazine Team	21
Sunday Kitchen	22
Teaching & Nurture (formerly Life Groups)	22
The Good Guys	23
Welcome Team	24

Dear Parishioner

Notice of APCM – Sunday, 19 May after the 9:30am service

I hereby give notice that the Annual Parochial Church Meeting (APCM) of St James's Church will be on the above date, following the 9:30am service. You are invited to join the meeting and, provided you are on the Electoral Roll (ER), stand for office and/or vote in the proceedings.

If you are not on the roll email me and I will send you a form. You won't be able to vote or stand this time (to count, you must have completed an application at least 14 days before the meeting), but if you count St James's as your church, you should be on our 'membership list'. You will find nomination papers to stand for the PCC or churchwarden on Derek's weekly email.

What will happen at the APCM?

Our annual meeting is the church's equivalent of a company AGM and will be reviewing 2022. We will receive a financial report from the treasurer, hear about how the church has operated in the past year, and Derek will set out some of the challenges that lie ahead.

Will you play a part in our future?

Part of the meeting will also be to elect two wardens and up to four members of the Parochial Church Council. Could one of these be you? Could you bring your life experiences or talents to the table to help us flourish? If you would like to know more about the roles, please speak to me or a current member without obligation.

On the following pages you will find reports of the various church teams or groups associated with us. You have also been sent an agenda and the minutes of last year's meeting. To save resources, only copies of the agenda and minutes will be available on the day.

Best wishes

A handwritten signature in black ink, appearing to read 'Nick', with a long, sweeping horizontal line extending to the right.

Nick Bagge
PCC Secretary



**Meeting of Parishioners
for the Election of Churchwardens
and
Annual Parochial Church Meeting
Sunday 19 May 2024 11.00am-12.30pm in the Hall**

Agenda

11.00am

1	Prayers	DW	
			See attachments/actions:
2	Apologies for Absence	NB	
3	Declarations of Interests / Fit and Proper Persons	DW	
4	Minutes of the last meeting: 21 May 2023 <i>Errors should be reported to the secretary prior to meeting to enable any corrections to be made</i>	DW	To note: Minutes 21 May (separate attachment)
5	Election of Churchwardens In the event that more than two applications are received by 0900 today, an election will be called	DW	

11.10am

			See attachments/actions:
1	Apologies for Absence	NB	
2	Minutes of the last meeting: 21 May 2023 <i>Errors should be reported to the secretary prior to meeting to enable any corrections to be made</i>	DW	To note: Minutes 21 May (separate attachment)
3	Matters Arising <i>From 21 May 2023 not otherwise covered in agenda</i>	DW	
4	Notice of Any Other Business (See item 13)	DW	
5	Presentation of the Electoral Roll This will be used to calculate the number of places on the Hampton Diocesan when elections are held	NB	
6	Election of up to four members of the Parochial Church Council In the event that more than four applications were received by 0900 on Sunday 21 May, an election will be called.	DW	To elect/appoint: Up to four members

7	Election of members of the Welcome Team Derek on behalf of Linda Cargill to make oral recommendations	DW	
8	Annual report and Accounts of the Parochial Church Council 2023 Treasurer Dawn Miller to give an account of the year 2023	DM	To note Annual Report and Accounts of the PCC 2023 (separate attachment)
9	Appointment of Independent Examiner Dawn Miller to make an oral recommendation	DM	
10	Churchwardens' Report, including the Fabric of the Church A written report was prepared by Bryan Basdell, Chair of the Properties' Team, and Susan Horner and Nick Bagge, Churchwardens	SH/ NB	To note Reports are part of APCM Reports
11	Consideration of written reports Comments about any of the reports on the different aspects of church life	DW	To note APCM Reports
12	Vicar's Report Derek to give an account of the year	DW	To note Derek's report to be given orally
13	Any Other Business For items to be considered they must be sent to the secretary by Wed 15 May	DW	
14	Closing Prayer	DW	

Ark Playgroup

The Ark Playgroup for carers and pre-school children has run every Monday morning during term-time in 2023.

We're especially grateful to Graham for help with the heaters over the autumn and winter periods when the warmth in church was essential.

For the first six months of 2023 Ashleigh was our leader and there every week. When she left there remained a dedicated team of four who continue to run the group in pairs on alternate Mondays, with a well-planned schedule for 2024.

Attendance has been good, made up of 0-4-year-olds coming with childminders, parents or grandparents. We often have 12-15 'families', and on busy weeks we have seen in excess of 20 infants.

Each week we provide plenty of coffee/tea/juice and biscuits and have a craft activity using all or some of: paint, glue, Play-Doh, cotton wool, crayons, paper plates, etc. We also try to do some singing.

We have a very busy and happy session with toys and games suitable for all ages, push-along toys going up and down the South aisle, and train tracks taking over the altar dais.

We would welcome anybody who may like to come and help either regularly or on an occasional basis.

Carol Bailey, Jon Holloway, Linda Webb & Liz Wilmot

Bell-ringing Team

Two new ringers have trained during the year and joined the team. We now have 12 adult ringers and four young ringers, but one of our young people will be going to university in the autumn.

We have rung for the main service every Sunday, for a wedding, for the Carol Service and Communion Service on Christmas Eve (11:30pm) and at midnight on New Year's Eve. We welcomed many visitors up the tower on our open afternoon, when the team told them about the bells and the clock and let them try their hand at bellringing.

Susan Horner

Care and Contact (formerly Parish Visitors)

The C&C team has a heart for those in the congregation who are going through difficult times, at home or in hospital. While not taking away from our mutual responsibility to care for each other, the team members are able to phone or visit those who need some extra support. Members are also willing to take out communion to those who are housebound. If you are aware of anyone who would appreciate contact the vicar.

Derek Winterburn

Charity Support Team

At the start of the year our Lent Appeal raised £2,440, a very successful result although below last year's result. Half of this total was donated to the Diocese of London lent appeal, supporting training to help those deeply traumatised by conflict, and the other half was for Mecuburi, Nampula in northern Mozambique where our new link church, St Lukes, needs help at all different levels.

Generally results this year were down, and this is possibly due to the after-effects from Covid where people are less inclined to come out and engage, also the cost-of-living crisis.

Following the lead from the 2022 Diocese of London lent appeal St James's pursued finding help for those with issues of Mental Health and Isolation which led to engagement with the national charity MIND. Whilst some benefited from counselling, and a workshop was reasonably successful the numbers were not high enough to justify continuation of visits to our Tuesday *Connections Café*.

One amount that is still not affected by the social and economic factors is the £1,500 from church funds given to Welcare and Bishop Wand School and we pray that these donations can continue in the future.

The St James's Day weekend was successful in that it raised more than last year, from food, drinks, tombola, and Tower tours. £457 was raised for church maintenance and £1,000 for St Lukes Hospital Milo, Tanzania, although this latter amount included money from a dedicated bookstall and sizable personal donations.

The amount collected in our Harvest Appeal for the Upper Room was £1,300, some £147 up on last year, but the number of foodstuffs and other goods was down,

although last year was at record levels. Furthermore The Upper Room rate St James's as their eighth best supporter of all the churches in London.

Our quiz in November raised £205 for the London Churches Refugee fund and £205 for our link church St Lukes in Mecuburi, northern Mozambique. This amount has been added to the £1,250 from Lent to be sent to Mozambique when an agreed giving plan is finalised.

Christian Aid raised £2,338, up about £100 on 2022, whilst the Children's Society at £1,033 was up on 2022 as people have now signed up to Direct Debit payments. The total collected for charity in 2023, traditionally excluding Christian Aid and the Children's Society, was £7,437, somewhat down on 2022 (£8,336).

Let us all look to dig a little deeper to support St James' charities in 2024.

Dennis Wilmot

Children and Families

Alongside the ministry of the Ark (see separate report), the focus of our work with families is the services at 3.30 on Sundays. The usual service is attended by a core group, and led by Derek, Jacky, Sandra, and Joy.

Once a month the service takes the Messy Church format - some worship that includes a time of crafts (a number of tables are laid out with activities inspired by the Bible story) and followed by a range of foods and tea. A large group of families attend Messy Church. In the autumn the programme will be supplemented by a monthly intergenerational service organised by Simon Shutt, a local children's minister.

Derek Winterburn

Churches Together Around Hampton

Churches Together Around Hampton is the network that links the local Anglican churches (All Saints, St Mary's, and St James's), the local catholic churches (St Theodore's and St Francis de Sales), the United Reformed Church, the Methodist / Baptist Church and New Life Pentecostal church, (which meets at St Mary's School).

The ministers gather every two months or so. As someone who has been going to these meetings for 27 years (!), I have never known them to be so well attended. (The two new local catholic priests are markedly different to their predecessors.) It

would be fair to say that the most high-profile event is the *Songs of Praise* service in January; held as part of the Week of Prayer for Christian Unity. Building on that success a *Songs of Praise* with a contemporary style is being planned.

Hampton (rather than Hampton Hill) has an Act of Remembrance that features more ecumenical involvement; some Hampton churches trialled a march of witness on Good Friday. The Day of Prayer is not strictly a CTAH event, having its own planning group. However it is good to note that the service this year was held at the Hampton Mission Partnership (Methodist church) with materials written by Palestinian Christians.

Derek Winterburn

Churchwardens' Report

With the refurbishment now complete, it has been good to see nearly all of the congregation back in church, with attendance at the 9:30 Sunday service now usually over fifty and most staying for refreshments and a chat afterwards. Thank you to all who assist by welcoming, reading, leading intercessions, serving, bellringing, flower-arranging, and catering. This all runs smoothly thanks to those who organise the rotas, and I would particularly like to thank Janet Taylor, who has now stepped down having overseen the welcoming rota for many years, and Linda Cargill for taking it on. The service is still streamed for those unable to attend thanks to our sound and streaming team.

Thom and the choir have continued to provide music not only for the regular services but also Compline, Maundy Thursday and Good Friday during Holy Week and occasional Evensong services.

We have had regular Together services on Sunday afternoons for younger families, with Messy Church once a month. This year we have been pleased to welcome school groups back for Christmas and Easter Experiences. During the week we have the Ark and Connections for young and old. Thank you to the volunteers who have made all these possible.

There is so much that goes largely unseen to ensure the smooth running of our church. Debbie and her team clean the church each week. Bryan and his team check the fabric of the building and do much of the routine maintenance themselves. Roof repairs to the north aisle will be taking place during the summer. It was unfortunate that our boiler failed last summer, and we are grateful to Graham for the heaters he supplied before the installation of the temporary boiler

to see us through the winter. The PCC are investigating the possibilities for a permanent heating solution. Lou looks after the churchyard on a day-to-day basis and organises gardening mornings for bigger jobs. Laurence, Dawn, and Carol put in very many hours during the year to pay our bills, produce accounts and keep our finances in order. Dennis keeps us in touch with the charities that we support. The Health and Safety, Safeguarding and Ministry teams all ensure that we are a safe and welcoming church. The Care and Contact team keep in touch with those who are housebound or unwell and Lesley takes home communion to those who would like it and are unable to attend church.

We have had a number of social events during the year, including walks, a quiz, and a Shrove Tuesday evening with pancakes, organised by the Good Guys who continue to meet regularly for a meal.

We continue to reach out to our local community. We held an eco-afternoon in June and our usual open afternoon in July when visitors could listen to the organ, have guided tours of the church, and go up the spire to see the view and ring the bells. Many local groups use the church and hall for concerts, meetings, yoga and drama classes and other events and parties. We also keep in touch with the community through the website, kept up to date by Prill, and the Spire magazine, ably overseen by Janet and Nick and distributed to houses and to shops on the High Street.

In the office, Nick continues to deal with all the administrative tasks, overseeing the letting of the church and hall, the printing of church sheets and leaflets, answering phone calls and in-person questions and welcoming casual visitors, together with many unseen tasks.

In July we said thank-you and farewell to our ministry intern Ashleigh who had given much time and effort during her time with us, particularly with young families. Later in the year we welcomed our ordinand Joy, who is in her second year of training, and has quickly become part of our church family, helping to lead services, preaching, and joining in many other activities.

Above all, we are grateful to our clergy. Jacky, Tim, and Julian covered all our services during Derek's study leave. Derek returned in October to take up the reins again and they all give us so much in our Sunday and weekday worship, Time to Pray podcasts, study groups and in their friendship and availability to listen and advise. We are aware of how much support they receive from Sandra, Alan, and Jane to enable them to be there for us.

Finally, our thanks to all of you for your support and help during the year. So many people are needed to keep this church as an open, welcoming, and friendly place for us all and the community. No doubt there will be challenges in the coming year, as always, but, knowing that we have willing helpers, we can look forward with joy to another year of continuing fellowship.

Susan Horner & Nick Bagge

Connections Café

Connections Café runs on Tuesdays 10.30am-12.30pm. Typical attendance is only about 5-7 people, plus two helpers and this is considerably fewer than in pre-Covid days. This might be seen as not surprising given that the attendance is generally from older members of the congregation. However those attending do appreciate the visit.

UK Mind, Health Watch Richmond and RUILS have all presented their stories at Connections and these presentations have been seen as successful. RUILS is a large Richmond Borough-based charity offering help with many services including Social Prescribing, Mental Health and Wellbeing. They are booked in again on 14 May 2024 to present their story and offer help plus free basic health checks.

Dennis Wilmot

Eco-Church

For the first part of 2023 the team continued to establish our *Care for Creation* agenda, including a focus in January with our annual congregational survey. In November our successful grant application resulted in a free Eco Audit, funded by City Bridge Foundation. This coincided with the church's heating crisis; and shaped our response to finding alternative heating systems. However the audit, which commended what we have been doing, highlighted some 'blind spots'. There were some immediate actions such as removing the multiplicity of cleaning chemicals under sinks; others that involve cost will be gathered together for another grant application.

As part of the *Churches Count on Nature* observation week, we held an open day in June, with a storyteller, and other informative elements.

A team of volunteers has improved the attractiveness of the churchyard and at the same time worked for its greater diversity. A number of flowering trees and roses have been planted by bereaved families in memory of their loved ones.

Derek Winterburn

Flower Team

We are a small, reliable, and friendly team who have produced attractive floral arrangements when required, for all the major church festivals throughout the year.

The larger cupboards in the Baptistry store our collection of stands and accessories and the porch cupboards are also still available to us - we have been fortunate since we are now comfortably able to access and store all our equipment .

We would welcome anyone who would like to occasionally “do the flowers” and thank all the existing team who work so well together .

Coryn Robinson

Gardening Club

The graveyard is ‘closed’ for new burials and consequently general maintenance responsibility rests with Richmond Council. They undertake grass cutting and general tree works in line with their ecological policy. The Gardening Club provides the ‘icing on the top of the cake’.

We have met four times this year.

Our aim is to:

- Maintain and improve the graveyard for those who visit the graves of their departed family/friends, and
- Maintain and improve the area for the wildlife and the environment

For aim 1 we have:

- reduced the canopy of some of the trees/bushes to clear the debris on the graves below
- cut away ivy and brambles encroaching on the graves and the graveyard
- cleared the 13 scattered Commonwealth war graves [the Canadian war graves are maintained by the Commonwealth War Graves Commission]
- cleared saplings and dead branches
- planted four rose bushes in remembrance of departed relatives

For aim 2) in the graveyard we have:

- planted a holly bush
- maintained 50 hedging saplings
- enhanced the wildflower area
- added plants to the small pond which is now inhabited by many water snails

Unfortunately one of the large trees was felled by persons unknown. The council were informed but were unable to act as it couldn't be determined who the perpetrator was.

The sessions have been a great social occasion as well. The camaraderie whilst working away as well as chatting whilst having great refreshments has been superb.

The garden areas have been hit by the high temperatures and lack of rain in the summer and then followed by extended frosts and excess rain in the winter and spring. Climate change is affecting what we plant and how we garden, we are never too old to learn and change our ways!!!

Lou Coaker

Hampton Deanery Synod

The Deanery Synod met three times in the past year.

The **first meeting** took place on 10 May 2023 at SS Michael and George, Fulwell, chaired by the Area Dean, Revd Ben Lovell, vicar of St Mary's, Hampton. There were updates on the Common Fund and new appointments.

The main item on the agenda was 'Reaching out to our neighbours – models for creative growth', delivered by Revd Jonathan Rush, Area Director of Mission Development. He challenged each parish to explore a number of questions: Who are we not reaching? What needs to be different to reach them? Could we start a new worshipping community?

The **second meeting** was held on 8 November 2023 at St Richard's, Hanworth. The main topic was 'Youth Collaboration', introduced by Jo Jones, the Bishop's Youth and Schools Chaplain. She explained that her role covered support for CofE secondary schools where she worked as a clergy chaplain; encouraging churches and schools to work closely together and general support for youth ministry. Jacob Holme, leader of Youth Ministry in Communion, then spoke of various youth initiatives in the Fulham area involving collaboration between several churches of a sacramental tradition.

The **third meeting** was held on 20 February 2024 at St Mary's, Hampton. The main theme of the evening was 'The Role of the Diocesan Secretary and the Diocese Group Discussions', delivered by the present incumbent Oliver Home. He

gave an overview of his background and described the two main elements of his role: Chief Executive of the London Diocesan Fund, embracing 500 communities, ensuring resources were deployed as effectively as possible, and secondly making the system, strategies and relationships work.

A full report of each meeting is available from the Secretary to the PCC.

Lesley Mortimer

Hampton Parochial Charities

HPC oversees two almshouses: Jubilee House, Ashley Road and the War Memorial Cottages, Oldfield Road – as well as two grant-making funds: Relief in Need and the School of Industry.

St James's provides three trustees: Dr David Wile and Rev Derek Winterburn (Chair) served the whole year. During the year Anne Pietsch moved home to Australia and Sarah Selvanathan took her place.

The Clerk, Nicky Hall, is concerned the wellbeing of the residents some of whom are becoming more vulnerable. She also manages the buildings, overseeing this year a renewal of the guttering and external doors.

It continues hard to disperse the grants from the 'School of Industry' fund. The fund provides small grants to young adults from Hampton or Hampton Hill who require some support in furthering their education.

The charity launched a new website which provides information for prospective tenants or those seeking enabling grants: <https://www.hamptonparochial.org.uk/>

Derek Winterburn, Trustee

Parochial Church Council

This was Derek's seventh full year as vicar.

The PCC has 18 members, including the vicar (chair), Associate Priest, two churchwardens, and two Deanery Synod representatives, who sat as ex-officio members. One vacancy was unfilled.

It met eight times and attendance averaged 13 people or 66%. PCC members are trustees of St James's, which is a registered charity, and can serve a maximum of

two consecutive three-year terms of office without a break, either starting or standing down after the Annual Parochial Church Meeting. Only churchwardens must stand for re-election every year. They can serve a maximum of six consecutive years without a break.

The year began looking back and forward. Back to the closing stages of the church renovation, forward to a Vision document. And the annual budget was agreed – with a push to increase donations and rental income (at an all-time high), while anticipating a big increase (£5000+) in utility costs (now out of a fixed-price contract). The only way to produce a balanced budget was by cutting our Common Fund contribution by a third.

By February the focus was on the now... and the challenges of attracting children and young families to St James's – in fact it was a challenge for *all* Church of England churches, still not recovered from the effects of the Covid lockdown. Another challenge for the Church nationally was finding a middle ground on same-sex relationships and their approach to marriage.

Ahead of the annual meeting members heard that income was largely flat, despite an increase in rental income, because of little change in Planned Giving (small gains were negated by the loss of some big supporters).

June's focus was our Common Fund pledge for 2024. Following a discussion it was agreed to increase it by just under 9%. The PCC had made it a priority to return to meeting its costs in full. Members learnt that the Church of England's overhaul of safeguarding and training would have an impact on us, with new minimum requirements. Having invested in the inside of the church, money was now needed to repair the roof.

In September, the focus was heating, more on the roof, and early proposals to install a mobile phone antenna in the spire (later rejected) and EV chargers in the hall car park.

Two months later roof repairs costing £100,000 were agreed. Meanwhile a long-term solution to the church heating became more urgent. Replacing the failed gas boiler with another now required a faculty, and the Church of England had committed itself to being carbon net zero by 2030. A grant-funded eco-audit to assess the options recommended using infrared heating for the church, but the process would be long, and the PCC agreed to rent a gas boiler to heat the church through the winter rather than risk losing a significant number of regular users.

The decision led to an extraordinary meeting, but this too backed the temporary boiler, extending the period of cover through to spring next year. One further meeting in December agreed to keep the boiler until Easter.

*Nick Bagge
PCC Secretary*

Pop-up Cinema

In the last 12 months we have shown four children's films. We have seen variable numbers attend, with an average of 20 people. These are normally families from the local area who have seen the film advertised outside the church or on social media. Often it will have been their first time inside in the church. Although entry is free, we raise some money through donations and sales of refreshments

Linda Webb

Properties Team

Responsibility

The Properties Team has the responsibility to the PCC for the maintenance, upkeep and care of the church, the hall, the vicarage, the garage, the shed and all other structures; apart from the moveable items that are the legal responsibility of the Churchwardens. The churchyard is maintained by the London Borough of Richmond upon Thames, overseen by the committee.

The Church - Summary State & Quinquennial Survey

A Quinquennial Survey was formally issued by the architect that concluded that "the building is generally in a good state of repair". However, it states that the age of the building is such that persistent maintenance and repairs are required to the external envelope to keep the building safe and watertight. The report identifies 11 items of Category 1 (Urgent, to be addressed within 6 months), 26 Category 2 (to be addressed within 12-18 months), 31 Category 3 (to be addressed within 5 years) and 23 Category 4 (Desirable). In terms of the Category 1 items, 4 are procedural and, therefore, not considered in the context of this report. In terms of the 7 structural Cat 1 items, 4 have been addressed whilst the remaining 3 items are "in hand", awaiting the intervention of external contractors.

Routine Maintenance and Works

As reported last year, regular usage of the building has returned meaning that the level of maintenance work also returned to normal. Heating, electrical services, fire appliances, lighting, the clock, the bells, the lightning conductor and the drains all have regular professional inspections that have been done in line with their

service/inspection schedules. All records of inspections and certificates are recorded and filed in the Church Logbook held in the Office.

In line with normal practice, maintenance activities have been conducted as and when required. In line with our agreed policy of only replacing light bulbs when they fail, a number have been replaced in the chandeliers and globes with, in all cases, the failed bulbs being replaced with more efficient LED equivalents. Some minor joinery repairs have been carried out, in some cases repairing defective work undertaken by the “re-ordering” contractor. The polycarbon protective coverings of the southwest facing quatrefoil windows in the spire have been replaced to reduce water ingress and internal damage to the viewing platform. Some areas of repointing are identified as Cat 1 deficiencies; builders have been instructed to undertake the remedial work.

The central heating system has been a major issue during the year, brought to a head when the old gas boiler was “condemned” during a maintenance inspection. Significant research has been undertaken (both within and outside the committee) to identify how best to heat the building taking due account of its age/structure, CoE policies and current ecological considerations that will be discussed more fully outside this report. However, in the context of this report, a temporary heating solution using IR panels was provided that required the installation of additional electrical outlets throughout the building, some of which now form part of the permanent circuitry. It is noteworthy that this temporary use of IR heating identified two significant issues that need to be considered/addressed as part of the wider CH debate. The first issue relates to energy usage and the associated operational cost that will rise materially for a IR solution. Increased consumption is clearly evident in the utility readings that are taken on a monthly basis. The second issue relates to the need for a significant increase in the power supply to the building to support the solution that will potentially require major infrastructure changes within the building and significant external groundwork.

The re-ordering programme is effectively complete, subject to a number of “snagging” jobs. Repairing the damaged paintwork in the Chancel remains outstanding but can now be undertaken following the repair to the faulty gutter on the south wall. The damaged ceiling in the north aisle will be repaired once work on the north aisle roof is complete, see below. The quality of the electrical work undertaken during the re-ordering programme was poor and resulted in the Distribution Board in the south porch being overloaded, requiring the retrospective installation of a new power cable. Old electrical sockets have also been “burnt out” by being overloaded. Remedial work has been undertaken, with further work

planned. All aspects of the electrical configuration are now clearly marked to support our significantly improved understanding of the overall configuration that has, until recently, evolved in an ad hoc fashion.

This year, 2024, saw the resumption of the spring clean that, in practice, included work that should have been addressed as part of the “deep clean” that heralded closure of re-ordering contract. The annual leaf-sweep and gutter clearance was undertaken on 2nd December 2023. All gutters around the courtyard were also subject to more frequent clearances in the autumn as necessitated by the build-up of leaves from surrounding trees. As is now standard practice, these activities are augmented by a commercial company that clears and inspects the state of gutters on the church, hall and vicarage; the resultant report did not identify any areas that required attention.

Church Roof

The faulty gutter on the south aspect of the Chancel has been repaired.

Following extensive discussion, the PCC has accepted the recommendation to undertake the complete refurbishment/repair of the North Aisle roof as a single activity. A roofing contractor has been commissioned to undertake the work that is expected to commence before the summer. Consideration was given to the installation of insulation as part of the work; however, an energy survey did not identify any material benefits in doing this. The flashing between the main nave roof and the south aisle roof has been replaced as this was identified as a point of water ingress following the failure of the welded joints. The comparable flashing on the north aspect of the roof will be undertaken as part of the major work on the north aisle roof.

The roof is monitored by CCTV at all times.

Church Hall

Only routine maintenance work has been undertaken in the Hall during the year.

Graveyard and Environs

As mentioned above general maintenance of the graveyard is now the responsibility of Richmond Council and is undertaken by its contractor, Continental Landscapes. The Properties Team works with other church groups in the general development of the graveyard, where its efforts are focused on the more manual activities. The major intervention has focused the continuing clearance of vegetation around trees and shrubs that impede paths and graves.

Membership

The committee meets four times a year, with routine work being undertaken as required outside these meetings. If you have an interest in the maintenance of old buildings, some special knowledge or expertise, or simply enjoy practical challenges and you feel that you could contribute, please contact me.

*Bryan Basdell
Chair, Properties Team*

Safeguarding

Policies and practice

The clergy and PCC continue to meet the requirement to have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults.

Safeguarding continues to be a standing item on every agenda of the PCC meetings. All safeguarding policies were updated and approved in June 2023 at the PCC meeting. They are all in line with the House of Bishops' Safeguarding Policy and Practice Guidance and meet statutory requirements whilst remaining relevant to our particular context. The next reviews will be in June 2024. In September, we implemented the Recruitment of Ex-Offenders Policy, to be reviewed in three years' time.

We continue to use the safeguarding dashboard (introduced to us in 2021) and we are now assessed at being level 3 (the highest level achievable) although many objectives on there are ongoing, some key areas are marked as 'urgent'. These areas are training for key roles and Reviews and Reports. These will be the priority for the PCC in the coming year. The subsequent action plans that this dashboard produces have started to be shared with the PCC each meeting.

Safer recruitment

This year the safeguarding hub has been introduced as an additional area to our safeguarding dashboard. The safeguarding hub has a suite of tools to aid a parish with safeguarding. The first three tools: Keep track of DBS checks and safeguarding training; Create role descriptions and person specifications and Track the safer recruitment of new volunteers. Nick has done a great job in beginning to transfer over the information onto this platform - thank you Nick!

Training

We continue to try to comply with the Church of England's Safeguarding Learning and Development Framework 2021. The focus of this framework is on developing a

positive culture of safeguarding within the church, rather than simply focusing on process. Most PCC members have completed the Foundation training module; however, we are looking for a 100% record of all PCC members having completed at least their basic level of training in order to move onto the next level of our safeguarding dashboard. This remains a requirement of being a member of the PCC. As the Parish Safeguarding Officer, I renewed my level three training in February of this year, attended some virtual training on safer recruitment and have attended face-to-face Parish Safeguarding Officer training as part of our Hampton Deanery Safeguarding network meetings.

Going forward, the PCC will focus on helping all those people who volunteer in key church activities are able to complete the required safeguarding training for children and vulnerable adults. I will be looking to offer some face-to-face training in church. All those who are required to complete the training will be invited to attend. We will also publish the date for any others who would like to attend the training, even if you are not required to in your church role. If you are unable to attend, I will look at trying to offer alternative sessions.

Next steps

We have two priorities for tightening up Safeguarding at St James's Church for the next year. These are:

- to ensure all those who require safeguarding training, know that they need it as part of their volunteering role and are supported to achieve this training (as outlined in the paragraph above) and ensuring all church activities meet the
- ensuring all church activities meet the requirements of the safeguarding framework

Safeguarding concerns and incidents

As your safeguarding officer, I have been made aware of two safeguarding concerns this year. We continue to need to maintain our vigilance to ensure the protection and well-being of everyone in our communities.

As a reminder, if you are made aware of any safeguarding issues for children or adults, please do contact me in the first instance (my information can be found on posters in church and in the church hall) and I will be able to support you through the next steps. Please do not discuss them with anyone else.

*Annalea Gratton
Parish Safeguarding Officer*

Servers' Team

Seven servers were available for regular duty April 2023 to March 2024. We have been able to provide two servers each Sunday at 9.30am and at mid-week festivals and three servers on the main festival days.

St James's is fortunate to have a very reliable and professional group of servers - my thanks to all of them for their work throughout the year and for their flexibility in the face of ongoing constraints.

We are always seeking new servers to add to the rota - none of us are getting any younger! The more of us there are, the easier it is to fit serving duties around people's other commitments. **I would be pleased to speak to anyone who feels that they would like to offer their services by assisting at the altar on a regular basis.**

Lesley Mortimer

Spire Team

Janet Nunn - Chair and Editor

Nick Bagge - Design and Sub-Editor Rev Derek Winterburn

Susan Horner - Proof-reader/Distribution Dennis Wilmot - Charities

Catherine Gash regularly helps with proofing the Spire but is not on the Team

Susan Horner, who for many years now has received the copies from the printers, has sorted them into areas and distributed them to the church and to the road stewards. Susan also makes sure that the Post Office and church are kept stocked with The Spire. This is sterling work every issue.

As usual we published nine issues of The Spire with a circulation of 500 copies with double issues in April/May, August/September, and December/January.

We ran the Appeal in June and raised £1331, including Gift Aid, which was an excellent result going towards the annual cost of the Spire which the PCC continue so generously to fund. Our printers, Paul and Julie Venn, have continued their excellent service.

We are continually grateful to all the regular contributors who very rarely need a gentle reminder about deadlines! Our longest serving contributor is Canon Julian Reindorp who is nearly always the first with his copy. We are always open to offers if anyone has a particular topic which they would like to write about.

As The Spire is so popular locally, we have made a conscious decision to try, where possible, to make the articles interesting to the parish as well as to church members.

We are a small team which meets 12 times a year to produce and plan each edition. We enjoy our work and are grateful for all the positive feedback we receive from parishioners and the local community.

Janet Nunn, Editor

Sunday Kitchen Team

We have had a remarkably good year with no unexpected surprises. Volunteers have maintained their customary cheerful service and refreshments have been available every Sunday. This is a considerable achievement when taken alongside the many personal challenges some people have had to deal with over the past year. So I do want to record a very big thank you to everyone.

The whole team works well together, and individuals manage to switch their days with the minimum of fuss. We have welcomed Nafas onto the team (ably assisted by Anoush!). This has enabled me to step back a little and become a substitute along with Coryn and Liz.

We can never have too many volunteers and would welcome a few more which would enable us to have three people on some of the teams which would benefit from a little extra help and help with succession planning.

Many thanks to all.

Patricia Newton

Teaching and Nurture

Many people appreciate meeting a small group. There is an opportunity for teaching, discussion and mutual support. There has been a long tradition of a course or group in Lent.

In recent times we have used material inspired by a movie. In 2023 the base was the film *The Man Who Knew Infinity*. Many found the relatively little-known story of the Indian mathematician Srinivasa Ramanujan provocative and illuminating.

After Easter we diversified and were able to offer 'two tracks'. On Wednesday afternoons Julian Reindorp and Tim Marwood offered structured and thoughtful opportunities to explore topical issues such as Sex, Poverty, Race and Democracy. On Wednesday evenings in the summer Derek and Jacky ran an Alpha course and in the autumn a course exploring the book of Revelation.

Time to Pray is sent out three times a week to 70 subscribers and includes a Bible reflection and prayer. In 2023 we have read through Colossians, Philemon, Ephesians, some Psalms, 1 Peter, and Jude.

Derek Winterburn

The Good Guys

The men's group has had a successful year of get-togethers over a meal or drink. We meet most months and have visited a number of local restaurants in Hampton, Hampton Hill and Teddington, where we had our Christmas meal. Attendance is regularly 8-12 members, and we always welcome new faces. Drop me an email in the office and I can add you to the mailing list for future dates.

Nick Bagge

Welcome Team

First and foremost, I would like to thank Janet Taylor for the very efficient and caring way that she has held the Welcome Team together for an extremely long time. I know I have a hard act to follow.

The Welcomers' Team is a group of volunteers from the congregation who continue to provide the vital function of greeting people as they arrive at church, mainly for the 9.30 am service, answer any queries and invite people to stay for refreshments afterwards.

I would like to thank the Welcomers for their ongoing support, flexibility, and humour in maintaining what may be a small but arguably important role in the life of St James's. Hopefully our work will continue with new members joining the Team.

The team currently consists of the following members – we request that they be re-appointed for the coming year:

Wendy Baker	Linda Cargill	Christopher Carson
Susan Horner	Moya Meredith-Smith	Ann Peterken
Janet Taylor	Darrell & Linda Webb	Denis and Liz Wilmot
Jenny Wright		

And we would like to welcome a new member to the team: Sarah Selvanathan
We are always delighted to encourage other members of the congregation to join the Welcomers, so please either speak to myself (079 3222 7136), a member of the clergy or any other members of the team.

Linda Cargill