

Training

All parishioners would be well advised to look at the online C0 training.

Any parishioner wishing to help at any events MUST complete C1 training before the event, sending evidence of completion to Caroline Vinall

safeguarding@standrews-soham.org.uk

Any group helper wishing to lead a group MUST complete C2 training before the group begins, sending evidence of completion to Caroline Vinall

safeguarding@standrews-soham.org.uk

The diocese has an ongoing computer glitch, which means they are unable to send me a list of people who have undergone training, unless they pick out individual names...it would be helpful for people to e-mail me with an empty e-mail, with the subject line C0 C1 C2 S1 S3 etc to let me know which training they have completed... safeguarding@standrews-soham.org.uk

S1 – Safer Recruitment holders

Eleanor Whalley

Caroline Vinall

Delia Tickner

Bridget Buchan

Andrea Cadmore (May)

Certified ID Checkers

Eleanor Whalley

Caroline Vinall

Delia Tickner

David Tickner

Caroline Vinall

Parish Safeguarding Officer



**St Andrew's Church, Soham
annual report 2018**

Contents

1. Soham Parochial Church Council Membership 2018
2. Vicar's Report
3. PCC report
4. Fabric and Ornaments
5. Electoral Roll
6. Free Will Offering
6. Tombola
6. Little Fishes
7. Deanery Synod report
- 8-10. Safeguarding

DBS processing

The initial DBS process should take no longer than 3-4 days from online registration to receiving a certificate. However volunteers for one-off events need to be made aware that they must show ID to a certified ID checker (Eleanor Whalley / Caroline Vinall / Delia Tickner / David Tickner) before the DBS can be processed. Hence this may take more time.

Confidential Declarations

Confidential Declarations have been filled out by most people requesting a DBS, but some are outstanding. It is crucial that a CD form is handed in BEFORE someone helps at events, in order to call references before the event.

There are many references still outstanding. This may be due to the recent change in e-mail address for safeguarding matters. Unfortunately, e-mails sent to the old address just disappear.

The e-mail address for references is safeguarding@standrews-soham.org.uk
I shall be sending out reminders to all outstanding referees during the Easter holidays.

Groups

This year we have had to press pause on some of our activities to give ourselves time to make sure they complied with Diocesan procedures for safeguarding. The procedure for new activities is set out in the Safeguarding Handbook and includes comprehensive safeguarding training for leaders (C2) and helpers (C1), clear role descriptions and risk assessments.

In addition, interviews must be held by two people with the S1 safer recruitment training (currently Eleanor Whalley / Caroline Vinall / Delia Tickner and Bridget Buchan – with Andrea Cadmore taking the training in May).

Group information

Little Fishes took a break in summer 2018 to enable a restructuring of the group. Interviews were held by Caroline Vinall, Sharon Gage and Sarah King (Diocese of Ely) for 3 leaders and 1 helper. Little Fishes re-started in October and is flourishing: many thanks to all involved.

Sunday School / Children's Church also took a break and restarted in January with a group of 4 people, who are leading the group in a rota system. Interviews were held for the volunteers by Eleanor Whalley and Caroline Vinall. (Caroline is cleared for all activities, given her role as parish safeguarding officer).

Safeguarding report 2018-2019

Notes of concern

No notes of concern have been handed to me (Caroline Vinall) this year about any child or adult.

Two health and safety 'incidents' occurred, which resulted in a review of procedures and practices / risk assessments and information given to participants from a safeguarding perspective.

DBS status

There are currently 58 people within the parish who have a DBS in some form and 61 DBS certificate numbers (previous multiple checks).

18 DBS certificates have no record of enhanced with barring or enhanced, however it is my understanding that they will have been checked with barring, due to the people whose checks have been completed and the roles they occupy.

46 have been checked for children AND adults

2 have been checked for adults only (ALM)

10 have been checked for children only (Occasional helpers / Little Fishes / Sunday School)

44 are enhanced with barring for adults and children

2 are enhanced with barring for adults only

5 are enhanced with barring for children only

2 are enhanced for adults and children

0 are enhanced for adults

5 are enhanced for children (these are mainly our occasional children's helpers)

DBS double checking!

Just because someone is on our list for DBS, does not mean that they are automatically covered for every event in church – Sorry! A baptism visitor needs child, but a home communion visitor needs adult. I had hoped to be able to lump all roles together under a 'Pastoral Support Worker' umbrella, but ACPS will not allow this. Hence, if you are unsure about the level of check you currently hold, or for which 'workforce' (!), please do ask.

PAROCHIAL CHURCH COUNCIL OF ST ANDREW SOHAM

Reference and Administrative details

Ex Officio – Clergy

Eleanor Whalley

Ex Officio – Wardens

Margaret Fisher

Christopher Palmer

Ex Officio - Synods

Delia Tickner

Elected members who finished their term on 26 April 2018

Alison Evans

Peter Scott

Judith Scott (end of casual vacancy)

Simon Wright

Elected members from 26 April 2018 with a three-year term (year of election in brackets)

Judith Scott (2018)

John Cole (2016)

Pam Cole (2016)

Linda Logan (2016)

Joy Martin (2016)

David Tickner (2017)

Lynne Webb (2017)

Philip Logan (2017)

Mark Campbell (2017)

Elected/appointed officers of the PCC

Vice-chair: Mark Campbell

Treasurer: Simon Wright

Secretary: David Tickner

Parish Administrator: Margaret Fisher

Electoral Roll Officer: Lynne Webb

Safeguarding Officer: Caroline Vinall

Data Protection Officer: Alison Evans (from July 2018)

Gift Aid Officer: Alison Evans

Administrative Information

Church Name: St Andrew's, Soham

Address: Fountain Lane, Soham, Cambridgeshire, CB7 5ED

Vicar: The Rev'd Eleanor Whalley

Bankers: Barclays Bank PLC, 54 High Street, Soham, Ely, CB7 5HE

Inspecting Architect: Iain Frearson, Freeland Rees Roberts Architects

Independent Examiner: Graham Day, Chater Allan LLP

Charity Registration Number: The Parochial Church Council of St Andrew's Church, Soham is a charity operating within Ely Diocesan Board of Finance, registered charity number 245456

Vicar's report on the year ended 31 December 2018

'Constant change,' someone once said, 'is here to stay'.

Here to stay it might be, but not, I hope, always at the pace of 2018!

We began the year rejoicing in our new noticeboard and in the faculty and funding we'd obtained to install it; by December, we'd received much more significant funding (along with associated permissions) for other essential works and installations – the clearance of gutters and drains, measures to deter roosting pigeons and the installation of a roof alarm. Some of this funding was from official funding bodies (see the accounts for details); the rest was from private individuals: thank you so much to all who have contributed to our ongoing Restoration Appeal.

The need to attend to building-related problems encouraged us to do more of what the church has been doing for decades: build our relationship with the wider community and make sure the building is used for more than just church services. Year group visits were made by children from The Weatheralls and St Andrew's Primary Schools as children came to find out about the history of our town and how that is represented by what can be found in the church. Little Wombatz pre-school came too. As in past years, a Christmas Market in church formed part of Soham's Winter Fayre: hundreds of people came. The pinnacle of everything was Soham Remembers, a fortnight-long collaboration between Soham Knit and Knatter, Soham Heritage and Tourism, Soham Town Council, Sohma Comrades Band, The Royal British Legion's Soham branch, our local schools, all Soham's churches and our church flower-arrangers. Words can't begin to describe it. Instead, look here:

<https://photos.app.goo.gl/EHULDV8JtAXu8LVP6>

Regular activities continued, some of them reformulated to embrace changes to Church of England and Diocesan regulations, particularly in relation to safeguarding. Little Fishes took a break over the summer and returned in October, welcoming an ever-growing stream of children and adults; Sunday School took a break too, but returned in January 2019; Bread Basket (a Soham Mothers' Union initiative) will resume in May. A huge amount of work and dedication has gone on behind the scenes – as well as visibly – to make all this possible. Thank you to those concerned! As always, alongside regular Sunday and midweek services, assemblies and services in our local care homes, a great many baptisms, weddings and funerals took place. 6 young people received their First Communion in July. Messy Church evolved into a series of seasonal after school/Saturday morning drop ins. These were very well-received, and thanks in part to all our local schools which helped publicise them, attendance boomed.

Musically, the choir grew in membership, but regular Sunday morning bell-ringing became difficult to sustain. Soham's ministry team lost some members who moved on to other things; a part-time Freelance Heritage Project Co-ordinator, funded by the Heritage Lottery Fund was appointed in November; PCC meetings continued unabated.

Recognising the grown disparity between Wicken as a small village and Soham as a growing town, the Diocese drew up a draft pastoral scheme for the separation of the Benefice. After the requisite consultation process, the Scheme came into effect in November: Soham moved to Ely Deanery and thus to the Archdeaconry of Huntingdon and Wisbech, with me as its vicar, and Wicken remained within the Deanery of Fordham and Quy and the Archdeaconry of Cambridge.

I have intentionally not named names in this report. Together, we are the body of Christ, and as members of that body we each have our own role to play. Thanks to you all for your ongoing contributions, collaboration, commitment and prayer.

Eleanor

Ely Deanery Synod 2018

Ely Deanery is the Deanery to which our parish now belongs, following the approval and implementation of the new Pastoral Scheme for Soham and Wicken, which took effect on 2 November 2018. Our Rural Dean is Rev Howard Robson of St George's Littleport.

Before we joined the Deanery, Eleanor and I attended two synod meetings as guests, one in June and one in September. These were held in various churches in the Deanery.

Various topics have been discussed over the year. These include:

- The rise in Parish shares, keeping a diversity in our services
- Parish finance in general
- The Market Towns Initiative
- The appointment of Lay people to help the Clergy
- Safer recruitment
- Safeguarding

In January 2019, a series of open meetings was held to discuss the Deanery Plan. When all the various points had been discussed, it was felt that a proposal could be put forward as follows:

The Deanery Synod should explore ways of partnership working across the Deanery.

It is proposed that all Parishes will share their best practice.

Delia Tickner

Deanery Synod Representative

Free Will Offering Envelope Scheme

The envelope scheme was updated in November 2018. Many have moved over to the Parish Giving Scheme.

Twenty one sets of envelopes are being used at present.

The sum of £4244.93 was banked for the fifty-two week period ending 28th October 2018.

The average weekly income was therefore £81.63

In the interim period 4th November 2018 to 24th February 2019 totalling seventeen weeks

The sum of £1409.60 has been banked.

The average weekly income in the interim period is £82.91

Lynne Webb

Tombolas 2018

I ran two tombola's this year one at the fete it raised £154.00 and one at the Christmas Fair it raised

£150.00. Total raised £304.00 all for Church Funds.

Lynne Webb

Little Fishes Report 2018

Little fishes now meets monthly, usually on a second Tuesday.

It remains popular with up to fifteen parents (with a child or children under 5) attending for a simple time of worship (song, prayer and a story), informal craft and play activities, drinks and snacks.

The children really enjoy being in church and the parents benefit from each other's company. The group leaders are available to be a listening ear or encourager as necessary.

The change from weekly sessions came about after we reviewed our procedures and routines and realised the growing numbers needed more leaders than we could manage on a weekly basis in order to keep the group a safe and happy place to be.

Thankfully families still attend the monthly sessions and enjoy it. New people find their way to us too.

People who have helped this year include Natalie Hopkins, Diane Cole, Rachel Patel, Peter Buchan and Katy Crockford.

I am very grateful to them.

Bridget Buchan

PCC Report.

The PCC met six times during 2018, with Mark Campbell chairing some meetings, following a decision made at the APCM.

The separation of the parishes of Soham and Wicken was a dominant issue during the first part of the year, with the complicated legal process finally completed in the autumn. As a result of this move, Soham became part of the Ely Deanery, and changed Archdeaconry to Huntingdon and Wisbech.

Finances, as usual, created much discussion and some far-reaching decisions were made. The urgent need for extensive repairs to the roof and stonework in particular, led to an application to the Heritage Lottery Fund. The initial bid being successful, repairs have now begun. The accompanying commitment to community involvement is also proceeding apace, marked initially by the successful Soham Remembers events in November. The HLF funding has also allowed us to employ Claire Halley as Project Co-ordinator.

Our financial position remains bleak, and the PCC heard reports from meetings with Rev. Brian Atling, who has been helpful and supportive in our efforts to improve the situation. PCC members continue to encourage, by example, giving to the church through the Parish Giving Scheme.

Rigorous Safeguarding procedures have been promoted, with members attending training courses enabling them to support church members whose activities require DBS checking. We acknowledge the contribution of Caroline Vinall, who has worked tirelessly to maintain this vital aspect of our work as a church.

The Market Towns Initiative, designed to encourage people in small towns like Soham to come to church, was supported at workshops outlining various approaches.

David Tickner

St Andrew's Church Fabric and Ornaments report 2018

January.

*Votive candle stand. Thanks to Steve Hambly for making and donating sand trays to place lit candles in during special services.

*The boiler was repaired

*The steeple jacks came and removed the loose stonework from the tower and internal celestory arch. A great deal of pigeon waste was removed from the top of the tower at the same time.

February /March

*A new set of folding chairs (which can be linked together) were donated and the old ones removed.

* Spring cleaning was carried out inside and out.

* A faculty was applied for to fit external mesh guards to the windows to deter pigeon roosting and to install further temporary roost prevention measures.

July

*The fire officer visited church to assess any Fire risks in around church and recommend any measures to be taken. This included clearing the south porch of all flammable items and ensuring it is kept clear as a fire exit.

*Funding applied for a roof alarm to be installed.

* Temporary pigeon mess and nest clearing was started with a team coming every two weeks this is to deter the pigeons from roosting and nesting.

August

All the electrical items in church were PAT tested.

September

*South door repairs were necessary as it was becoming impossible to close with the hinge broken. Funding was applied for help towards costs from National Churches Trust.

* The areas around the outside of the church were cleared on a couple of Saturdays.

October

*The roof alarm was installed and became active.

Margaret Fisher

Renewing the Electoral Roll 2019

In accordance with church Representation rules 2019 is the year in which an entirely new church electoral roll must be prepared in advance of the AGM. This happens every 6 years.

Whether or not a person has their name on the existing roll all names are automatically removed and anyone who wishes to be enrolled on the new roll must have completed a new application form and returned it to me by the 31st March 2019.

The new church electoral roll has been on display at the back of church from 7th April 2019 for everyone to see, and report to me any errors.

GDPR and the Electoral Roll.

Everyone's name and address is recorded but to comply with the GDPR only the names are on the published version on display at the back of church.

The total on the new Electoral Roll is 123

Electoral Roll officer

Lynne Webb

Christiam Aid 2018

Lent Lunches	£301.60
Qua Fen Fellowship	£ 5.00
Passover meal	£103.00
Coffee morning	£257.15
Soham Methodist	£100.02
St Lawrence	£ 71.65
St Andrew's	£752.49
b/f in bank	£ 00.13
Making a total of	£1636.04 A good result. Well done .

Howard Laver