**St Mary’s Chediston**

**APCM Meeting – School Room Thurs. 19th April 2018**

**Annual Meeting of Parishioners for the Election of Churchwardens**

**MINUTES**

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| **No.** | **Item** | **Comments** | **Action by** |
| **1** | Opening Prayers | Lead by ER |  |
| **2** | Apologies – David Mantell, Joan Williamson | Those Present:Edward Rennard (ER),Veronica Downing (VAMD) ,Vic Hopkins (VH), Carol Paisley-Chisholm (CP-C), Graham Downing (GD), Sam Curtis (SC), Ali Mansfield (AM), Ann Williams (AW), Julia Wilson (JW), Ted Wilson (TW), Dave Brooks (DB), Moira Morton (MM), Bobbie Brooks (BB), Graeme Williams (AGW). |  |
| **3** | Election of Churchwardens | Having ascertained that both Veronica and Graeme were willing to stand as Churchwardens, both were unanimously appointed into role. There were no other nominations.  | AGW - Publish appointments as required |
| **4** | Notice of Archdeacon’s Visitation | Commissioning of Churchwardens is due to take place at the Archdeacon’s Visitation at St. Edmund’s, Southwold on 2nd May 2018.  | AGW & VAMD to attend. |

**Annual Parochial Church Meeting**

**MINUTES**

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| **No.** | **Item** | **Comments** | **Action/by/date** |
| **1** | Minutes of the 2017 APCM | AGW ran through a precis of last year’s minutes. The minutes were unanimously approved, subject to the outstanding matters arising, below. | Minutes unanimously approved |
| **2** | Matters Arising | * AGW highlighted there was work still to undertake on recovering Gift Aid from HMRC.
* AGW explained that now John and Viv Burton had left the village, the management of the churchyard needed to be reviewed.
 | VC indicated he was happy to fulfil the Gift Aid Officer role.PCC to consider at next meeting |
| **3** | PCC Secretary’s Report on the proceedings of the PCC | PCC review of the year written and presented by VAMD in the absence of a serving secretary – see attached. | - |
| **4** | Churchwardens’ Report on the Fabric of the Building(s) | AGW outlined comments in David Mantell’s absence. The fabric of the church is sound following completion of work identified in the Quinquennial Inspection. Additional repair work to piers and damaged walling in the south-west corner has also taken place | DM to continue to manage the fabric of the church. |
| **5** | Presentation of Audited Accounts for 2017 | Carol presented the accounts for 2017. AGW outlined various points including:* Parish share to the Diocese and Blyth Valley
* Building maintenance costs
* Accountants costs
* Income levels in comparison to expenditure
* Fabric Legacy – Doug Cady
 | Carol was formally thanked for her efforts, with the time commitment required acknowledged since this is the first year she has undertaken the task. |
| **6** | Adoption of the Accounts and Appointment of Independent Examiner | Subject to Ali auditing the accounts, acceptance was proposed by GD and seconded by AW. | ER to formally sign the accounts off as soon as practically possible. |
| **7** | Report of the Electoral Roll Officer | In 2017 there were 24 names on the Electoral Roll. 3 of those present indicated a wish to be added to the Roll.  | AGW to update the Electoral Roll and publish accordingly |
| **8** | Reports from Parish Organisations | The Parish Organisations continue to function in the schoolroom – table tennis, craft and carpet bowls. The schoolroom is in a good state of repair and its finances remain healthy with a balance of £6861.00, slightly down on last year due to one-off meter replacement cost. | - |
| **9** | Report from Team Council Representative | AGW is the Chediston team council rep. Key issues reported from the Team Council were:* The new approach to Planned Giving
* Safeguarding training, Data Protection and other linked issues

Both these issues will need to be considered carefully at future PCC meetings | AGW to add to PCC Agenda |
| **10** | Report of Deanery Synod Representative | ER gave a broad outline of Deanery Synod activities | No action required |
| **11** | Clergy Review of the Year | ER summarised the current situation in respect of where Chediston fits within the Blyth Valley Team. A feeling of positivity and growth with a full complement of PCC members encouraging church growth whilst endeavouring to fulfil the needs of the community.  | No action required  |
| **12** | Elections to the Parochial Church Council |  Churchwardens proposed the re-election of current PCC members en bloc  | PCC re-elected unanimously |
| **13** | Election of Deputy Churchwardens (if applicable) | N/A | - |
| **14** | Election of Sidespeople (if applicable) | N/A | - |
| **15** | Election to Deanery Synod (if there is a vacancy) | N/A | - |
| **16** | Notice of Annual Team Meeting | ER invited all to the meeting on 24th May 2018 @ St Mary’s, Halesworth at 19:30 | - |
| **17** | Open Forum | * TW expressed our good fortune at being able to persuade Will Drew-Batty to become our organist, since he is an excellent musician and well known to Ted.
* VAMD suggested re-introduction of a system of churchyard working parties, which could be arranged in conjunction with a picnic and ‘Songs of Praise’ type service.
 | All others agreed with the sentiment.Item to be considered at next PCC |

**First Meeting of the New Parochial Church Council**

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| **No.** | **Item** | **Comments** | **Action/by/date** |
| **1** | Election of Secretary to the PCC | No formal volunteer for this role was forthcoming  | AW will continue to be Minutes Secretary & VAMD to continue as Acting Secretary by default |
| **2** | Election of Treasurer to the PCC | Carol Penrice-Jones agreed to continue in her role of Treasurer. | CP-J elected unanimously |
| **3** | Election of Vice-Chairman of the PCC | Undertaken by Churchwardens | Current arrangements to continue |
| **4** | Election of Representative to Team Council and Alternate | AGW to fulfil this responsibility and report back to PCC (VAMD to attend in AGW’s absence. | AGW elected unanimously |
| **5** | Urgent Actions, if necessary | * VAMD outlined the suggestion to formally recognise the sterling musical work undertaken by John Quine over many years. He is currently ill and has had to retire from his position as organist. A ‘thank you’ card wishing him well in his retirement was circulated. The PCC agreed to purchase a gift voucher as a small token of thanks for his efforts.
* A Get Well card was circulated round the meeting for Jan Bunday
 | AGW to arrange cheque to purchase voucher.VAMD to send. |
| **6** | Arrange Report of Meetings for Local Press | Item not discussed | - |
| **7** | Ensure Forms for Diocese, Team Administrator and ‘Results’ Form will be dealt with |  | AGW to prepare/publish as required |
| **8** | Date of Next PCC meeting/meetings |  | Next meeting - 24.7.18 – venue ‘Whitwick’  |