

Minutes of the Annual Parochial Church Meeting

Held at St Andrew's Church, Sonning

On 9th April 2014 at 8.00 pm

1. Opening prayers

The Vicar welcomed those present (64 parishioners attended; their names are recorded).

2. Appointment of Secretary

Jamie Taylor asked if everyone was happy for Shirley Chard to be appointed Secretary for the meeting. No objection was received, so Shirley was appointed.

3. Apologies

Apologies were received from 21 parishioners, whose names are recorded and were read out.

4. Election of Churchwardens and Deputy Church Wardens

Terry Hunt and Liz Nelson were elected Church Wardens. Terry was duly re-elected due to having served for four years of the five year term. Liz was elected for her first year of the five year term. Terry was proposed by Shirley Chard and seconded by John Scoble. Liz was proposed by Mark Jordan and Seconded by Terry Hunt.

Molly Woodley had agreed to continue to serve as Deputy Churchwarden of St Andrews and was duly re-appointed.

Perry Mills, had also agreed to continue to serve as a Deputy Churchwarden looking after the buildings and Maintenance tasks.

5. Minutes of Annual Parochial Church Meeting held on 24th April 2013

Due to a change in Webmaster, the minutes had not been posted on the website, hence only the PCC members had seen the minutes. This only came to light just before the meeting, so it was suggested that the secretary send the minutes to all those present that had an email address and for those that did not, copies would be left at the back of church. The minutes will either be held over to next year to be approved or if feeling was strong enough an extraordinary meeting will be convened after a 10:30 service. This was acceptable to those present.

6. Matters arising from Minutes

There were no matters arising as the PCC had already had an opportunity to feed back any comments.

7. Vicar's Report

Jamie mentioned how pleased he was that the PCC were giving full support to the new building. Jamie thanked the Church Wardens for all their hard work and especially thanked Mark as he was leaving the PCC after five years as a warden and five years before that as PCC Secretary.

Jamie also thanked his ministry team for all their hard work and support throughout the year.

8. Treasurer's Report and Financial Statement of Parochial Church Council

John Scoble introduced the Financial Statements for 2013 to the meeting by explaining that there were two sets of papers to look at. These were the formal accounts and the summarised accounts like we had last year.

Looking first at the Summarised Accounts, Expenditure exceeded Income by £16,500 as against a surplus of £27,800 for the previous year. Using rounded figures to discuss the accounts John then directed those present to look at the general fund figures on the other side of the sheet. The difference between the opening and closing balances showed £8,800. The main reason for this was a bill for £6,000 for preliminary legal advice in connection with the renewal of the lease on The Bull, as it is due for renewal in 2014. The other £2,800 difference in the general fund was mostly explained by unexpected expenditure of £2,000 on tree removal from storm damage and £1,700 on replacing church porch lighting.

John reiterated his footnote and thanked all who had heard God's call, and had given accordingly.

John then went through the main headings and commented on a few individual figures

INCOME

- The total of all donations was down by £4,500, although this was due to us receiving a one-off restricted donation of £5,000 last year. Hence donations were about level for the two years if we excluded this one off donation. As we live in challenging times, John felt we should be thankful for this, but to recognise that our bills are still not reducing. He once again encouraged that even more people should switch to Standing Orders.
- Any questions about donations, John asked that people ask afterwards, or talk to Richard Moore, who looks after the practicalities of the donations we receive.
- Church Lettings - For 2012, this was the fee received from a film company, who used St Andrew's to film a wedding scene.
- Donations/Grants for Churchyard - These are both down, mainly because of we are now not allowed to charge local amounts, as we have done in previous years for weddings and funerals; however, the official C of E Fees have been increased, and are up.
- Magazine Sales - As from December 2012, the new magazine has being distributed free throughout the parish. Naturally, this means that the sales figure has virtually disappeared, and only represents postal sales.
- Magazine Advertising - This is up considerably, because of the new rates for the new magazine. They cover all the printing costs, and some of the distribution costs. Thanks are due to Gordon Nutbrown for his considerable hard work in achieving these advertising sales.
- Jubilee Hall - John covered this later, after looking at the expenditure.
- Other Income - One thing which had changed in the accounts in 2013 was the way in which we had to deal with money received for events (e.g. the Harvest Supper). Previously, only the net cost was entered in the accounts. From 2013, all income and expenditure is shown gross on both sides. Also, where we had received a grant (e.g. for the CCTV installation from the Friends), this is also shown as income and expenditure. Both these have the effect of slightly inflating Other Income – and also Parish Running Costs, on the Expenditure side.

EXPENDITURE

- Parish Share
 - The majority of the costs are for the pay, pension provision and housing of the clergy, together with Admin costs for the Diocese and the C of E centrally, excluding Alison's costs.
 - However, along with many churches in the Deanery we believe strongly that the whole basis of payment of Parish Share needs revising. Many churches in the Deanery have reduced their payments to below the amounts requested by the Diocese. For 2013, our

Parish Share was set at £113,175, but the PCC decided that we would limit our payment to £100,000.

- You should be aware that we have also decided to reduce our payment for the current year to £90,000, because we still believe that the Diocese should be doing more to reduce costs, and that the basis on which we as a parish are charged is inequitable.
- Outside Giving – this is calculated at 5% of most receipts
 - Additionally, we provide funds for Mission and Development within the parish, so have allocated a further 5% of most receipts to the Mission & Development Fund.
- Property
 - Property Maintenance & Repair
 - Other Property Costs
 - Upkeep of Churchyard
 - This type of expenditure does vary from year to year.
- Finance Fees
 - As mentioned at the start, this is preliminary expenditure for renewal of the lease of The Bull.
- New Building
 - Wokingham Borough Council have granted Planning Permission for the New Building. Naturally, we needed a lot of professional help for this, and this is represented by the New Building Expenditure of £20,000. Expect more expenditure in 2014! These costs have been taken from the Mission & Development Fund.

NET TOTALS

As explained earlier, this means that we have an overall shortfall in 2013 of some £16,500.

JUBILEE HALL

These figures are included in the Income and Expenditure figures above, but have been repeated in the hand-out, so that all can see exactly what the separate costs for running the Jubilee Hall are

- The Income (Hall Letting) includes an amount charged against Church Expenditure, for when the Jubilee Hall is used by us.

Property Maintenance and Repair

- Normal maintenance and repairs, but includes £504 of the cost of the new boiler, which was installed towards the beginning of 2013. The total cost of the boiler was £2,280, and the remaining amount will be charged to the Jubilee Hall accounts over a period of 4 years, so as to avoid passing a hefty charge in a single year.
 - You may remember that £500 had been raised at a Fair in 2011, specifically for a boiler, and this has now been spent.
 - If you look at Note 6 in the published accounts, you will see a figure of £1,776 under Equipment. This will decrease over the next 4 years.

Insurance

- You will see that this has increased from £500 in 2012 to £1,200 in 2013. This is because the building is no longer a church, and the insurance company consider that a church is less likely to suffer damage than a hall – hence the change in premium.

BALANCE SHEET

John then moved onto the other side of the same sheet, which is a summarised Balance Sheet. Although looking quite complicated, John commented on a few figures and headings, to help all to understand more easily where we are. John said he would happily take questions later if necessary.

The top half shows the movement over the year in the main funds.

For all of these, you've got the:

- Opening Balance
- Income and Expenditure
- The Balance after these items
- Transfers between Funds
- Again, the Balance after the Transfers
 - Any gains and losses on investments (which only applies to invested money)

Now looking at some of the funds

- General Fund
 - This is the fund used for the main income and expenditure of the church.
 - The Transfer figure is 5% to External Giving, 5% to Mission and Development.
- External Giving
 - From a practical point of view, we estimate towards the end of the year how much money we shall receive, and pay out the external giving before the end of the year. This leaves a small balance on the fund (as shown), which could enable us to make payment in response to any emergency request received during the year.
- Mission and Development
 - As I mentioned just now, to this we have added 5% of most receipts.
 - We not only spent a small amount on the Lent Supper, and Youth equipment, but also all the costs of the New Building have so far been taken from this fund, giving a net decrease of £10,000.

The bottom half of the form, if you look along the headings, shows where all our assets for these various funds are held.

FORMAL ACCOUNTS

The Formal Accounts are set out in the format which the Charity Commissioners require. The back page contains the Independent Examiner's Report.

John then said a big Thank You to Allan Williams, who has again carried out the Independent Examination and asked that our thanks be passed to him.

John also thanked Richard Moore who is our Stewardship Co-ordinator, and who weekly records details of all the regular donations received, so that we can claim tax back from the Inland Revenue. John also thanked all those who do the banking each week, opening the individual envelopes we receive, counting up all the money and paying it in to the bank.

John then asked if there were any questions and answered them.

RESOLUTIONS

- 1) To accept the Formal Accounts for 2013.
Jamie thanked John for his report and recommended the Financial Statements to the meeting

Proposed by Richard Moore and Seconded by Mark Sullivan – this was carried by the meeting.

- 2) To appoint Allan Williams as Independent Examiner for 2014.

Proposed by John Scoble and Seconded by Mark Jordan – this was carried by the meeting.

9. Presentation of Terrier and Church Wardens Report

Terry Hunt spoke for both Church Wardens.

He drew attention to the Terrier and Logbooks for the church and invited attendees of the meeting to inspect them, so they could see where necessary work had been paid for.

He noted that there some specific topics he wished to mention.

- The proposed new building that we hoped would go ahead.
- He particularly wanted to thank all those who volunteered their time and also mentioned Caroline Taylor for supporting the Vicar throughout the year and being so supportive to the Wardens. She was presented with flowers as a token.

10. Deanery Synod Election

The five members of the PCC that were Deanery Synod members were duly kept in office as none had reached the end of their 5 year term. They are Richard Moore, Heather Hine, Molly Woodley, David Duvall and Terry Hunt.

11. Election of members to the PCC for a three-year term

Jamie thanked Leslie Stephen, Keith Nichols and Steve Wilkinson for all their work and support whilst on the PCC.

The following were nominated for membership of the PCC and carried by the meeting.

Alison Elms was proposed by Tom Farncombe and Seconded by Terry Hunt

Rachel Argent was proposed by Heather Hexter and Seconded by Leslie Stephen

Stuart Bowman was proposed by Liz Nelson and Seconded by Mark Jordan

12. Election of Sides-people and Chalice Administrators for St. Andrew's

The team of Sides-people and Chalice Administrators could remain the same for the coming year, if the meeting so agreed. Jamie read out the names of all those who were in the team at St Andrews noting those that were new additions since the last APCM and presented them to the meeting for re-election.

No new sides-people were added.

New Chalice Administrators were added:

Mark Sullivan, Jenny Sullivan, June Thorogood and Janette Crouch

Proposed by Mark Jordan Seconded by Terry Hunt and carried by the meeting.

13. Electoral roll

Jamie drew attention to the section of the Annual Report that refers to the Electoral Roll and read the following statement:

"At the APCM in April 2013 there were 276 people on the Electoral Roll. The total number on the new April 2014 Electoral Roll is 298".

14. Reports

Jamie drew attention to the written reports that form part of the Annual Report in the printed booklet.

There were no questions about the written reports.

15. Appointment of Independent Examiner

Jamie thanked our Independent Examiner, Allan Williams. Allan's appointment for 2014 was dealt with and approved earlier under the treasurer's resolutions.

16. Any other business

- a) Mr Brian Brooker queried the 5% of income that the PCC gives to mission and good causes, suggesting a return to 10%. The treasurer responded that this amount was what the PCC could afford and it is reviewed each year.
- b) The next PCC Meeting date was given as 13th May 2014 at 8 p m.
- c) Jamie mentioned that some people were going to The Bull Inn next door for a drink following the meeting and if others wished, they could join them.

17. Closing prayers

The meeting closed with prayers.

Signed: _____

Date: _____