

## Minutes of the Annual Parochial Church Meeting

Held at St Andrew's Church, Sonning

On 27<sup>th</sup> April 2016 at 8:00 pm

### 1. Opening prayers

The Vicar welcomed those present (47 parishioners attended; their names are recorded). Prayers were said for all Christians being persecuted and Jamie lit the Pascal candle as a reminder.

### 2. Appointment of Secretary

Jamie Taylor asked if everyone was happy for Shirley Chard to be appointed Secretary for the meeting. This would be the end of Shirley's time as PCC Secretary. No objection was received, so Shirley was appointed.

### 3. Apologies

Apologies were received from 13 parishioners, whose names are recorded.

### 4. Election of Churchwardens and Deputy Church Wardens

#### A) Prior to the election of Church Wardens, a rule needed to be overturned.

Looking at the Church Warden's Measure, Jamie explained that the general rule is that an individual's maximum continuous period of service as church warden of the same parish is six years, after which the church warden must take at least a two year break before reappointment. This rule currently applies to this parish but can be overturned if required and also be reinstated if required.

Jamie explained that due to personal commitments Liz had stood down from being church warden during the year and Terry had kindly stepped in to cover the gap until the APCM, having already completed his six year term. Perry Mills was now standing to take over this post, but Mark Sullivan had now resigned as church warden too due to having taken on a new work role in London and needing to support his wife Jenny, through her illness. As this resignation was recent and we knew we were already taking on a new church warden, Perry, it was felt sensible to take up an offer from Terry to perform one more year as church warden, hence to do this we would need to overturn the rule mentioned above.

All present were unanimously in favour of overturning the rule.

#### B) Election of Church Wardens

Perry Mills and Terry Hunt were elected Church Wardens. Terry was duly re-elected for one year.. Perry was elected for his first year as church warden. Perry was proposed by Terry Hunt and seconded by Shirley Chard. Terry was proposed by Sue Peters and Seconded by Perry Mills.

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

We would also be looking to use our verger more during Sunday Services and add two additional deputy church wardens in addition to Molly Woodley, to help out at Sunday Services, namely Sue Peters and Mark Jordan. These were also duly appointed.

### 5. Minutes of Annual Parochial Church Meeting held on 22<sup>nd</sup> April 2015

The minutes were unanimously approved at this meeting. Jamie duly signed them.

### 6. Matters arising from Minutes

There were no matters arising.

## **7. Vicar's Report**

Jamie mentioned how good it had been to have the Ex Archbishop of Canterbury, George Carey as visiting preacher last Sunday. He also explained how fortunate we were musically and publicly thanked Chris Goodwin for all his good work as Director of Music.

Shirley was then thanked for her seven years as PCC Secretary and was presented with a liquid gift.

Then Jamie turned his attention to Alison's departure as she had now moved to Cannington in Somerset. He mentioned that recruiting a replacement would be looked at during the year and that Reading Bluecoat School would be involved as they have been pleased to have Alison working with them. He also explained that he was covering some of Alison's duties to maintain the good relationships she has built with all of the schools in the parish.

Next came the explanation about the church warden role being rather onerous for working people to take on. This has resulted in the introduction of Pro Wardens to assist the church wardens in matters where others have expertise e.g. Maintenance, insurance etc.

Jamie then went on to thank Sonia for all her assistance as Parish Administrator, explaining that her role has changed somewhat over the years and that he and Sonia had discussed further change when the Parish Office is put in place when the New Hall is complete. As the role will change significantly, Sonia has decided it will be a good time to hand over to someone else and she is happy to do this. Therefore the recruitment of a new administrator will be pursued later this year.

In May there will be an announcement of the 20:20 Vision put together at the PCC weekend in November last. Jamie said he thought a weekend away with the PCC had gone well and he would like to consider a parish weekend away in the future.

In her absence, Wendy Williams was thanked for running the produce stall for the Friends of St Andrews after 10:30 services. She had raised £15,000 doing this, since it started and Wendy had decided it was time for her to stop and focus on other things. Jamie had a gift for Wendy and would visit her soon to give it to her.

The Parish Magazine had been very successful in its new format and had won the award for the best parish magazine in Britain for November 2015. Our thanks go to Bob Peters for all his work to produce such a great magazine. Jamie also mentioned Gordon Nutbrown's hard work in ensuring we had sufficient advertisers to cover the cost of producing the magazine.

Last but not least we need to remember all those involved in the New Hall in our prayers and we look forward to holding next year's meeting in our new hall.

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

John Scoble introduced the Financial Statements for 2015 to the meeting by explaining that there were two sets of papers to look at, just like last year. These were the formal accounts and the summarised accounts.

Looking at the Summarised Accounts and excluding the new hall figures, General Income exceeded Expenditure by £7,800 as opposed to £14,000 last year. Using rounded figures to discuss the accounts John explained that £4,000 of this was due to general ups and downs in the figures over the years. The other £10,000 was money transferred to the mission and development fund to match the 5% outside giving.

John went through some of the headings and commented on a few individual figures.

## INCOME

Excluding the New Hall and Piano amounts, the total of donations is down slightly. Regular donations have stayed at about the same level, although some people have switched from yellow and blue envelopes to standing orders, and I should like to encourage more people to do the same.

If there were any questions regarding the practical aspects of making donations, John suggested talking to him afterwards, or talking to Richard Moore, who looks after the practicalities of the donations we receive. A reference number could also be supplied if you want to continue to use a yellow envelope, instead of writing a name and address each time

## EXPENDITURE

John had a few comments to make:

- Parish Share (the first line of Expenditure)
  - The majority of the costs were for the pay, pension provision and housing of the clergy, together with Admin costs for the Diocese and the C of E centrally. (These exclude Alison's costs, which we pay directly ourselves in addition.)
  - However, along with many churches in the Deanery the PCC believed 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 2015, our Parish Share was set at £102,200, but the PCC decided that we would limit our payment to £80,000.

Rather than spending more time on this, John suggested that those that would like to know more, look at the Oxford Diocesan web site – and look under Support Services, then Finance.

- Outside Giving (the second line of Expenditure) – this is calculated at 5% of most receipts and more details can be found on the final page of the APCM Reports Booklet.
  - Additionally, we need to provide funds for Mission and Development within the parish, so a further 5% of most receipts has been allocated to the Mission & Development Fund.
  - Because these 5% amounts are transfers between funds, they do not show directly as expenditure, but amounts will only show as they are paid away and spent.
- Finance Fees (the third line from the bottom of the Expenditure)
  - The Lease for The Bull was due for renewal in 2015, although not concluded until 2016. The majority of this amount is preliminary costs for renewing this lease.

## NET TOTALS

The overall surplus for 2015 shows at £80,000, but if we take out the figures for the New Hall, the net surplus is £7,800.

## **JUBILEE HALL**

John explained that these figures were included in the Income and Expenditure figures above, but had been repeated separately on page 2, so that the running costs can clearly be seen.

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

## **NEW HALL**

The New Hall figures are shown separately for clarity.

Most of the expenditure so far has been on things such as:

- o Architects fees
- o Consultancy fees on things such as conservation, tree protection, groundwork investigation

Most of this category of expenditure was made in 2014, with a little in 2015.

No building costs are included in the 2015 figures, as building did not start until 2016.

## **BALANCE SHEET**

John then turned to the summarised Balance Sheet (page 3) and commented on a few figures and headings, offering to take questions afterwards.

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

### **General Fund**

- o This is the fund used for the main income and expenditure of the church.
- o The Transfer figure is 5% to External Giving, 5% to Mission and Development.

### **External Giving**

Near the end of the year we estimate 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**

This has had 5% of most receipts added to it. Additionally, we have transferred £19,000 from this to the New Hall Fund.

### **New Hall**

The New Hall figures are split into two funds, listed under two headings - Designated and Restricted.

#### **Designated Fund**

This is the total amount which has been transferred from the Mission and Development fund, together with a donation of £500, which was unrestricted, but with the suggestion that it was allocated to the New Hall fund, with some accumulated interest.

#### **Restricted Fund**

This is used to receive all donations which are specifically for the New Hall, together with the money from the items we have sold in aid of the New Hall. It is also the fund from which we have taken all the costs so far – those directly related to the building, and the cost of the items we are selling.

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

These are in the form which the Charity Commissioners require. I'm tempted to say that the most important page is the back page, which contains the Independent Examiner's Report.

At this stage, I should like to say a big Thank You to Allan Williams, who has again carried out the Independent Examination. Wendy – please pass our thanks to him.

Two further thanks

- To Richard Moore who is Stewardship Co-ordinator, and week by week records details of all the donations received, so that tax can be claimed back from the Inland Revenue. He and others are also looking after the New Hall Appeal, so many thanks were given to all involved there.
- To all those who do the banking week by week, opening the individual envelopes we receive, counting up all the money and paying it in to the bank.

Jamie thanked John for his report and recommended the Financial Statements to the meeting.

## RESOLUTIONS

Two formal resolutions were required:

- To accept the Formal Accounts for 2015.

Proposed by: John Scoble

Seconded by: Rachel Argent and unanimously passed

Jamie thanked our Independent Examiner, Allan Williams in his absence and would convey our thanks when he visited in the near future.

- The appointment of Allan Williams as our Independent Examiner for the 2016 accounts.

Proposed by: John Scoble

Seconded by: Shirley Chard and unanimously passed

## 9. Presentation of Terrier and Church Wardens Report

Terry Hunt spoke for the 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.

Keith Nichols mentioned at this point that it would be worth digitising the Terrier as it was once lost and it took a lot of work to put it together again. Jamie and Terry agreed this would be a good idea and that it should be discussed at the next PCC meeting.

Terry noted that in St Andrews we have many volunteers and he thanked all of them, noting that not all are seen on a Sunday, but work behind the scenes to keep the church going.

He mentioned Caroline Taylor for supporting the Vicar throughout the year and being so supportive to the Wardens. She was presented with a floral gift as a token of appreciation.

## 10. Deanery Synod Election

The following members of the PCC that were Deanery Synod members were duly kept in office as they had not reached the end of their 5 year term. They are Richard Moore, Molly Woodley, and Rory Symes. Two new members were elected to replace Terry Hunt who was finishing his five year term and Hilary Rennie who was to replace Shirley as PCC Secretary. The two new

members were Bob Hine proposed by John Scoble and seconded by Shirley Chard and Mark Jordan who was proposed by Terry Hunt and seconded by Bob Peters and both were unanimously elected.

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

The new PCC members unanimously elected were:

Emma Leggett (re-elected) - Proposed by: Rachel Argent and Seconded by Shirley Chard

Sandra Grist - Proposed by: Ray Higgs and Seconded by Pam Scoble

Sue Peters – Proposed by: Wendy Hunt and Seconded by Hilary Rennie

Simon Darvall (in his absence) – Proposed by: Caroline Taylor and Seconded by Perry Mills

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

The team of Sides-people and Chalice Administrators was available for inspection by anyone at the meeting and had not significantly changed from last year. Jamie requested that we elect those listed and presented the list to the meeting for re-election.

Proposed by Shirley Chard and 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 2015 there were 295 people on the Electoral Roll. The total number on the new April 2014 Electoral Roll is 285".

We lost some as they moved away from the area and others had died, but we had also had additions throughout the year.

#### **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**

This had been dealt with earlier as part of the resolutions following the Treasurer's report..

#### **16. Any other business**

- a) Jamie thanked the Social Committee for providing the drinks at this meeting.
- b) Jamie mentioned the 10:30 service on 15<sup>th</sup> May in St Andrews and encouraged people to attend as the vision put together by the PCC weekend in November would be shared at this service.
- c) Jamie publicised the date of 12<sup>th</sup> June after the 10:30 service as a time to celebrate the queen's official 90<sup>th</sup> birthday by bringing a picnic, drinks and chairs to join together for lunch in the vicarage garden.

- d) Jamie passed on a message from Jenny Sullivan explaining that due to illness her training had been suspended and that she and Mark were thankful for our prayers and support.

**17. Closing prayers**

The meeting closed with the Lord's prayer and a hymn was sung by all.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_