



The Parish of St Thomas & St Edmund
ANNUAL PAROCHIAL CHURCH MEETING (APCM)

MINUTES OF MEETING

Venue: St Thomas's Church

Time and Date: 12 noon Sunday 8TH May 2022

Present: Rev. Canon Kelvin Inglis (Chair), Michael Humphreys, Berenice Elliott, Wendy Oliver, Bobbie Chettleburgh, Rosie Norman, Helen Harvey Humphreys, Nigel Orchard, Peter and Anne Horwood, Joan and John Hance, John and Sue Bruce-Ball, Jenny Coats, Peter Hime, Helen Inglis, Jane Garnett, Andrew Greenlees, Sabine Rider, Chris Rider, Wendy Pugh, Peter Vokes, Susie Prance, Di Durnford, Shirley Evans, Tony and Pam Rea, Yvonne Pope, Sheila Holt, Malcolm Carver, Ken Edwards, Di Emsley, Michele Emerick, Mary Gray, Philip Gray, Peter and Carol Baker, Shirley Ledingham, Bertie Ledingham, Sheila Warrander, Fiona Hulbert, John Coupe, John Dempster, Sally Vaughan, Julia Merwood, Ute Schwarting, Linda Salter, Clare Gough, John and Anne Foster, Peter Heier, Richard Laughton, Selina Deacon, Hadrian Cook, Jennifer Cowan, Jill Tawney, Clare Tawney, Robina Hattersley, Jill Gailey, Jennifer Hoffman, Steve Hoffman, Venetia Coupe, Anna Lister, Diana Ruddle, Rachel Osborne, Shirley Townsend, Jim Greasley, Alexander Heroys, Sue Heroys, Ali and Ian Alexander, Wendy Cooper, Muriel Redding, Brenda Whitehead,

Apologies Jane Wilde, Kate Price, Rosemary and John Cox, John Pendle, Robert Lewis, Margaret Clough, Nick Beard, Ann Beard, Brian Sharpe, Howard Norman

1. **WELCOME**
The Rector welcomed everyone to the meeting and Ali Alexander opened the meeting with prayers.
2. **MINUTES OF THE LAST MEETING**
The Minutes of the meeting on the 23rd May 2021 were approved.
3. **ELECTORAL ROLL**
The Rector explained that Howard Norman was standing down from the role of Electoral Roll Officer and he was given a vote of thanks by all those present for his years of service in this role.
Berenice Elliott provided the following report:
 - Total electors in the Parish = 67
 - Total electors outside the Parish = 183
 - Total on the electoral roll = 250 (an increase of 12 since 2021)

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4. **LOG BOOK, INVENTORY AND TERRIER**

Michael Humphreys provided the Log Book, Inventory and Terrier and confirmed these were up to date. It was explained that The Terrier box contained a record of the Church boundaries and information relating to buildings and land owned.

5. **ANNUAL REPORT AND ACCOUNTS**

Prior to the meeting the Annual Report, Accounts and Treasurer's Report were available in hard copy in the church and also on the website. Wendy Oliver provided the attached presentation and made the following general comments:

5.1 Income and Expenditure

- £230K had been received in 2020 and £292K had been received in 2021. These were not representative of ordinary annual income as they included income associated with the reordering project.
- In 2021 over £32K had been received from legacies and this had resulted in a small surplus but it was pointed out that that source of income cannot be budgeted for.
- 2022 would represent a more "normal" income year and the importance of encouraging increased giving was emphasised.
- The Parish Share had remained the same during 2020 and 2021 but will be rising by approximately £7K in 2022.
- It was explained that the Parish Share was used to pay salaried clergy and also to support smaller parishes if needed.
- The role of St Thomas's Parish administrative assistant had not been replaced.
- Reserve totals = £18K restricted funds, £10K quinquennial funds, under £10K unrestricted funds
- The reasons for the income variances in 2020 and 2021 were as a result of the impact of the pandemic and periods of lockdown.

5.2 Summary

The Rector summarised by making the following points:

- The Appeal had added a level of complexity to the accounts.
- We continue to be able to pay our Parish Share and cover our running costs due to the generous giving of the congregation.
- Overall, we have survived well during the pandemic.

5.3 Comments and queries

- Bobbie Chettleburgh thanked Wendy Oliver and Muriel Redding for all their hard work with the finances and a warm vote of thanks was given.
- It was agreed that legacy leaflets should be made available at the back of the church.

MB

5.4 2022 Budget and Plans

- Expected income is approximately £225K and there will be an expected deficit of approximately £19K following annual expenditure.
- It is important that we endeavour to increase the hirings of both the church and St Thomas's House.
- We need to continue to provide different ways of enabling donations

Minutes prepared by Shirley Ledingham

using contactless and online.

- It was emphasised that we need to keep 6 months of funds in reserve.

5.5 Comments and queries

- Concern was raised that we were planning for a deficit and Wendy Oliver explained that this was normal and that the receipt of legacies and other income readdressed the balance and careful monthly monitoring of the accounts was always maintained.
- It was suggested that the position of the cashless payment machine should be reviewed to ensure it was in a prime location to attract visitor giving.
- Wendy Oliver was asked about plans to meet the increase in utility and salary costs. Wendy Oliver confirmed that salary costs had been included in the budget and agreed that the increase in utility costs would be challenging and explained that Meryl Browning had secured a fixed price until October 2022.

5.6 Annual Report - Sub committees and Groups

It was agreed that the Community Engagement Team and Worship Teams needed to be reviewed as it appeared they were currently not established.

5.7 Annual Report and Accounts

The Annual Reports and Accounts were unanimously approved. The Rector thanked Wendy Oliver and Muriel Redding for their dedicated work and commitment to preparing the Annual Report and Accounts.

6. **ELECTION OF CHURCHWARDENS**

The Rector explained that Michael Humphreys had served for four years as Churchwarden and during that time there have been several significant events including church reordering, a new Rector and all the problems and issues associated with the pandemic. The Rector sincerely thanked Michael for his commitment to the role and for all his advice and guidance which had been greatly valued over the years.

Berenice Elliott (proposed by Jill Clark, seconded by Jenny Norman) and Brian Sharpe (proposed by Jill Clark and seconded by Bertie Ledingham) were elected to serve as Churchwardens. These positions were unanimously approved.

7. **ELECTION OF PCC MEMBERS**

The following new PCC members were unanimously approved:

- Newly elected PCC members to serve for three years
 - o Peter Horwood
 - o Peter Hime
 - o John Broadley
 - o Michael Humphreys
- The following PCC members had come to the end of their service:

Church
wardens

- o Alex Tetley
- o Susie Prance
- o Rosie Norman
- o Sheila Holt

8. **RECTOR'S COMMENTS**

8.1 The Year In the Life Report

The Rector reported that the Year In The Life Annual Report had been made available prior to the meeting and was available on the website. This set out what had happened in 2021 and Kelvin made the following key points:

- 2021 was a difficult year with the impact of the pandemic
- The church has survived with help from many people who have helped with the all the Covid-19 challenges and gradually we are beginning to see a return to normality
- There will be no major financial projects during 2022 to allow a period to settle down
- We have an opportunity to welcome new members and take some time to review and reflect changes that have happened over the last year
- Referring to his recent paper everyone was encouraged to take time to consider and discuss what defines St Thomas's, our main areas of activity and how we want to go forward
- There is an on-going requirement for volunteers to help lead and organise our activities

- 8.2 • Encouraged everyone to liaise with PCC members with any thoughts and ideas

Thanks and appreciation

The Rector gave collective thanks to all helpers and volunteers without which we could not run and very special thanks to Rosie Norman (Rosie) for her role as Safeguarding Officer. Rosie was given a warm round of applause and sincere thanks for her commitment to this essential role. Rosie thanked Kelvin and the PCC and all the volunteers for all their understanding. The Rector to be contacted with any safeguarding issues prior to the commencement of the new safeguarding officer.

8.3

The Rector also thanked Alex Tetley, Susie Prance, Rosie Norman and Sheila Holt for their service during their terms of service as members of the PCC.

Remembering those who had died since the last annual meeting

- Mike Dominy
- John Wilcox
- Ken True
- David Machon
- Joyce Sowden
- John Gisby
- Duncan Whiting

9. **ANY OTHER BUSINESS**

9.1 The Font

The Rector explained that we are currently seeking consent from the DAC to proceed with the new font and in parallel with this the project plans will be re-presented to the congregation

9.2

ECO Church

The Rector explained there had been an excellent presentation given recently to the PCC and items for the ECO Church group discussed. The reporting structure for this group was yet to be clarified.

9.3

Welcoming Team

The Rector confirmed that when he returned from holidays the welcoming team would start up again.

9.4

Thanks to the Rector

Michael Humphreys led a vote of thanks to the Rector for his dedicated support and stewardship particularly during these difficult times and the impact of the pandemic.

9.5

Helen Inglis

The Rector expressed grateful thanks to Helen for her unending support and help with everything.

9.6

Disabled Access

The Rector explained that sorting the disabled access had been slowed due to Covid and confirmed that this, together with increasing the number of toilets, was high on the list of priorities going forward. Nigel Orchard confirmed that other churches were also being visited and solutions investigated.

9.7

Paper and electronic communications

It was noted that not all of the congregation have access to computers and that information needed to be also available in paper format.

10. **DATE OF THE NEXT MEETING** - To be decided