

Minutes of the Annual Churchwarden’s Meeting held on

Monday 29th April 2019 at 7.30pm in S’s Philip and James Church

1. **Opening Prayers**

The Revd. Mark Hayton opened the meeting with prayers. He then welcomed everyone to the annual meeting.

1. **Present**

Revd. Mark Hayton (Chairman), Revd. Carol Dunk, Claire Holt (PCC Secretary).

Paul Allen, Jane Allen, Joan Bell, Mike Benham, Jean Box, Trish Brooker, Sheila Buller, Richard Buller, Sue Butterfield, Jean Carr, Jan Cole, Anthony Cooper, Kate Dashwood, Nancy Dawson, Nick Doran, Jeremy Dunk, Martine Dyer, Dian Eddy, Mike Ford, Carolyn Ford, Merrell Garlick, Tim Gillman, Joan Hall, Sally Hastings, Terry Henshall, Janet Henshall, Lynda Hix, Mike Huddie, Sue Huddie, Rosemary Jones, Antony Jones, Jane Jones, Karen Kite, Tim Lyons, Barbara Lyons, Pamela Pimm, Anne Richardson, Suzanne Rogers, Peter Rogers, Brian Tant, Margaret Tant, Erica Taylor, Susan Taylor, Jenny Thorne Bill Turner, Heather Turner, Ruth Waller, Rogier Wieffer, Kate Wickenden, Bill Wickenden, Geoff Wickes, Rod Williamson, Anne Williamson, Barbara Willis, Darren Wood, Juliet Worthington and Yvonne Wyatt.

1. **1 Apologies**

Ron Dyer, Robert Frost, Jayne Frost, Chantelle Gardner, Mary Goodson, Jon Harrow, Judy Keep, Barbara King, Karensa Pearson, Ann Smith, Robert Smith, Chris Waller, Elizabeth Waller, Heather Wieffer and Alison Wyld.

1. **Minutes of the last Vestry Meeting**

***The Annual Vestry Meeting Minutes of Monday 19th April 2018 were approved by the meeting without correction. Proposed by Richard Buller, seconded by Mike Ford.***

1. **Matters arising therefrom**

None

1. **Election of Church Wardens**

Revd Mark Hayton is hugely grateful to Antony Jones and Mike Benham, the Church Wardens, he has enjoyed working with them over the past year. He also thanked the deputy wardens, Paul Allen, Darren Wood and Elizabeth Waller, who have blossomed during the year. The meeting agreed that they have all contributed very valuable work.

Mr Antony Jones was proposed as Church Warden by Sheila Buller and seconded by Jean Box.

Mr Mike Benham was proposed as Church Warden by Sue Benham and seconded by Jeremy Keep.

In the absence of any other nominations, Antony Jones and Mike Benham were duly elected.

The Churchwarden’s Meeting closed at 7.45pm.

Signed…………………………………………..

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Minutes of the Annual Parochial Church Meeting held on

Monday 29th April 2019 at 7.40pm in S’s Philip and James Church

1. **Present and Apologies**

As vestry meeting.

1. **Minutes of the Last Meeting**

Revd Mark Hayton guided the assembled company through the minutes. ***The APCM Minutes of Monday 19th April 2018 were approved by the meeting without correction. Proposed by Carolyn Ford, seconded by Karen Kite.***

1. **Matters Arising**

None.

1. **Election of PCC Representatives**

The Vicar thanked the four PCC members, Dian Eddy, Trish Brooker, Richard Buller and Claire Holt whose term of office had come to an end. There are four places to fill and the following nominations have been received:

**Proposed Seconded**

Paul Allen Antony Jones Claire Holt

Nick Doran Richard Buller Antony Jones

Jenny Thorne Dian Eddy Heather Turner

Lynda Hix Rod Williamson Sally Hastings

Lynda Hix agreed to stand at the meeting, there was no nomination for her beforehand. There being no further nominations the above were duly elected to the PCC for a term of three years.

The new list of Elected PCC Members is as follows:

**PCC Member Remaining Term of Office**

Paul Allen 3 Years

Nick Doran 3 Years

Lynda Hix 3 Years

Jenny Thorne 3 Years

Jim Burke 2 Years

Jon Harrow 2 Years

Liz Whiting 2 years

Rogier Wieffer 2 Years

Elizabeth Waller 1 Year

Darren Wood 1 Year

Alison Wyld 1 Year

1. **Presentation of Annual Accounts**

The treasurer started his presentation with the following statement:

The Parish Accounts for 2018 have been available to inspect here in P&J, in the FPCC and on the web site for two weeks prior to the meeting. The Independent Examiner’s Report has also been received, endorsing the accounts as being a true and fair view of the state of the PCC’s affairs as at 31 December 2018 and properly prepared in accordance with the relevant sections of the Charities Act Of 2011.

He commented about the computerised financial system and the preparation of the accounts and how 101 pages of data with 2,734 accounting entries of the year were managed to produce a 10-page Financial report of which 2 pages were the official accounts of the Parish!

**Total accounts show that we have Assets of £1.1m of which**:

Land/Buildings/Fixtures: £717K (FPCC; P&J+ext,). Unit Trusts: £87K (may rise and fall), Disposable cash (net current assets): £512K Includes AS Fund of £124K (restricted) and money received re consequential and contents claims £145k endowment fund £75k claim

Budget spend 2019 is £294k, broadly: Parish share / Assoc vicar – £153K; F&M & OHD – £72k, Parish Office - £26k (incl magazine, printing, postage, salaries, telephone, IT equip). Also, Social expenses / Youth / training / outward giving.

We – budgeted for a £71K deficit in 2018. It was actually around £35k

Current asset headline (£512k) looks good on the face of it but includes: All Saints Fund (£124k at year end) plus consequential loss claim settled in the year (£17k) and contents claim (£130k) and a restricted endowment fund for All Saints of £75k. There is also a £20k legacy restricted to P&J.

He continued by listing several bullet points relating to the accounts for the year:

* **Parish Share Scheme basis of calculation has been reviewed – parish share remains unchanged again this year for us (a good result)**
* **Good income from recovery of income tax (£25k received in the year)**
* **Significant income form Halls/ PJ Church lettings (£49k), social events and Coffee Bar income (£19k) and magazine advertising income (£4k)**
* **Stagnant capital growth in Unit Trusts (-£1k), but good dividends and bank interest (£6k)**
* **Acquired a new printer/copier for the office – invaluable in terms of efficiency**
* **Had to open several new savings accounts to invest cash securely**
* **We have acquired 2 payment card reading machines to develop our electronic “contactless” and card receipt potential (still being developed but in trial stage now)**
* **Working on changing tel/broadband providers to save money (changed gas/elec utility providers previous year – still settling in!)**
* **Charitable Giving: about £5K to charities from pantomime, Gift Days, and other collections**

He went on to extol the virtues of Direct Debit Giving versus envelopes and standing order and demonstrated how administratively efficient the direct debit option was over all the other methods of regular giving and urged people to consider changing to this method.

Before thanking all those involved in the financial; administration he made the following two statements:

**Planned giving about £96k (again down, from £97k). We have sadly lost members of our congregation which is bound to affect giving)**

**Forecast budget deficits for each of next few years 2019 £65k, 2020 £66k, 2021 £81k. Although forecast deficits don’t always materialise we c*ould* run out of liquid funds by beginning of 2021 (or earlier?) …….**

He ended the presentation by thanking Tim Kite for examining the account; Judith Astles for producing the formal set of accounts; Juliet Worthington for doing Payroll calculations; David Worthington and Jean Carr for controlling the planned giving; all those who count, collect and bank money and Richard Buller for his general support

In response to questions, the Treasurer stated that the PCC had a robust budget procedure and it was through that process that decisions regarding the acceptable level of any budget deficit, and the monitoring of the financial position, were monitored. Final decisions regarding financial commitment were the responsibility of the PCC and variations to budget are made throughout the year when necessary.

Questions were taken from the floor:

KK – What should we be doing to keep an eye on our financial position? *Ans. We have a budget cycle, and the PCC make decisions on the expenditure.*

BT – The parish is running a deficit, eating into our assets, what is the diocesan view and how will it affect the re-building project. Do we get value for money from the diocese? *Ans.* *MH described what the finance team do and affirmed that they are very much in control of what happens. Pessimistic budgets are set, we have so far achieved better than predicted. The diocese does care what happens in the parish and are concerned. We are one of the better parishes. The majority of what we pay into the diocese via the parish share, we reap back.*

HT – Are the PCC mindful of the deficit when making decisions and discussing the building project? *Ans. MH – We set budgets and the PCC have to authorize the budget spending. RW – The Finance team do a super job and don’t speculate.*

JJ – Renting AS will provide a good income when the time comes.

Mark thanked everyone for their questions. He thanked the finance team, which is made up of some twenty or more people, with special thanks to Mike Ford and Richard Buller. They are an expert team.

***The meeting received the 2018 accounts. Proposed by Jeremy Dunk, seconded by Nick Doran.***

1. **Review of Annual Reports**

The Vicar thanked Claire Holt and Chantelle Gardner for compiling the Annual Report. It is a true celebration of the mission taking place in the parish. Mark took the meeting through the report, inviting comments as he went.

* Karen Kite reminded the meeting of the ‘Bangers and Cash’ fundraiser on Sunday 5th May, donations on the day but please sign up beforehand.
* The LCC meetings will be known as Church Planning Meetings in future.

***Karen Kite proposed the meeting receive the Annual Report, seconded by Yvonne Wyatt, all were in favour, motion carried.***

1. **Electoral Roll Report**

The total on roll at the Annual Church Meeting 2019 is 163, representing 118 households.

The Vicar is extremely grateful to Pamela Pimm for managing and compiling the Electoral Roll, especially this year as it was a new Electoral Roll. He advised people to contact Pamela should they wish to join the ER.

Geoff Wickes commented that there is a considerable drop in the numbers on the ER this year compared to last year. This is thought to be due to a new roll recorded this year, so some under reporting. Comment was also made that the new GDPR rules may have put some people off joining.

1. **Appointment of Sides persons**

**For S’s Philip and James** Paul Allen, Jean Box, Richard Buller, Sheila Buller, Nick Doran, Merrell Garlick, Tim Gillman, Julie Gillman, Mike Ford, Claire Holt, Antony Jones, Karen Kite, Anne Nayler, Anne Richardson, Brian Tant and Margaret Tant.

**For All Saints** Joan Bell, Sue Benham, Mike Benham, Jim Burke, Nancy Dawson, Dian Eddy, NicEvans, Lynda Hix, Chris Johnson, Snowie Johnson, Jeremy Keep, Susan Taylor,Elizabeth Waller**,** Chris Waller, Anne Williamson, Rod Williamson, Darren Wood.

The meeting showed their appreciation.

***A motion to confirm the election of the above-named sides persons was proposed by Trish Brooker and seconded by Jeremy Dunk. All voted in favour. Motion carried*.**

1. **Engagement of Independent Examiner**

The Vicar thanked Tim Kite for examining the parish accounts.

Tim has agreed to undertake the independent examination of the Parish Accounts for a further year.

***A motion to confirm the engagement of Tim Kite as Independent Examiner of the Parish Accounts was raised. Proposed Juliet Worthington and seconded by Mike Ford. All voted in favour. Motion carried.***

1. **Associate Priest’s Report**

Revd Carol Dunk began by thanking everyone who contributes to the running of the parish and thanked everyone for their support. We have enjoyed having All Saints worshipping at P&J for the last month or so and they will be missed. Carol spoke on the following new initiatives and outreach she is involved in:

* The ‘Together at Four’, is a work in progress with themed activities.
* Playgroup are visiting the church twice a term for key events like Harvest.
* Carol is visiting Fleet Infants and they are also visiting the church. Carol is hoping to increase links with Velmead School.
* Contacts are good with the town council, Fleet Lions and Rotary.
* We have P&J visually prominent at Christmas and Easter with the Nativity and the large cross.
* We have lost some much-loved members of the family but also gained new people.

Carol finished by saying she was very proud to be a part of the church family and looked forward to continuing the good work for years to come.

Mark thanked Carol for her hard work. The meeting showed their appreciation.

1. **Vicar’s Report**

The Vicar spoke to the meeting highlighting the following areas.

**Thank you**

* All who exercise leadership
* All who enrich our worship
* All who share in our pastoral care
* All who welcome or offer hospitality
* All who care for our buildings and grounds
* All who give time to our many activities
* All who help manage our money and resources
* All who support us with their time, money or prayer.

**BLESSINGS…..**

* All those people I just thanked…
* New people who have joined us.
* Our links with community, schools, charities
* Varied and engaging worship
* Home Groups
* Music
* Our Buildings
* Lots of people caring for each other.
* Food, Fun, Fellowship...

**Challenges…**

* There are too few people trying to do too many things!
* To get All Saints Rebuilt
* To stop the building project preventing us from our mission priorities, i.e…
* To deepen our life of prayer
* To Broaden our worship programme
* To improve our outreach to all ages, especially the young.
* To communicate more effectively with one another and our community
* To be more relaxed and enjoy what we do and one another more.
* To pastor, properly, a church family with complex issues.
* To grow our congregations, in every sense of the word.

**OPPORTUNITIES….**

* To let our community, know that we are here, why we are here, and what we stand for.
* To grow as Christian disciples, rather than ‘Church goers’
* To share our buildings with the community
* To become a ‘household of prayer’
* To set a firm financial foundation for the future
* To work with other churches in proclaiming the Gospel
* To become part of something very special
* To make a difference in our community and our world

**The Parish of Fleet – For Everyone!!**

* Here for the whole community
* Everyone can join in.
* All are called to be disciples

**Questions were taken from the floor, answers to the questions shown in italics:**

BT – Once the re-building costs are known and there will be the need to manage the spend on the building project, will the primary aim be to provide a church with everything else following on from that? *MH – The primary vision has to be a church; however, it has to be fit for purpose for the future, which AS pre-fire wasn’t.*

*We all want the church building up and running as soon as possible. We have listened to people’s responses and are trying to achieve what people asked for. We have to act and walk in faith.*

BT – Some factors are a concern, the time frame and the roof design of the annex. *ND – The opinions of the DAC and the amenity groups have a marked effect on the final design. They all agreed that the annex is clearly distinct from the church. MH- We do have to make some compromise t move forward. RB – The flat roof will reduce the price.*

HT – How confident are we that we can build the shell of the building? *MH – explained that at present we don’t know how much the project will cost and won’t know definitive costs until all the permissions are sought and the tenders received. Only at that point will we know what we can do with the money we have. The final decisions will be made by the PCC.*

RW – If we have a gap, the primary aim must be to have the church back. Consider selling P&J.

TL – Endorsed the annex. Would like to have more regular information on the progress. *MH – Disputed that there wasn’t sufficient information given.*

KK – Could we use the media to promote the project and talk about the arsonist from a Christian point of view.

HT – We should have a communications strategy in place. *CD – We use Eagle radio and the website to promote fundraising events. The diocesan communications team have been very helpful.*

JJ – We shouldn’t let the building project absorb all our energy; she went on to advise the meeting of the forthcoming retreat in September – ‘Bread for the journey’.

The Vicar said we need to keep positive, he thanked everyone for attending.

The meeting closed with the Grace at 9.34pm.

Signed …………………………………………………………..

CH &MH