



Minutes of the Annual Vestry Meeting held on
Monday 28th April 2025 at 7.30pm in Fleet Parish Community Centre

1. Opening Prayers

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

2. Present

Revd. Mark Hayton (Chairman), Nick Doran (PCC Secretary).
Jane Allen, Paul Allen, Andrea Barley, Mike Benham, Anita Bourne, Roger Bourne, David Bradbury, Tricia Brooker, Sheila Buller, Richard Buller, Jennifer Burgoyne, Sue Butterfield, Jean Carr, Jan Cole, Rod Cutler, Linda Dart, Nancy Dawson, Richard Dexter, Dick Fawn, Carolyn Ford, Mike Ford, Rosemary Goodrich, Mary Goodson, Jean Hawkins, Tina Hayton, Claire Holt, Mike Huddie, Sue Huddie, Antony Jones, Jane Jones, Winnie Kaman, Jeremy Keep, Dian Kitts, Graham Kitts, Fanny Li, Peter Li, Barbara Lyons, John Nicholls, Rosalind Piddington, Elizabeth Pope, Mary Simpson, Anne Smith, Robert Smith, Jenny Thorne, Margaret Tracey, Angela Turnbull, Heather Turner, Ruth Waller, Dawn Ward, Peter Ward, Bill Wickenden, Kate Wickenden, Geoff Wickes, Anne Williamson, Rod Williamson and Elly Wilson.

2. Apologies

Sue Benham, Anne Biffin, Brian Biffin, Rosemary Jones, Judy Keep, Karen Kite, Kerensa Pierson, Anne Richardson, Erica Taylor, Bill Turner, Chris Waller and Elizabeth Waller.

3. Minutes of the last Vestry Meeting

The Annual Vestry Meeting Minutes of Monday 22nd April 2024 were approved by the meeting. Proposed by Jean Carr, seconded by Tricia Brooker, agreed by all present.

4. Matters arising therefrom

None

5. Election of Church Wardens

Revd. Mark Hayton thanked Jenny Thorne and Robert Smith for their dedicated service and hard work over the past year.

Two nominations had been received for Churchwarden:

Jennifer Thorne – proposed by Mike Ford, seconded by Antony Jones
Robert Smith – proposed by John Nicholls, seconded by Nick Doran

There being no other nominations, the Vicar declared Jennifer Thorne and Robert Smith to be duly elected as Churchwardens of the Parish of Fleet.

6. Election of Deputy Church Wardens

There were no nominations for Deputy Church Warden. This is a role intended to help the development of future Church Wardens. The Vicar asked the meeting to give this thought for the future, as Church Wardens can only serve for six years and Jenny is now starting her fifth.

The Churchwarden’s Meeting closed at 7.40pm.

Signed.....



Minutes of the Annual Parochial Church Meeting held on
Monday 28th April 2025 at 7.40pm in Fleet Parish Community Centre

1. Present and Apologies

As Vestry meeting.

2. Minutes of the Last Meeting

*The APCM Minutes of Monday 22nd April 2024 were approved by the meeting.
Proposed by Dian Kitts, seconded by Sue Butterfield, agreed by all present.*

3. Matters Arising

None.

4. Election of PCC Representatives

The Vicar thanked all PCC members for their service over the past year. Under the 'three year rule' two members are stepping down (Dawn and Peter Ward). Two nominations had been received:

| | Proposed | Seconded |
|---------------|-----------------|-----------------|
| John Nicholls | Anne Smith | Nick Doran |
| Mike Benham | Jenny Thorne | Anthony Jones |

There being no further nominations, the Vicar declared that John Nicholls and Mike Benham were duly elected to the PCC.

Note that at the PCC meeting immediately following the APCM, Dawn Ward agreed to serve a further term on the PCC. Proposed by Jane Jones and seconded by Claire Holt and agreed by all present at that meeting. Dawn is therefore included in the list below.

The new list of Elected and Co-Opted PCC Members is therefore as follows:

| PCC Member | Remaining Term of Office |
|-------------------|---------------------------------|
| John Nicholls | 3 years |
| Mike Benham | 3 years |
| Dawn Ward | 3 years |
| Claire Holt | 2 years |
| Amy Canham | 1 year |
| Jean Carr | 1 year |
| Jan Cole | 1 year |
| Nick Doran | 1 year |
| Jean Hawkins | 1 year |

5. Financial Report

The treasurer (John Nicholls) reported to the meeting by referring to the Finance section of the 2024 Annual Report (prepared by Richard Buller) which is repeated below. The 2024 Accounts had been signed off by the Independent Examiner only hours before this APCM, so the version available in advance was only in draft form. The Independent Examiner had only made two changes, one concerning the allocation of a £296 insurance payment for 38 Oasthouse Drive, the other being very minor rounding discrepancies of no more than £2.

- *This year has seen the successful handover of the Treasurer's duties from Mike Ford to John Nicholls. Based on advice received from the Guildford Diocese Treasurers Group and our new Independent Examiners (Seebys Consultancy Limited), John recommended changing our financial software from the Finance Coordinator to a product called MyFundAccounting which is provided by the same company, Data Developments. It is cloud-based, allows bank statement imports, invoice and receipts storage, multi-user access and offers other functionality which saves time. Toward the end of 2024 we were notified by Data Developments that the old Finance Coordinator software was being discontinued and not supported, which accelerated our migration to the new software. Migration was relatively straightforward and completed in time for the commencement of the 2025 financial year.*
- *The 2024 Accounts show the net income surplus under Unrestricted Funds to be about £374K (excluding depreciation) but this is largely due to the final settlement received from our insurers of about £355K. The settlement has been designated for use in Phase 2 of the rebuild and if deducted would reduce to surplus to about £19K which is still a good outcome. The restricted expenditure related to Work of the Church (£76K) included the final payments to our building contractors (retention), architects and quantity surveyor.*
- *Pledged Giving at about £98K remained constant as did the Parish Share at about £105K. Cash collections and online giving also remained constant at about £7K. However there was a significant increase in unrestricted donations of about £28K mainly as a result of a generous individual donation. There was also a significant increase in property lettings of about £14K, mainly due to higher income from the FPCC and P&J Hall lettings and the income from the short-term letting of 38 Oasthouse Drive. The income from magazine advertising and sales was high at about £10K due, in part, to receipt of some outstanding payments from 2023, with income from the coffee bar remaining constant. On the downside there has been an increase in utility costs by about £10K which is due to the opening of AS Church and a provision in the accounts for unknown legacy charges yet to be agreed with the supplier.*
- *Our General Fund (the amount available for the running of the Church) now stands at about £186K cash. Our CBF Investment Fund stands at about £125K. Now that Phase 1 is complete we are able to determine that our Phase 2 Fund stands at about £698K.*
- *It should be pointed out that the above financial data is based on Financial Statements not yet approved by our Independent Examiner.*

- *I should like to thank Juliet Worthington for managing the PCC's payroll obligation and to Jean Carr and David Worthington for managing the planned giving arrangements and to other members of the committee Jenny Thorne, Robert Smith, Nick Doran, Mike Ford, Rebecca Ratnasamy and Mark. The Treasurer also thanks Elizabeth Waller for her significant contribution in counting and banking all the sundry cheque and cash receipts across the Parish.*

The following questions were raised from the floor:

- Geoff Wickes asked about plans for Phase 2 of the All Saints rebuild, the Vicar responded that this would be covered in detail later in the meeting.
- Mike Ford asked about the future of 38 Oasthouse Drive. The Vicar replied that the existing tenancy will finish at the end of May 2025, and there are two options being explored. One is to employ a House for Duty priest, which we have permission to do. The other is a possible arrangement currently being explored with the Church on the Heath, who need a house for a new Assistant Minister.
- Geoff Wickes asked about the Minister's house on the Church on the Heath, to which the Parish contributed many years ago. The Vicar pointed out that the new requirement is for an additional priest for whom no property is available. However he has recently been contacted by the Diocesan Board of Finance, who again seem to be looking at the financial status of the original property purchase.

John then asked the meeting to approve the 2024 Accounts, based on the amendments described above. The final version, approved by the Independent Examiner, will be made available on the Parish website.

The 2024 Accounts were then approved by the APCM, proposed by Robert Smith, seconded by Pete Ward and agreed by all present, with no abstentions.

6. Vicar's Report

The Vicar started his report by celebrating all the wonderful things going on in the Parish. He feels that we are very blessed at the moment and that God is looking after us. Holy Week and Easter were particularly successful, with the combined Easter morning service filling All Saints to overflowing, and providing a great example of our now unified music and worship programme. He outlined the two year plan for the Parish, which has been developed with the Diocese and the PCC:

- To stay faithful to all that God is doing in our community and to follow him on the path he has set us.
- To continue to grow in numbers and in the depth of our discipleship.
- To appoint a Children and Families worker.
- To integrate those we have welcomed anew to our church and to help them find their place with us in God's service.
- To encourage and empower more lay people to serve Christ in a whole array of ministries.

- To complete the rebuilding of All Saints (and ensure that all our buildings will serve the mission of Christ for the foreseeable future).
- To improve how we communicate with one another and with our community.

He then used the analogy of us all being on a surfboard together, to show that we are together riding the wave of the Holy Spirit, but also to illustrate the need for us to keep working together to avoid losing our momentum and falling off.

7. Review of Annual Reports

The Annual Report had been available for view on the parish website for some days before the meeting and will remain there. The Vicar guided the meeting through the report, commenting on the activities of each group and thanking all those involved. Specific comments from him and from the floor included:

- Ministry Team – currently Mark, Jane, Dick and Claire – who all play a vital role in our ongoing worship and outreach programme.
- PCC – Mark pointed out the vital work done by the PCC, much of it unglamorous and unnoticed by many, but an essential part of our parish organisation.
- Office and Halls – another busy year with increased usage of all our venues.
- Fundraising – more of a background activity at the moment but many events still being held.
- Magazine – now managed by Carolyn Ford and Sam Lord as joint editors.
- Safeguarding – Dick Fawn (Parish Safeguarding Officer) reported that our compliance score (in terms of DBS checks and training courses completed) has risen from 60% to 99%.
- All Saints Churchwarden – much time spent on buildings, with major work on FPCC and ongoing maintenance challenges in All Saints Church.
- P&J Churchwarden – Robert pointed out that he was elected as a churchwarden for the whole parish. Geoff Wickes (and others) fully agreed, but commented that this has always been the case in the Parish of Fleet.
- P&J Fabric & Management – quinquennial inspection recently carried out, recommended works are ongoing.
- Communications – a new group bringing together and coordinating work on the website, social media, magazine, newssheet etc. The Vicar's pre-Easter video attracted 280 views by separate individuals.
- Discipleship – recent trip to St Alban's, Shape course, upcoming Quiet Day at Ladywell.
- All Saints School link – lots of activity, both by our Ministry team at the schools and the school Worship Crew leading services in All Saints.
- Children & Families – Godly Play, Dribbles & Giggles, Baby Saints, Café Church, FACCTS team are all busy in the Parish.
- Godly Play – very much needs additional helpers.
- Baby Saints – the jewel in the crown, with a very good team. Richard Dexter asked whether there will be a group for children to progress to after Baby Saints? Claire Holt is actively working on developing a new group for 4-7 year olds.

- Coffee Bar – another jewel in the crown and a very important outreach, but needs more volunteers to allow opening on more days.
- Worship & Music – Sue Butterfield commented on how much our choirs now enhance worship and thanked all our musicians.
- Christian Aid Plant and Cake sale will be in P&J car park on 17th May. This is the 80th anniversary of Christian Aid and Jenny appealed for lots of donations to make the day a success.
- ECO Group – the Parish has achieved a Silver Award under the Eco-Church Scheme.
- Step by Step – the Parish continues to support this Aldershot based charity, which provides support for homeless young people.
- Tuesday Morning Prayer Group – prayer requests can now be submitted via the website and on paper via noticeboards in the churches. All are kept.
- All Saints Building Group – the Vicar took the meeting through the current status of Phase 2 Rebuilding. Much discussion with our architects has led to 2 options being considered, and now being costed by our Quantity Surveyor:
 - A modified version of the original plan, using the same footprint but with a modified exterior to reduce costs, plus reallocation of the internal space in favour of more social and community activities.
 - A minimalist version providing the bare essentials of toilets and servery facilities and retaining the existing vestry in refurbished form.
 - More consultation to follow when costs are known and before any decisions are made.

Another factor to be considered is the possible limited economic life of FPCC and the need for its facilities to be moved to the Phase 2 Annex in the future. Tricia Brooker asked whether the new hall space could be split to allow smaller groups to meet. The Vicar responded that this could certainly be possible, although the space is not large.

Dick Fawn asked where the Office would be relocated, in the event that FPCC was no longer available. The Vicar responded that we do not know yet.

8. Electoral Roll Report

Tina Hayton (Electoral Roll Officer) advised the meeting that the new 2025 Electoral Roll was now complete, and there were the following changes from the old Roll.

- There are 162 names on the roll (previously 160)
- These represent 130 households (previously 125)
- 117 names have carried over
- 46 names have been removed
- 45 names are brand new to the Roll

The public version now contains only names. A full version is on the Parish Office PC under password protection.

9. Engagement of Independent Examiner

John Nicholls (Treasurer) stated that the current Independent Examiner had now been involved for two years and was getting a good understanding of our finances. He recommended that they be appointed again for another year.

A motion to confirm the engagement of SEEBYS Consultancy as Independent Examiner of the Parish Accounts was raised. Proposed by Mike Ford, seconded by Jenny Thorne and approved by all present.

10. Questions and Discussion

Richard Dexter asked that minutes of the APCM be made available (in draft form) soon after the meeting. This will be done.

Robert pointed out that last year’s minutes were in fact available on the website shortly after the previous APCM.

The Vicar concluded by thanking everyone for attending the meeting, and closed it with everyone saying the Grace together.

The meeting closed at 9.30pm.

Signed

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