

Christ Church, Eaton Annual Meetings, Tuesday 29th September 2020, 7.30pm in the Church

Aim to finish by 8.30pm

A G E N D A

Opening Prayer and Welcome

A. The Meeting of the Parishioners

1. The election of the Church Wardens

B. The Annual Parochial Church Meeting *(You must be on the electoral roll to attend this)*

1. Apologies
2. Approval of Minutes of the A.P.C.M. held on Sunday 29th April 2019 *(PTO – please read in advance)*
3. Matters arising from the Minutes not on the agenda below

Discussion and Approval of Reports and Statements: -

4. Vicar's Report and PCC Secretary's Report *(both in annual report, please read in advance)*
5. Report on the New Electoral Roll *(Sarah Scott)*
6. Presentation and Approval of the Accounts for 2019 *(David Archer)*
7. Report on the Financial Affairs of the Parish *(in annual report, please read in advance)*
8. Church Wardens' Report including the Fabric Report for the Church, Kinchen Hall and the Cottage *(all in annual report, please read in advance)*
9. Presentation of the Church's Terrier and Inventory *(Wardens)*
10. Diocesan and Deanery Synod reports *(both in annual report, please read)*
11. Thanks and Presentation of tokens of thanks
12. Elections and Appointments
 - a) Election of members to the Deanery Synod *(one vacancy)*
 - b) Election of members to the PCC *(No members need to retire but space for elected members)*
 - c) Election of members to the Group Council *(currently no vacancy)*
 - d) Appointment of Sides people
 - e) Election of Independent Examiner
13. Discussion on new logo – what do we offer?
14. Any Other Business *(Please inform the vicar **before the meeting** of any items)*
15. Closing Prayers and the Grace

Minutes of the Annual Meetings of Christ Church Eaton, in the church on Monday 29th April 2019

The meeting began with a prayer at 7:30pm. Patrick Richmond (PR), Vicar, welcomed the 39 people present and introduced the meeting.

A. The Meeting of Parishioners

1. Election of Wardens:

PR reminded those present that everyone on the church electoral roll and also on the register of local government electors resident in the parish can vote in this meeting. There have been only two nominations for Church Warden, Vivien Humber and Catherine Jeffries, who have so far served three and two years respectively. There being no other nominations, Vivien and Catherine were declared elected unopposed to a round of applause. PR said that their re-election would be welcomed and formalised at the Archdeacon's Visitation on 25th June.

B. Annual Parochial Church Meeting.

1. Apologies were received from: Catherine Jeffries, Jacky Sutcliffe, Sarah Scott, Sue Harris, Matt Wright, Peter and Ros Gorringe, Catherine Richmond, Pat Montgomery and Joyce Harrison.

2. Minutes of the 2018 Meeting: PR again expressed his regrets that this APCM meeting could not take place on the Sunday, the day before, due to the late Easter and his absence this year. The minutes of the APCM held on Sunday 29th April 2018 were unanimously approved. PR thanked Caroline Gibbs for taking the minutes.

3. Matters Arising from the Minutes: There were none.

4. Vicar's Report and PCC Secretary's Report:

PR proposed that the Vicar's Report and the Secretary's Report (included in the Annual Report) should be taken as read. He thanked everyone including Sue Mitchell for their reports and invited comments. There were none.

5. Report on the New Electoral Roll:

PR explained that every six years the electoral roll is compiled again rather than revised. The recompiled electoral roll stands at 154 [corrected to 156 in light of forms sent to office] (169 in 2017-18). PR expressed thanks to Sarah Scott for compiling the new electoral roll.

6. Presentation and Approval of Accounts for 2018:

The approved accounts were circulated and have been available for inspection in the church for the last two weeks. David Archer explained that the accounts had been approved by the newly appointed Independent Examiner, Aleathia Mann and his report had been updated following her comments. The accounts, proposed by David Archer and seconded by PR, were **unanimously approved**.

7. David Archer then made the following Report on the Financial Affairs of the Parish:

DA started by saying that, as in previous years, it helps immensely to have a team of people helping with the finances at Christ Church. He thanked in particular Catherine Jeffries who manages our Gift Aid claims, the sides-people who count and Gerald Cooke who banks our weekly collections, Mike Brookes, Catherine Jeffries and PR who authorise payments, our office Administrator Lynn Glover and his fellow treasurer Richard Holcombe at St. Andrews for all their help. Finance at Christ Church continues to be a Team Affair and his job as Treasurer would be unmanageable without their help. He was pleased to say that he had found a new Independent Examiner, Aleathia Mann, who is very professional and communicative.

As our Secretary had already mentioned in her report, "The PCC has considered the Charity Commissioner's guidance on public benefit and tries to help people in the parish grow as disciples of Jesus Christ and in service to others. It maintains and develops the building and keeps it open to the public throughout the year". He then outlined some of the financial initiatives we have undertaken in 2018 to support these aims.

Our total Unrestricted Income for 2018 was £142,092 which compares well to the income in 2017 which was £125,391. Our income this year included a generous legacy of £15,000 from the estate of Mary Muff and two large anonymous donations of £5,000 each.

Our total Unrestricted Expenditure in 2018 was £130,532 which was slightly less than the equivalent figures in 2017 of £136,052. Our income, boosted by extraordinary extra items, meant that we more than matched our Total Unrestricted Expenditure in 2018 resulting in a surplus of £11,560 in the General Fund this year – which compared with a deficit of £10,662 in 2017, when we had major expenditure to repair our heating and to complete the kitchenette development.

This year due to a minor administrative misunderstanding we have paid 98% of our Parish Share which equated to £62,903. In 2019 we will make up this shortfall and plan to pay the full amount of £64,497 as we have done in previous years.

He thanked the Friends Committee which has had a very busy and successful year in fundraising £6,664 from three large Fundraising Events including in March a Quiz 'n' Chips, in June an Open Gardens Event and in November a Festival of Angels. Another £3,155 was raised from a mixture of Membership Fees and Donations. It has been a hugely successful year for the Friends Committee and he particularly thanked David Scott, Carrie Phoenix, Ros Wright, Sarah Scott, Vivien Humber, Catherine Jeffries, Bridget Archer and Paul Lancaster.

During 2018 one major area of fundraising was for the repair of our Church Roof which resulted in the creation of a restricted fund with expenditure of £20,342. This was the chief recipient of Friends Fundraising giving £10,350 with the remainder of £10,000 given by two very generous anonymous donors.

Another major project and expense this year has been the completion of an Emergency Lighting System which has been in the investigation stages for at least two years now and in 2018 moved to planning and execution in December and costing £7,039. In November this year we also upgraded our church lighting at a cost of £1,644 and we have installed CCTV principally as an aid to our organist. On behalf of the PCC he said he would like to thank Mike Brookes and Chris Mitchell who have acted as Project Managers in all these significant building enhancements. For 2019, our PCC has set a building budget of just under £13,000 to cover anticipated repairs associated with our quinquennial report and urgently needed improvements to our sound system.

He wanted to mention here that our Total Expenditure is not currently met by our Regular Giving and Gift Aid Receipts – instead we have balanced the books and returned a surplus this year due to legacies and large donations, and partly by rental income raised by the hire of Kinchen Hall. However, we cannot rely on extraordinary financial gifts, nor rental income, and hence he encouraged everyone to review their giving on a regular, perhaps annual basis, as it would be excellent to be in the position of meeting our outgoings each year with income from regular giving, especially Standing Orders and Gift Envelope forms of regular giving.

He finished by thanking everyone who gives, those present today, those not at the APCM and our beloved friends who are no longer with us. It is through all this giving that we can maintain and enhance this beautiful building, and to support our ministry to help people grow as disciples of Christ through the events we are able to hold here – our regular services and our midweek meetings and the communities we support.

DA invited questions and in reply to a query on the deficit said our reserves had increased from £134,000 to £143,000 due to £25,000 in legacies being received in 2018, where otherwise there would have been a deficit of £16,000.

Caroline Gibbs queried the figure of £800 from the Summer Garden Party. She felt the figure should have been half of £3,000 (the other half going to St. Andrew's Church) and DA said he this might be net, including other expenditure, and he would investigate [which subsequently revealed there had been expenditure from the garden party funds on the Summer Holiday Club expenses].

Bridget Archer said the post of Treasurer was a hard job and that David was not an Accountant. PR thanked DA for all his work and he received a round of applause.

8. Church Wardens' Report including the Fabric Report for the Church and Report on Kinchen Hall and Cottage:

All these reports are in the Annual Review. PR asked Mike Brookes if he would like to comment. MB said it was hard to differentiate between day to day expenses and capital expenses when examining the finances. He said the South Aisle windows, along with others, were replaced four years ago and the architect now identifies the North Aisle window needs repair since the lead is buckling. The Friends will support this. Damp came into the South Aisle wall and transept from the bell turret five years ago, causing the plaster to crumble. This plaster has now been removed. This will need filling with lime mortar in layers and redecorating in September when it has dried out. There were no questions on the Churchwardens' Report and PR thanked them, MB and Chris Mitchell for all they had done. PR said that Mary Muff's legacy would be used to purchase a new sound system and a quote was being obtained for a system which will play music at weddings and funerals. The sound will be piped through speakers, not just played on a CD player as at present, and will not compete with the organ playing. He added that a post box had been purchased to go on the Noticeboard outside, which was necessary to provide the church building with a postal address (NR2 2AQ is not exclusive to the church) in order to have wifi installed. Shawn could use the wifi when working in the vestry and it could be used by others too.

9. Presentation of the Church's Terrier and Inventory:

Vivien Humber explained the purpose of the Terrier and Inventory and said the wardens and Shawn Tomlinson had made the annual inspection when everything had been checked off and is in place. PR asked why these documents are not kept in the church safe and VH explained that space is an issue. (She retains all the faculties as well). The wardens were thanked and applauded.

10. Diocesan and Deanery Reports:

These are included in the Annual Report. There were no comments. PR expressed his thanks to those who serve on the Deanery Synod.

11. Thanks and Presentation of tokens of thanks:

A presentation was made to Dee Scott who was retiring after nearly seven years as Safeguarding Officer. PR said the reputation of the Church of England for safeguarding was not unassailable and thanked Dee who had been very diligent in the role. PR thanked Caroline Gibbs for taking on the post.

A presentation was made through Patrick Furniss to Carmela Furniss who was thanked as an administrative force of nature in staging the Parishes Choir events and singing in the choir for many years.

Lastly, a presentation was made to Robin Quine who had looked after the refreshments for many years.

PR thanked Julie Bolt and Sarah Verger who were retiring as Sunday School Leaders and said a presentation would be made to them later in front of their peers.

12. Elections and Appointments:

a) Election of members to the Deanery Synod:

PR reported there was a vacancy but there were no volunteers.

b) Election of members to the PCC:

PR said no one needed to retire. He was very grateful to have received one nomination for Garry Wheatley, a previous Treasurer, PCC member and one of the 8 o'clock congregation. He was elected unopposed to a round of applause.

c) Group Council:

There were no changes to those serving on the Group Council and the places were filled. Those serving were thanked and applauded.

d) Appointment of Sides People

Alistair MacDougall proposed the following people as sides people: Jeff Arden, Rowena Atkinson, Simon Back, Charles Bartram, Mike Brookes, Anthony Colman, Gerald Cooke, Thelma Cooke, David Edmonds, John Elbro, Enid Erskine, John Harrison, Christine Hide, Don Hobbs, Alistair MacDougall, Andrea Middleton, Richard Middleton, Chris Mitchell, Sue Mitchell, Pat Montgomery, Ian Parkes, Robin Quine, Richard Rivett, David Scott, Norman Sidebottom, Jacky Sutcliffe, Mary Sword, Tony Sword, Ruth Vaughan, Garry Wheatley and Joan Wheatley.

He said there had been two or three new people and one or two stopping so numbers were alright at the moment. They were appointed, proposed by Alistair MacDougall and seconded by David Edmonds.

PR said he was conscious of the need for good car parking and the sides people encouraged considerate parking. Vivien had bought a high visibility jacket and traffic cones to help them and was thanked for this. PR also thanked Denise Back for providing another trolley for gritting when it was icy.

e) Election of Independent Examiner: It was agreed that Aleathia Mann be reappointed, proposed by David Archer and seconded by Roger Glenwright.

13. Vision, Worship and Services: Discussion on PCC's agreement with *Motivating the Million* priorities:

PR said that General Synod had called on churches to adopt a set of priorities. Everyone should see themselves as a witness of faith which was part of our evangelism. All should be disciples in all of their lives, every day of the week, not just on Sundays or dependent on the clergy. This was based on the *Setting God's People Free* Report. Children and youth should be made a priority as there was evidence that the vast majority of Christians came to the faith before the age of 24. Children can evangelise and witness, especially their peers, and become disciples in their early years. We should be a welcoming community, including through baptisms, weddings etc.

Roger Glenwright said as a new member of the congregation he congratulated everyone for making him and his wife feel very welcome.

PR noted the PCC had accepted these priorities and asked everyone to discuss in small groups if they were happy to adopt these as priorities. Following this, PR was asked if it would be discussed at the Away Day and confirmed it would be. The priorities were agreed and accepted by the APCM. PR said that Tim Yau, who was leading the Away Day, would be impressed and we would look at plans for implementing them.

a) Comments for Parish Away Day to discuss future vision?

PR said the day would be from 10.00am until 4.30pm with lunch and refreshments available. There would be a list of things from the PCC meetings to discuss. It would be held at Belsey Bridge, Bungay, near All Hallows, Ditchingham on 28th September and lifts will be offered.

b) Discussion of overseas mission support in advance of Pentecost meeting.

PR said there would be a joint service with St. Andrew's followed by sparkling refreshments. Options would then be presented on future mission support. Shawn had put forward a new proposal for Church Mission Support which was favoured by the PCC. This was the idea of supporting various Church Mission Society charitable development projects overseas led by local leaders. Shawn said she had attended a meeting that day with the Mission Focus Group where gratitude had been expressed for the hospitality shown to our mission partners hitherto, the Kirks. She would like the joint event to go smoothly, bringing the two congregations together.

14. AOB:

PR asked if members would prefer to return to a Sunday for the next APCM in 2020. The clear majority were in favour but opinion was more divided on whether to start the meeting after the 10.00am service as before or between the 8.00am service and 10.00am services (which might be easier for those who attend at 8). PR agreed to discuss the matter further with the PCC.

Alistair Bolt on behalf of the meeting thanked PR and Catherine Richmond for their service to the parish and there was a round of applause.

15. Closing Prayers and the Grace

The meeting closed at 8.50pm.

Signed

Chair

Date