



## Minutes of the Annual Parochial Church Meetings

Sunday 20<sup>th</sup> March 2022 at 12.00 noon

### Parishioners' Annual Meeting

**Present:** Caroline Adams, Tim Bayton, Annamaria Blackwell, Stuart Cook, Grace Davie, Mark Davie, Sheila Dunning, Shirley Godek, Liz Holland, Liz Howell, Will Marjoram, Andrew Martindill, Rachel Martindill, Jill Mather, Andrew Mimmack, Joanna Mimmack, Carole Parsons, Charlotte Payne, Mike Payne, Marilyn Pegg, Fr Martin Poolton, Fr Henry Pryse (in the Chair), Pat Read, Joan Ridgway, Nigel Ridgway, Tom Salmon, Pam Scotting, Cherie Snell, John Snell, Pat Snell, Emily Turner, Katy Turner, Fr Steve Turner, Ann Walsh, Judith Wedgwood, Jane Williams, Nigel Williams

Also present: David Robertson

1. **Fr Henry opened the meeting with prayer.**

Fr Henry welcomed everyone to the first meeting in person since the pandemic, thanking the social committee for providing refreshments after the meeting.

2. **Apologies for absence** were received from: Anita Atherton, Marie Benton, Susan Coombs, Anne Killingback, Stuart Macwilliam, Barbara Morris, Layton Morris, Nicola Morris, Sue Pinn, Susie Penberthy, Fiona Poolton, Louise Spencer, Wendy Steer, Jim Weeks

3. **Minutes of the last meeting** (21<sup>st</sup> March 2021) were approved as a correct record (Proposed Joan Ridgway, seconded Mark Davie).

4. **Matters arising** – none.

5. **Election of two churchwardens** (to serve for one year).

- Rachel Martindill (proposed Patricia Snell, seconded Stuart Macwilliam)
- Andrew Mimmack (proposed Nigel Ridgway, seconded Jim Weeks)

As there were no other nominations, Fr Henry declared them elected churchwardens for one year. He thanked them for their work in the past year and congratulated them on their re-election.

6. **Any other business** – none.

**The meeting closed at 12.06.**

# Annual Parochial Meeting

**Present:** See list from Parishioners' Annual Meeting.

1. **Apologies for absence:** see list from Parishioners' Annual Meeting.
2. **Minutes of the last meeting** (21st March 2021) were approved as a correct record. (Proposed Pat Read, seconded Charlotte Payne)

3. **Matters arising**

- i. Minute 8 Fr Henry was pleased to report that Fr Martin and Fiona Poolton were now back in their house after the damage from the controlled explosion of the World War II bomb.
- ii. Minute 13 Fr Henry thanked Fr Steve for helping him with changes to the marriage register procedure.
- iii. Minute 13 Fr Henry reported that the Wednesday midday Holy Communion service had been much appreciated by those who were less willing to return after the pandemic to the larger Sunday services.

4. **Report of the Electoral Roll** (see Appendix 1)

- i. Liz Holland, Electoral Roll Officer, read out her report to the meeting (a legal requirement for the APCM).

The Electoral Roll is the church's register of electors and is the list of those qualified to attend and vote at the Annual Parochial Meeting in elections for the Parochial Church Council and for the parish's representatives on the Deanery Synod.

Each parish has to compile a new Electoral Roll every 6 years and this was last done in 2019, when a completely new Roll was produced. There have been various additions and deletions to this over the past 12 months.

As directed by Diocesan rules, the Roll was closed on 27<sup>th</sup> February and has since then been available in the church, in accordance with Diocesan instructions. After this meeting, we will be able to re-open the list for new names.

There were 159 people listed on the Electoral Roll at last year's APCM. Since then, 4 names have been deleted (2 people moved away from the area and 2 deceased) and 3 added, meaning that there are now 158 names listed.

This will be reported to the first meeting of the new PCC; they will receive updates on the numbers throughout the year.

- ii. Fr Henry thanked Liz for her conscientious work on the roll throughout the year.

5. **Churchwardens' report** (see compilation of reports to the meeting, Appendix 2)

- i. Andrew Mimmack summarised the report highlighting the renewal of services in church and the formation of the choir with its several musicians. RM mentioned the teamwork throughout the year and welcomed more volunteers, particularly on the serving and gardening teams.

- ii. Rachel Martindill reminded the meeting that the PCC had agreed to meet on Wednesday evenings this year and announced that the next PCC next meeting would be held on 11.05.22 and the rest of the dates brought to that meeting for approval.

**6. Report of Deanery Synod proceedings.**

- i. Joan Ridgway reported that Deanery Synod had met twice. The first meeting (by Zoom) in April explored the questions: “What are you looking forward to after lockdown?” and “What will you take forward and what will you lose?” The October meeting was held in person at St James’ and focused on the practice of giving. Subsequent meetings were scheduled for 12 May and 13 October – both at St Mark’s.

**7. Presentation of the accounts (see compilation of reports to the meeting, Appendix 2)**

- i. Nigel Ridgway explained that the Annual Accounts and Annual Statutory Report were the two reports we were required to submit to the Charity Commission and to make available for the public to view.
- ii. He thanked all those who had given financially and in time in service and commitment to St James’. He mentioned particularly his finance team of Rachel Martindill, Anita Atherton and Katie Turner.
- iii. Nigel Ridgway pointed out from the financial statements (page 3) that the cash at the bank had increased by £5439 and unrestricted income increased by more. Two appeals had been successful in raising extra funds, and hall lettings had created substantial income at a time when many churches were struggling. Expenses were down as so many people had worked voluntarily during the pandemic. This had allowed us to plan to repay any surplus arising from the Common Fund discount awarded by the diocese in 2020 when church buildings were closed. He also reminded the meeting that we continue to give 5% of our income to charities.
- iv. Nigel Ridgway did raise the concern, though, that although church activities, hall hire, investment income and special appeals raise a significant income, planned giving from regular attendees is crucial if we are to continue to be able to pay our way. His reckoning was that each regular attendee of St James’ would need to commit a sum of £14 per week to ensure the Common Fund payments could be made. He was grateful for those who give more than that – and of course grateful for any gifts – but he asked that people take time to reflect on what they are able to give.  
Questions
- v. Stuart Cook asked if the income shown as £76k on page 3 would still lead to loss if we were to include income tax. Nigel Ridgway replied in the affirmative, reiterating that hall income and investments were keeping the finances in the black.
- vi. Liz Holland asked for clarification of how much we still owe diocese? £7k or £4K? Nigel replied that strictly speaking, we don’t owe them anything. However, we gave as undertaking that if we made a surplus in 2020, their having granted us a discount (of £14,682), we would repay that surplus to them. In 2020 we did make a surplus (of just under £4,000) which we did repay in 2021.
- vii. John Snell – asked if the steriliser could be replaced with hall income? PCC had discussed this and had concluded there is no need currently to replace it (see Minutes).
- viii. Fr Henry thanked the whole finance team for their meticulous work throughout the year.

## 8. **Annual Statutory Report**

- i. The annual statutory report was received and will be published on the church website and submitted to the Charity Commission.

## 9. **Rector's report** (see compilation of reports to the meeting, Appendix 2)

- i. Fr Henry summarised his report, reiterating his thanks to the music team. He had attended the first session of the Lent course led by Mark Davie and Joan Ridgway, mentioning their excellent teaching skills. He also recalled Joan's licensing as Lay Reader last year.
- ii. He welcomed the fact that things were reopening up with the return to some of the 'normal' practices – eg imposition of ashes on Ash Wednesday and several Holy Week practices being reinstated.
- iii. Fr Brain had sent his regards to the meeting and had signalled his intention of returning to a mid-week service.
- iv. Fr Henry thanked Jim Weeks and Stuart Cook for their weekly volunteering on the audio-visual provision in services.
- v. He thanked Joan Ridgway, Ann Walsh and Fr Steve for their work in preparing families for baptisms.
- vi. He mentioned with thanks the regular and good-humoured meetings he enjoyed with the churchwardens.
- vii. He reported that he was unwilling to reinstate the chalice at Holy Communion at this point but was exploring ways of so doing for the future. He was most grateful for the serving team and church visitors' team.
- viii. He was pleased to see that several new people had joined the congregation recently and highlighted the community initiatives at the Sylvania Stores, as well as fundraising events for Ukraine and the Exe Vox concerts.
- ix. He thanked the finance and administrative teams, recognising the large numbers of volunteers at St James' who deal with important business matters, particularly with hall lettings.
- x. He thanked Jill Mather for PCC and Standing Committee preparatory and secretarial work.
- xi. He thanked Caroline Adams for her work on safeguarding and drawing up the many, many risk assessments throughout the year. "She has done an amazing job in navigating the way through all the documents to ensure we are all kept safe – as well as her help with children ... she is calm, collected and vital".
- xii. He thanked Mike and Charlotte Payne for their initial work on Eco Church and the A Rocha award.
- xiii. He highlighted the "lovely work with young people getting going again".
- xiv. He was looking forward to May with the several welcoming events, including Messy Church, leading up to the Platinum Jubilee.
- xv. Finally, he thanked his clergy colleagues – Fr Brian, Fr Steve, Fr Martin and Fr Simon Croft for all their work and personal support throughout the year.

## 10. **Assistant Curate's Report** (see compilation of reports to the meeting, Appendix 2)

- i. Fr Steve spoke of coming incognito to St James' four years ago on St James' day. Now planning for his move to his first parish as incumbent, he remembered that Fr Henry had said on his arrival at St James' that much of his training would be done by and with the church members. He spoke of

feeling a part of the church family, appreciating the inclusive nature of St James' and the reputation it (and Fr Henry!) has in the wider community.

- ii. Fr Henry in turn thanked Fr Steve for his support and expressed appreciation of the life experience Fr Steve, his fourth curate at St James', had brought.

11. **Safeguarding report** (see compilation of reports to the meeting, Appendix 2)

- i. Caroline Adams provided a full reminder of her written report on safeguarding at St James' – a legal requirement to the APCM.
- ii. ***As the safeguarding representative, Caroline informed the meeting that St James' has due regard for the guidance issued by the House of Bishops and that the PCC had complied with its duty in respect of safeguarding.***
- iii. She informed the meeting that Pat Cockman is the safeguarding advocate and Hannah Martindill is the child advocate.

12. **Election of two PCC members to serve for three years**

- Caroline Adams (proposed Andrew Martindill, seconded Nigel Williams)
- Susan Coombs (proposed Rachel Martindill, seconded Louise Spencer)

As there were no other nominations, Fr Henry declared them elected.

**Approval of assistant wardens and sidespeople**

Patricia Snell, Nigel Ridgway, Nigel Williams and Anita Atherton, Pat Cockman, Ann Fairbairn, Sara Grumett, Wendy Metson, Joanna Mimmack, Susie Penberthy, Sue Pinn, Rebecca Rowe, Cherie Snell, Louise Spencer, Jane Williams.

13. **Appointment of Examiner of Church Accounts**

- David Robertson (proposed Nigel Ridgway, seconded Rachel Martindill).

Fr Henry thanked him for his work on the previous year's accounts and for attending today's meeting.

14. **Invitation to Reader with Permission to Officiate and to attend PCC**

Mark Davie was invited.

15. **Any other business**

Mark Davie thanked the meeting for the overview of church life presented in the reports and lists of events. He proposed a vote of thanks to Fr Henry for his leadership and pastoral care for us all. There was a round of applause!

16. **Date of next meeting: 26<sup>th</sup> March 2023.**

**The meeting closed at 13.15 with the Grace.**

Jill Mather  
Secretary to the PCC