

# Minutes of the Annual Parochial Church Meeting

Sunday 15<sup>th</sup> March 2020 at 11.40 in the church

## Parishioners' Annual Meeting

**Present:** Caroline Adams, Charles Barker, Tim Bayton, Marie Benton, Anna-Maria Blackwell, Bill Cann, Pat Cockman, Stuart Cook, Linda Dalton, Grace Davie, Mark Davie, Sheila Dunning, John Fry, Liz Holland, Beryl Hooper, Liz Howell, Betty McKay, Stuart Macwilliam, Brenda Manley, Will Marjoram, Rachel Martindill, Jill Mather, Pam Miller, Andrew Mimmack, Joanna Mimmack, Barbara Morris, Layton Morris, Carole Parsons, Gary Patch, Charlotte Payne, Mike Payne, Marilyn Pegg, Sue Pinn, Louise Poole, Fr Martin Poolton, Fr Henry Pryse (in the Chair), Pat Read, Joan Ridgway, Nigel Ridgway, Rebecca Rowe, Pam Scotting, Cherie Snell, John Snell, Patricia Snell, Louise Spencer, Fr Steve Turner, Ann Walsh, Judith Wedgwood, Jim Weeks, Jane Williams, Nigel Williams

**Observing:** Diego Marmsoler, Veronica Bauer

1. **Fr Henry opened the meeting with prayer** at 11.40.  
He thanked Tim Bayton for collating and editing the Review of the Year booklet which contained all the reports to the meeting.
  2. **Apologies for absence** were received from Susan Coombs, Anita Atherton, Marilyn Dingle-Shevlin, Anne Killingback, Nicola Morris, Wendy Steer.
  3. **Minutes of the last meeting** (24<sup>th</sup> March 2019) were approved as a correct record (proposed Layton Morris, seconded Tim Bayton).
  4. **Matters arising** – none.
  5. **Election of two churchwardens** (to serve for one year).  
Nigel Ridgway (proposed Pat Cockman, seconded Jill Mather)  
Nigel Williams (proposed Mark Davie, seconded Jane Williams)  
As there were no other nominations, Fr Henry declared them elected churchwardens for one year.
  6. **Any other business** – none.
- The meeting closed at 11.43.**

# 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** (24<sup>th</sup> March 2019) were approved (proposed Joan Ridgway, seconded Barbara Morris).
3. **Matters arising** – none.
4. **Report of the Electoral Roll** (see Review of the Year booklet page 29).  
Liz Holland read out her report to the meeting (see Appendix 1).  
Fr Henry thanked Liz for her work on the Roll throughout the year.
5. **Churchwardens' report** (see Review of the Year booklet page 4).  
Nigel Ridgway spoke on behalf of the two churchwardens, referring to the reports in the booklet on pages 4,5 and 22. Not mentioned in the report was the memorial garden planned for the future. He also reported that PCC meetings over the year had been both useful and informative, receiving reports and discussing a wide range of matters. He mentioned particularly the enormous amount of work done by Caroline Adams, the Safeguarding Officer, who writes and updates policies and undertakes numerous safeguarding tasks to ensure compliance at St James'. Having thanked the many "unsung heroes" who quietly do so much work over the year, he ended by thanking Fr Henry for his continued work and care for the church community.  
John Snell asked why wardens were elected to serve for just one year. Nigel explained it was a requirement in the Church Representation Rules.
6. **Report of Deanery Synod proceedings** (see Review of the Year booklet page 19).  
Fr Henry thanked our representatives Joan Ridgway, Marilyn Pegg and Mike Payne. They report regularly to the PCC and circulate the minutes from the synod.
7. **Presentation of the accounts for 2019** (see Review of the Year booklet pages 6 - 14).  
Rachel Martindill thanked Anita Atherton and Nigel Ridgway and reported a good year with hall receipts increased and giving steady.  
Fr Henry thanked Rachel and her team for all their work.
8. **Rector's report** (see Review of the Year booklet).  
Fr Henry thanked Tim Bayton for compiling and editing the Review of the Year booklet, its cover reminding us (somewhat poignantly) of all the work done by the social committee, and its reports drawing attention to the huge number of events and teams operating within the church.  
He reiterated thanks to Caroline Adams for her work and skill in drawing together all the safeguarding information, much to the envy, he reported, of our neighbouring parishes.  
He thanked Sue Pinn for her pastoral and administrative skills "on the front line" in the church office.  
He thanked Judith Wedgwood for leading the serving team and for training new members.  
He thanked the new team of volunteers that had emerged to continue the important service of running Lunch Club in recent months.

He thanked Jill Mather for her work as PCC secretary and the churchwardens and treasurer with whom he has met monthly throughout the year.

In thanking his colleagues, he said of Fr Steve that it was “as if you’ve been here for ever”. He hoped that Fr Steve would be ordained at St James’ with Revd Sarah Cumming and Revd Julia Hocking in September. He also thanked Fr Martin for his work as associate priest and Fr Brian for his continued work and service. Fr Henry noted that he was also pleased to have Fr Simon Croft with us on many occasions. In thanking the readers, he mentioned Mark Davie’s wisdom and support over many years and hoped that we would be able to celebrate soon with Dame Margaret Wheeler to thank her for her long service to St James’. Joan Ridgway has joined the team as Reader in Training.

Finally, he thanked all those who were leading on matters relating to the coronavirus situation, currently unfolding and changing each day.

9. **Safeguarding report** (see Review of the Year booklet).

Caroline Adams mentioned that she was supported by an excellent diocesan safeguarding team. She thanked Clare Hammond for acting as child advocate and reported that Hannah Martindill is going to train alongside Clare with a view to taking that role over in the future.

She reminded the meeting that, although all are responsible for ensuring people are safe, any disclosures should be listened to and passed on, in the first instance to Caroline, who will then inform the diocesan team.

The PCC is the legal responsible body and Caroline is confident that it has had due regard to the guidance issued by the House of Bishops and has complied with this duty through the training, DBS checks, reviewing and reporting and displaying contact details. With regard to domestic abuse information, sheets with tear off phone numbers are available in the toilets where people can access them discreetly.

Betty Mackay thanked Caroline for her care for all the church members.

10. **Election of three PCC members to serve for three years**

Tim Bayton (proposed Joan Ridgway, seconded Louise Spencer)

Pat Read (proposed Rachel Martindill, seconded Caroline Adams)

Jim Weeks (proposed Nigel Ridgway, seconded Rachel Martindill)

Elected unopposed.

11. **Election of three Deanery Synod representatives to serve for three years**

Michael Payne (proposed Charlotte Payne, seconded Jill Mather)

Joan Ridgway (proposed Nigel Williams, seconded Jules Alexander)

Marilyn Pegg (proposed Linda Dalton, seconded Sue Pinn)

Elected unopposed.

12. **Appointment of Examiner of Church accounts**

Dawn Bird was appointed (proposed Rachel Martindill, seconded Mark Davie).

13. **Invitation to Reader with PTO to attend PCC**

Mark Davie was invited.

14. **Any other business**

- a. Barbara Morris asked if the co-opted members of Standing Committee could be mentioned in the report to the APCM each year.
- b. Jill Mather informed the meeting where meeting minutes can be read: in the file at the back of the church and on the church website, where the supporting reports will also be available.
- c. Fr Henry reported from his ministerial review meeting that the Archdeacon had been impressed by the level of support Fr Henry received at St James' from church members.

15. **Date of next meeting: 21<sup>st</sup> March 2021.**

**The meeting closed at 12.30 with the Grace.**

Appendix I

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 done last year, 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 29<sup>th</sup> February and it has been on display in church since then, in accordance with Diocesan instructions. After this meeting, we will be able to re-open the list for new names. There were 161 people listed on the Electoral Roll at last year's APCM. Since then, 9 names have been added and 3 deleted meaning that there are now 167 names listed. This will be reported to the first meeting of the new PCC; they will receive updates on the numbers throughout the year. In the past, the copy of the Roll available in church has included names and addresses. For Data Protection purposes, only names will be shown in future.

Jill Mather  
Secretary to the PCC  
15<sup>th</sup> March 2020