

## St Peter and St Paul's Church, Stainton with Hemlington

### Minutes of the Annual Meeting of Parishioners (MoP) held in Church at 12.00noon on 23<sup>rd</sup> April 2023 immediately after the 11.00am morning service

Present: Bob Ardley, Linda Atkinson, Jean Bartliff, Jai Caisley, Judith Clare, Vernon Clare (Vice-chair), David Gatenby, Colin Mason, Judith Nicholson, Dorothy Pearson, Jen Tomkins, and Jean Ward.

#### 1. Minutes of the Annual Meeting of Parishioners held on 8<sup>th</sup> May 2022

The Minutes of the 2022 meeting had been circulated to Church members prior to this meeting. Acceptance of the minutes was proposed by Judith Clare and seconded by David Gatenby and agreed **unanimously**. Vernon (Chair for this meeting) signed the Minute Book copy as a true record of the meeting.

#### 2. Election of two Churchwardens to serve for one year

The following had been proposed and seconded prior to the meeting:

**Colin Mason**, proposed by Judith Clare and seconded by Bob Ardley; and

**Vernon Clare**, proposed by Bob Ardley and seconded by Joan Mason.

There were no other nominations. **Colin and Vernon were therefore elected unopposed.**

The Bob expressed the thanks of the whole Parish to the Churchwardens for all the hard work that they do for the Church.

#### 3. Date, time and place of the 2024 Meeting.

The Secretary reminded the meeting that the deadline for holding the Annual Meetings is the 31<sup>st</sup> May each year. It was noted that the date of next Easter Day is 31<sup>st</sup> March 2024. It was agreed that the **next Annual Meeting of Parishioners** should be held immediately before the 2024 APCM at **12.00noon on 28<sup>th</sup> April 2024 in the Church.**

R G Ardley  
Hon Secretary  
23<sup>rd</sup> April 2023

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## St Peter and St Paul's Church, Stainton with Hemlington

### Minutes of the Annual Parochial Church Meeting (APCM) held in Church at 12.10pm on 23<sup>rd</sup> April 2023 immediately after the 2023 Annual Meeting of Parishioners

Present: Bob Ardley, Linda Atkinson, Jean Bartliff, Jai Caisley, Judith Clare, Vernon Clare (Vice-chair), David Gatenby, Colin Mason, Judith Nicholson, Dorothy Pearson, Jen Tomkins, and Jean Ward.

#### 1. Apologies for absence

Apologies were received from: Julia Ardley, Joan Mason and Joyce Sturdy.

2. **Minutes of the Stainton with Hemlington Annual Parochial Church Meeting (APCM) held on 8<sup>th</sup> May 2022**

Approval of the minutes was proposed by David Gatenby and seconded by Judith Clare, and agreed **unanimously**; Vernon (Chair for this meeting) signed the Minute Book copy as a true record of the meeting.

3. **Electoral Roll Report**

Bob Ardley presented the revised Electoral Roll which had been posted on the notice boards in the Church Porch and Parish Room on 1<sup>st</sup> April 2023. He also gave his ER Officer's Report as follows:

New Electoral Rolls for the period 2019-2025 for Stainton Parish and Hemlington Parish were established in March 2019 and merged on 1<sup>st</sup> March 2021 on the creation of the new Parish of Stainton with Hemlington.

The Electoral Roll is revised each year in advance of the Annual Parochial Church Meeting (APCM) as required by the CRR2022(\*) Rule 3(1). **The ER revision period in 2023 ran from 18<sup>th</sup> March to 1<sup>st</sup> April**; since the last formal revision on 16<sup>th</sup> April 2022 one name was added to the ER; and seven names were removed from the ER, the member having died (2), or moved away or stopped attending (5). **At the end of the formal 2023 revision there are now 41 members on the Electoral Roll.**

	2023	2022
Names on roll at last year's APCM		47
Total on Roll at closing date for applications this year (1/4/2023)	41	
Resident in Parish	32	
Non-Resident	9	

(\*) CRR2022 is the Church Representation Rules 2022

*Bob Ardley, Electoral Roll Officer*

Acceptance of the Electoral Roll Report was proposed by Judith Clare and seconded by Vernon Clare, and agreed **unanimously**.

4. **Election of Lay Representatives:**

a) **One Parochial Representatives to the Deanery Synod**

Prior to the meeting **Julia Ardley** was nominated by Joan Mason and seconded by Judith Clare as **Parish Representative on the Stokesley Deanery Synod for the 2023-2026** triennium starting on 1<sup>st</sup> July 2023. There being no other nominations, Julia was elected **unanimously** and unopposed.

b) **Four Parochial Representatives to the PCC:**

There were four vacancies to fill: Two Lay Reps to serve for three years (2023-2026); and two Lay Reps to serve for two years (2023-2025). The following continue to serve for the remainder of their terms:

## **Judith Clare and David Gatenby (2022-2024)**

Prior to the meeting nominations for Lay Reps had been received as follows:

**Joan Mason**, proposed by Bob Ardley and seconded by Judith Clare; and  
**Bob Ardley**, proposed by Vernon Clare and seconded by Joan Mason

There being no other nominations Joan and Bob were elected **unanimously** and unopposed for the 2023-2026 term.

The new PCC would seek to co-opt Church members to fill the two casual vacancies (for the 2023-2024 term initially).

### **5. PCC Appointments**

The following appointments were approved **unanimously**.

- a) **PCC Chair** – The Vicar, in due course, once s/he is in post. It was noted that the appointment of the PCC Vice-chair will be made by the new PCC at its first meeting.
- b) **Independent Examiner** – Colin reported that after carrying out the Independent Examination of the PCC Accounts for many years **Anderson Barrowcliff**, Thornaby, now wished to cease this role (the Partner concerned would be retiring shortly). It was agreed the PCC would seek a new Independent Examiner early in the new session.

### **6. Reports of PCC Officers and other Church groups**

#### **a) Hon. Treasurer's Report, and presentation of the Accounts for 2022**

The Draft Accounts for 2022 accounts had been approved for Independent Examination by the PCC by e-mail on 10<sup>th</sup> February 2023. The Draft accounts were circulated by e-mail on 1<sup>st</sup> April 2023 to Church members on the Electoral Roll. A copy of the Independently Examined Accounts from Anderson Barrowcliff, Thornaby, is attached to the Minute Book.

Colin Mason, our Treasurer, gave the following **Financial Review for 2022**:

Total receipts on unrestricted funds were £24,637 including Gift Aid and the Gift Aid Small Donations Scheme (GASDS). The Gift Aid and GASDS Tax refund from HMRC for 2022 was £3,581 compared with £3,247 in 2021

In 2022 there were 22 planned givers of whom 15 Gift Aided compared with 20 donors and 14 gift-aiders in 2021

£28,579 was spent from unrestricted funds to provide the Christian ministry from St Peter and St Paul's Church plus the church running expenses and part of the cost of maintaining the churchyard. £14,400 of this amount was the freewill offer (FWO) to the Diocesan Common Fund which largely pays the stipends and housing costs of the clergy.

The net result for the year was an excess of payments over receipts of £3,942 on unrestricted funds. Subtracting this from the unrestricted Bank deposits brought forward at the beginning of the year the balance carried forward at the end of the year was £39,670

On a "day to day" basis outgoings exceeded income by £3,894. The difference between the proper accounts and the "day to day" figures is explained as follows :-

"Day to day" loss		- 3,894
Add Restricted giving grants		- 701
Major repairs		- 1,884
Depreciation		- 46
Decrease in value of endowment shares		- 9,608
Roundings		- 6
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		-16,139
Subtract Restricted giving appeals	647	
Mayman endowment income	1,242	
Exceptional donations	738	
Fuel grant	1,250	3,877
		<hr/>
Net movement in funds		- 12,262

3 lines from the bottom on page 1 of the Examined Accounts

**Acceptance of the finance report and the accounts for 2022** was proposed by Vernon Clare and seconded by Judith Clare; the Report and Accounts were given **unanimous approval**.

The meeting recorded its great thanks to Colin Mason for all his hard work in managing the Church Accounts.

- b) **Churchwardens' report, including a report on the "fabric, goods and ornaments"**  
The Churchwardens' Report had been circulated prior to the meeting and reads as follows:

The church, fabric and ornaments are generally in good order.

This year has seen the Architect carry out the Quinquennial Inspection of the church churchyard and various items in the church and parish room buildings; we now have a very detailed report to work on over the next five years. A number of items at the urgent end of the report include:

- the soft area of flooring in the kitchen area which will require part of the floor being lifted to see what the problem is;
- stonework around the parapets of the tower including some vertical cracks down the tower;
- two conifer trees need removing sooner rather than later (one near the corner of the graveyard next to Hemlington Road, and a second next to the main West door of the Church) - quotes will be sought from specialist tree surgeons for the cost of this work;
- the Parish Room still has some problems with water ingress from the roof, there was a long discussion with the Architect on the roof, about what to do; in the end it has been left to your two Churchwardens to try and resolve.

During 2023 the lighting in the parish room will be changed with the installation LED bulbs, and an option appraisal undertaken to fit LED bulbs to the outside lights.

The church heating system has been serviced and is still running efficiently for its age and is still in good order.

Also the organ has had the usual visits from the Organ tuner and that also is in good order.

The emergency lighting in the Kitchen, lobby, toilets and the parish room continue to be checked on a regular basis as is the fire alarm that covers these areas.

As ever it has been a challenging year and will continue to be so in the light of the challenging utilities markets.

*Vernon Clare and Colin Mason, Churchwardens*

Acceptance of the Churchwardens' Report was proposed by Judith Clare and seconded by Bob Ardley and approved **unanimously**.

c) **Other reports**

The following reports, which had been circulated prior to the meeting and are attached to the Minute Book, were taken as read. Acceptance of these reports, together with the Churchwardens' report, was proposed by Judith Clare and seconded by Vernon |Clare; this was agreed **unanimously**.

- The Secretary's report on the proceedings of the PCC and activities in the Parish;
- The Deanery Synod Rep's report;
- The Parish Safeguarding Rep's report; and
- The Report from the Reader Emeritus; and
- The Report from the Recognised Parish Assistant, (RPA) who will become an Authorised Lay Minister (ALM) in the near future.

7) **Date, time and place of the 2023 APCM**

It was agreed that the next Annual Parochial Church Meeting should be held immediately after the 2024 Meeting of Parishioners (MoP) scheduled for **12.00noon on 28<sup>th</sup> April 2024 in the Church**.

R G Ardley,  
Hon PCC Secretary  
23<sup>rd</sup> April 2023