MINUTES FOR ST MATTHEW’S  
ANNUAL MEETING OF PARISHIONERS

Held at 10.30am on Sunday 7 April 2019

**Present:** Revd Helen Hancock (Chair), Jen Houghton (Secretary), 102 attendees

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| **1** | *Apologies for absence*Heather Palmer |
| **2** | *Approval of minutes of AMP (held on Sunday 29 April 2018)* The minutes had been displayed in the Church prior to the meeting. The adoption of the minutes was proposed by Joan Higgs-Smith, seconded by Jason Pennington and then unanimously accepted by the meeting.  The minutes were signed by the Chair as an accurate record of the meeting. |
| **3** | *Appointment of Churchwardens*  Pauline Keane was nominated by Mary Edwards and seconded by Susan Kang. Mike Taylor was nominated by Judith Mackie and seconded by Pat Norrish.  Helen thanked both Pauline and Mike sincerely for all the wonderful work they have done over the past year as Churchwardens.  It was noted that Pauline only intends to be in the role for one more year, so those attending the meeting were asked to consider whether they may be able to take on this role in 2020. |

MINUTES FOR ST MATTHEW’S  
ANNUAL PAROCHIAL CHURCH MEETING

Held at 10.30am on Sunday 7 April 2019

**Present:** Revd Helen Hancock (Chair), Jen Houghton (PCC Secretary), 102 attendees

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| **1** | *Apologies for absence*Heather Palmer |
| **2** | *Approval of minutes of APCM (held on Sunday 29 April 2018)* The minutes had been displayed in the Church prior to the meeting. The adoption of the minutes was proposed by Joan Higgs-Smith, seconded by Jason Pennington and then unanimously accepted by the meeting.  The minutes were signed by the Chair as an accurate record of the meeting. |
| **3** | *Nominations for PCC* There are three elected vacancies to be filled on the PCC. Jo Boaler and Nigel Palmer have both served six years, and must now stand down. Srihan Weerasinghe has served three years, and is not seeking re-election. Helen warmly thanked Jo, Nigel and Srihan for their faithful service and contributions over many years. Dave Farris has agreed to seek re-election after serving for three years.  Nominations for the vacancies were as follows: **Keith Hudson**: Proposed by Mark Curzon and seconded by Anne Cosserat  **Jessica Johnson**: Proposed by Stephanie Taylor and seconded by Pauline Keane  **Ashleigh Wakefield**: Proposed by Jen Houghton and seconded by David Weir  **Dave Farris** (standing for re-election): Proposed by Jackie Farris and seconded by Jen Houghton  Jin-Yong Kang was an ex-officio member of the PCC as he has acted as Treasurer for the past nine years. Jin has decided to stand down from this position. He was warmly thanked by Helen and the entire Church for his faithful, unstinting commitment to the role. A gift was presented to Jin and the congregation expressed their gratitude to him.  Tim Lucas has been appointed by the PCC as the new Treasurer and would be on the PCC ex officio.  Helen expressed her grateful thanks to all those currently serving on the PCC. |
| **4** | *Electoral roll report* Helen gave the report on behalf of Judith Jones, the Electoral Roll officer. A new electoral roll had to be prepared in 2019 as this is required every six years.  Currently, there are 144 names on the newly revised electoral roll. Of these, 55 are resident within the Parish and 89 lives in other parishes. For comparison, last year’s roll numbered 166 people, 86 within the parish and 98 in other parishes. |
| **5** | *Annual Report of the PCC* The 2018 St Matthew’s annual report has been available to download from the church’s website and paper copies were available at the back of the Church. The document included the wardens’ fabric report, a Deanery Synod report and details of the other activities of the Church.  A suggestion was made that a collection is taken following the APCM and the Bring and Share Lunch to be shared between the Tower and Spire Appeal and the relief efforts Cyclone Idai. This suggestion was warmly received and organised and £76 was raised which amount was divided as suggested.  Helen made a particular mention of Mella Trotter who was a much-loved member of the congregation. We miss her enormously and fondly remember her and her faithful service to St Matthew’s.  The meeting received the 2018 annual report with gratitude for those who had prepared and contributed to it. |
| **6** | *Financial statements* The 2018 St Matthew’s annual financial statements have been available to download from the church’s website, and paper copies were made available at the back of the church. The PCC had already approved these statements.  Helen reported on the highlights as follows:   * It was noted that last year we spent more than we received with the difference being £8,392. This was partly due to the repair of a tower window which wasn’t covered by insurance. * Promised giving for 2018 was also down by 5.7% on the budgeted figure for the year which had been based on 2017 Q4. * The first stage of the Tower and Spire project was completed at a cost of £52,411. Income raised for the project to date is £103,920. The Heritage Lottery Fund has given £210,000 which is around a third of the overall cost of the project. * We need to fund the shortfall between the funds received so far and the expected cost of the Tower and Spire project, and the shortfall amounts to approx £192,000. We do hold this amount in reserves but, if spent, there will be less available for other projects including, in particular, roof and organ repairs going forward. * It was noted that our budget requires an increase of 2.2% in our income just to cover our running costs in 2019. This increase is only able to be as low as 2.2% because, to assist our funding of the Tower and Spire project, we have halved what we pay to the Diocese this year. We would hope to increase this amount again in the coming years, but this will require a further increase in income and giving. * It was noted that the amount paid to the Diocese pays for Helen’s role, training and pension but also that our contribution goes to cover the costs of much poorer churches who are unable to support the costs of a vicar. There are also other central costs provided by the Diocese, e.g. supporting parishes with safeguarding issues. * Following a query, it was noted that the restricted youth fund to be set up following the *Sri Lanka Says Thank You* evening was only confirmed at the PCC meeting in March 2019 so the fund is not included in the 2018 accounts. A correction note will appear in the Accounts for 2019   Helen thanked all those who play a part in managing the church’s finances. She also thanked everyone who gives generously to St Matthew’s and noted the need for us all to re –assess our giving to the church.  The financial statements were noted by the meeting. |
| **7** | *Appointment of independent financial examiner* Mr George Mitchell has been the Independent Examiner for the past year and has offered again. Mr Mitchell was unanimously appointed with the gratitude of the meeting. |
| **8** | *Appointment of sidespeople*  Sidespeople across the services were proposed as - Joan Higgs-Smith, Joyce Lintott, Pat Norrish, June Dicks, Liz Hood, Stuart Hood, Paul Mackie, Chris Taylor, Judith Jones, Marilyn Leach, Pete Lydall, Heather Palmer, Mary Edwards and Miles Stewart Williams, Julie Usher, Roy Smith.  These were unanimously agreed. |
| **9** | Helen thanked everyone for their involvement and contribution to Church life and she especially acknowledged those whose work is carried out in a largely unseen way, quietly and humbly. |