**St Mary’s Chediston**

**APCM Meeting – School Room Thurs. 18th April 2019**

**Annual Meeting of Parishioners for the Election of Churchwardens**

**MINUTES**

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| **No.** | **Item** | **Comments** | **Action by** |
| **1** | Opening Prayers | Lead by VAMD |  |
| **2** | Apologies – Jo Wareham, Carol Penrice-Jones, Edward Rennard, Bobbie Brooks | Those Present:  Veronica Downing (VAMD) ,Graham Downing (GD), Ali Mansfield (AM),David Mantell (DM), Julia Manton (JM), Ann Williams (AW), Graeme Williams (AGW), Joan Williamson (JW) |  |
| **3** | Election of Churchwardens | Following Veronica’s acceptance onto Reader training, she will not be permitted to remain as a Churchwarden, and therefore there is a vacancy. Graeme indicated his willingness to stand again as Churchwarden and was unanimously appointed into the role. There were no other nominations. | AGW - Publish appointment as required and commence advertising process for Veronica’s replacement. |
| **4** | Notice of Archdeacon’s Visitation | Commissioning of Churchwardens is due to take place at the Archdeacon’s Visitation at St. Mary’s, Halesworth on 22nd May 2018.  In addition, there will be a Parochial Visitation on 7th May, with Chediston scheduled for a 4.00pm appointment. All relevant paperwork to be in place by that time/date. | AGW to attend.  AGW to co-ordinate required information. |

**Annual Parochial Church Meeting**

**MINUTES**

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| **No.** | **Item** | **Comments** | **Action/by/date** |
| **1** | Minutes of the 2018 APCM | AGW presented last year’s minutes. The minutes were unanimously approved. | Minutes unanimously approved |
| **2** | Matters Arising | There were no Matters Arising | - |
| **3** | PCC Secretary’s Report on the proceedings of the PCC | PCC review of the year written and presented by VAMD in the absence of a serving secretary – see attached. | - |
| **4** | Churchwardens’ Report on the Fabric of the Building(s) | DM presented his report to the meeting. The fabric of the church is basically sound – see attached report. AGW noted that Doug Cady’s bequest has ensured the fabric of the church remains in good condition for the foreseeable future.  GD indicated some minor work would be required on maintenance of the bells. The meeting agreed that Andrew Nicholson would be contacted to undertake the checks. | DM to continue to manage the fabric of the church.  GD to contact Nicholsons as appropriate. |
| **5** | Presentation of Audited Accounts for 2018 | In Carol’s absence AGW presented the accounts for 2018. AGW outlined various points including:   * Receipts from collections & planned giving up approx 7% * Overall receipt up 6% * Payments down £6k due to Quinquennial costs working out of the system * Shortfall of receipts over payments of £1700 – an indication of the required fundraising required. | Carol was formally thanked for her efforts in producing the accounts promptly. |
| **6** | Adoption of the Accounts and Appointment of Independent Examiner | Subject to AM auditing the accounts, acceptance was proposed by VAMD and seconded by JM. | ER to formally sign the accounts off as soon as practically possible. |
| **7** | Report of the Electoral Roll Officer | In 2018 there were 27 names on the Electoral Roll. Subject to all forms being returned the likely Roll for 2019 will be 26. | AGW to update the Electoral Roll and publish accordingly |
| **8** | Reports from Parish Organisations | JW reported that the village activities continue to function in the schoolroom – table tennis, craft and carpet bowls, although numbers attending craft and bowls are down on previous years. The schoolroom is in a good state of repair and its finances remain healthy. DM outlined the Chediston Charity which he helps to manage was always looking out for people in need of financial support and if anyone present became aware of people in need to refer them to DM in confidence. AGW also indicated that access to the Halesworth Food Bank was potentially possible even if not fully complying with Benefits Agency rules. Churchwardens have more information. | - |
| **9** | Report from Team Council Representative | AGW is the Chediston team council rep. Key issues reported from the Team Council were:   * Safeguarding training, Data Protection and other linked issues * Clergy shortages * Planning for the future in the BV Team Ministry | AGW to add to PCC Agenda |
| **10** | Safeguarding | AGW indicated progress made on training over the past year and stressed that the requirements placed on us will remain in place on a permanent basis. No known safeguarding issues exist in Chediston at present. | C0 training to be completed by JM and Bobbie. |
| **10** | Report of Deanery Synod Representative | No report presented | No action required |
| **11** | Clergy Review of the Year | No member of clergy was present, but VAMD outlined the current acute shortage of clergy, made worse by Edward’s illness and Jan’s retirement. There is a heavy workload on Jane Held and great reliance on retired clergy and lay members. Although not sustainable in the long term the situation will take some time to ease and the Bishops are aware of the Blyth Valley difficulties. A pastoral care group has just started training under the leadership of Jane Held, including Jill Hewlett, Janet Walkey and VAMD. | No action required |
| **12** | Elections to the Parochial Church Council | Churchwardens proposed the re-election of current PCC members en bloc, with the following exceptions:   * David Mantell to resign, but attend on Fabric issues as appropriate * Veronica to be added as PCC member following her resignation as Churchwarden due to being accepted onto Reader training. | PCC re-elected unanimously |
| **13** | Election of Deputy Churchwardens (if applicable) | N/A | - |
| **14** | Election of Sidespeople (if applicable) | N/A | - |
| **15** | Election to Deanery Synod (if there is a vacancy) | N/A | - |
| **16** | Notice of Annual Team Meeting | All are invited all to the meeting on 23rd May 2019 @ St Mary’s, Halesworth at 19:30 | - |
| **17** | Open Forum | No items raised at the Open Forum | - |

**First Meeting of the New Parochial Church Council**

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| **No.** | **Item** | **Comments** | **Action/by/date** |
| **1** | Election of Secretary to the PCC | No formal volunteer for this role was forthcoming at the meeting, however having thought about the issue and discussed further with AGW, Julia agreed to undertake the role on a trial basis. | Application form and all proposal and seconding to be completed – AGW to action |
| **2** | Election of Treasurer to the PCC | Carol Penrice-Jones agreed to continue in her role of Treasurer. | CP-J elected unanimously |
| **3** | Election of Vice-Chairman of the PCC | Undertaken by Churchwarden | Current arrangements to continue |
| **4** | Election of Representative to Team Council and Alternate | AGW to fulfil this responsibility and report back to PCC (VAMD to attend in AGW’s absence. | AGW elected unanimously |
| **5** | Urgent Actions, if necessary | No items raised | - |
| **6** | Arrange Report of Meetings for Local Press | AGW agreed to ensure all appropriate publication of minutes on local noticeboards and website in conjunction with DM. | AGW to action |
| **7** | Ensure Forms for Diocese, Team Administrator and ‘Results’ Form will be dealt with | No items raised | AGW to prepare/publish as required |
| **8** | Date of Next PCC meeting/meetings | Next meeting - Tues. 23rd July 2019 - venue provisionally at Bridge Farm Barn | All to place in diaries |

**Chair of PCC ........................................................ Rev. E Rennard**

**(Acting Secretary) ............................................... VAMDowning (Churchwarden)**

**Date: ..............................................**