**St Mary’s Chediston**

**APCM Meeting – School Room Thurs. 27th April 2017**

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

**MINUTES**

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| **No.** | **Item** | **Comments** | **Action by** |
| **1** | Opening Prayers | Lead by ER |  |
| **2** | Apologies – Vic Hopkins,Graham Downing, Viv & John Burton, Jo Wareham, Yvonne Watts | Those Present:Edward Rennard (ER),Veronica Downing (VAMD) ,Joan Williamson (JW), John Headley (JH), Katie Douglas (KD), Moira Morton (MM), Bobby Brooks (BB), Dave Brooks (DB), David Mantell (DM), Graeme Williams (AGW), Ann Williams (AW) |  |
| **3** | Election of Churchwardens | Having ascertained that both Veronica and Graeme were willing to stand as Churchwardens, both were unanimously appointed into role. There were no other nominations.  | AGW - Publish appointments as required |
| **4** | Notice of Archdeacon’s Visitation | Commissioning of Churchwardens is due to take place at the Archdeacon’s Visitation at St. Michael’s, Beccles on 4th May 2017, however both VAMD and AGW have problems with this date and will seek to find a suitable alternative to attend. | AGW & VAMD to attend appropriate Visitation services |

**Annual Parochial Church Meeting**

**MINUTES**

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| **No.** | **Item** | **Comments** | **Action/by/date** |
| **1** | Minutes of the 2016 APCM | AGW ran through a precis of last year’s minutes. The minutes were unanimously approved, subject to the outstanding matters arising, below. | Minutes unanimously approved |
| **2** | Matters Arising | * Gravel path needs weedkiller applying now we are in the growing season, then additional gravel to be placed on top to finish off.
* Flag Officer now in place – Dave Brooks – St. George’s Flag to be traced or new flag purchased
* Potholes on church track were repaired but are in need of another team to tackle new holes
* Lighting ongoing (ref: Fabric Report)
 | VAMD/AGWAGW to contact Jonathan/order |
| **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) | Report written and presented by DM – see attached. Churchyard Plan – collated by Viv & John Burton – see attached report. | DM to continue to manageVolunteers to continue to manage the churchyard |
| **5** | Presentation of Audited Accounts for 2015/2016 | AGW presented a Finance Report (see attached). Two years accounts have now been collated and presented by the accountants, Lovewell-Blake. AGW/VAMD have liaised in the absence of an official Church Treasurer.We now have the prospect of a possible volunteer for the treasurer’s role, and meetings are to be held to progress this.Vic Hopkins has agreed to look after the management of ‘Gift Aid’ and its attendant administration, having had previous experience in this area. VAMD proposed and AGW seconded the motion – carried unanimously.Whilst Doug Cady left a generous bequest to the Church it is solely for maintaining the fabric and therefore more fund raising is needed for the daily running/parish share etc. (including donations to charities). More planned giving needs to be encouraged. | Meeting to be set to agree terms of reference.Gift Aid administration to fall under the remit of VH.PCC to consider future fund raising activities |
| **6** | Adoption of the Accounts and Appointment of Independent Examiner | The accounts were formally adopted, motion proposed by VAMD and seconded by JWLovewell – Blake could continue to be the Independent Examiner | ER signed off the 2016 accountsIndependent Examiner to be appointed for 2017. |
| **7** | Report of the Electoral Roll Officer | There are currently 25 names on the Electoral Register three of whom need removing. Two applications have been received and another form issued.  | AGW to review Electoral Roll and update accordingly |
| **8** | Reports from Parish Organisations | The Parish Organisations continue to function in the schoolroom – table tennis, craft and carpet bowls. The schoolroom is in a good state of repair and its finances remain healthy with a balance of £7059.00. This is slightly down on last year due to redecorating expenses.Bell Ringing – see PCC Secretary’s Report (3, above) | - |
| **9** | Report from Team Council Representative | AGW is the Chediston team council rep and will continue to report back to the PCC from meetings.  | - |
| **10** | Report of Deanery Synod Representative | ER reported on how the Blyth Valley Benefice fits into the broader Deanery alongside Sole Bay, Beccles and Bungay. Work continues towards bringing Huntingfield, Heveningham and Cookley into the Blyth Valley Team. Jan and Edward rely heavily on the retired ministry, lay elders and readers to deliver effective services. | - |
| **11** | Clergy Review of the Year | ER summarised the current situation in respect of where Chediston fits within the Blyth Valley Team. A feeling of positivity and growth with a full complement of PCC members encouraging church growth whilst endeavouring to fulfil the needs of the community.  | - |
| **12** | Elections to the Parochial Church Council |  Churchwardens proposed the re-election of current PCC members en bloc – carried unanimously. DM was asked if he would be prepared to serve formally on the PCC as he currently undertakes a vital role in ensuring the church remains in such good order. DM agreed. | PCC re-elected with DM added. |
| **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 | ER invited all to the meeting on 11th May 2017 St Mary’s, Halesworth at 19:30 | - |
| **17** | Open Forum | * AGW raised the request by Mervyn Cox to reserve a plot in the churchyard as close as possible to his mother’s grave. The meeting agreed to permit him to reserve a plot, subject to subsequent faculty approval.
* AGW raised the concerns of a village resident requesting that shutters be closed during practice and/or notification of ringing taking place outside normal timetable. Ringers are asked to adhere to previously agreed code of etiquette.
 | AGW to liaise with Mr Cox re: this matterAPCM agreed |

**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  | AW will continue to be Minutes Secretary & VAMD to continue as Acting Secretary by default |
| **2** | Election of Treasurer to the PCC | Pending meeting with prospective new Treasurer. | AGW to report to next PCC Meeting |
| **3** | Election of Vice-Chairman of the PCC | Undertaken by Churchwardens | - |
| **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. | - |
| **5** | Urgent Actions, if necessary | * DM indicated a cost of lighting to be £700.00 + VAT
* Building works including extras required now at £7500 +VAT

DM proposed acceptance of the costs, seconded by AGW.DM requested prompt payment of invoices on presentation of invoices. | DM to progress the work on lighting fittings and check whether further lighting is required. Agreed |
| **6** | Arrange Report of Meetings for Local Press | ER suggested a piece about Chediston Church could be written for the EDP, Bungay News and Community News. | To considered at next PCC. |
| **7** | Ensure Forms for Diocese, Team Administrator and ‘Results’ Form will be dealt with |  | AGW to prepare/publish as required |
| **8** | Date of Next PCC meeting/meetings | PCC Meeting Schedule identified for 2017/18 | Next meeting - 27.7.17 – venue TBC  |