

PARISH OF CATERHAM ST MARY THE VIRGIN WITH ST LAWRENCE AND ST PAUL

**MINUTES OF THE ANNUAL VESTRY AND PAROCHIAL MEETINGS HELD IN
ST MARY'S CHURCH at 8pm on Friday 15th April 2011**

Prior to the Annual meetings an EGM was held on Sunday April 10th 2011 at 11am to approve the independently examined accounts.

Present: Fr. Duncan, Di Haslam, Jean Williamson, Chris Clementi, Gay Russell, Georgina Johnson, Michael Cooke, Maria Duckett, Joyce Lydford, Chris Buck, Barbara Holloway, Bobby Clarke.

The Independent Examiner had returned the accounts for the year ending 31st December 2010, previously approved by the PCC on March 16th 2011 and had found no cause for concern or alteration.

It was therefore proposed that these accounts should be approved.

Proposed: Chris Buck
Seconded: Michael Cooke

All in favour

ANNUAL VESTRY MEETING

1. OPENING PRAYER

2a. To elect two Churchwardens

The following were re-elected uncontested

Chris Clementi

Proposed – Diane Haslam
Seconded – Bobby Clarke

Gay Russell

Proposed – Diane Haslam
Seconded – Anne Pickering

2b. To elect two Deputy Churchwardens

The following were re-elected uncontested

Guy Riches

Proposed – Janet Carr
Seconded – Denise Clarke

Georgina Johnson

Proposed – Jean Williamson
Seconded – Emmie Mundangepfufu

ANNUAL PAROCHIAL MEETING

Apologies were received from Barbara Holloway, Lesley Watt, Arron Townsend, Maria Duckett, Jean Williamson, Graeme Jones, Elizabeth Siddall, Ian Goodwin, Margaret Dickens, Heather Dugdale, Penny Swan, and Georgina Johnson.

Minutes of the previous Annual Meetings held on Thursday 22nd April 2010

The minutes of the previous Annual Meetings were approved.

Proposed - Chris Buck

Seconded – Alan Ridley

All in favour

2. Matters Arising

Under Item 6 Treasurer's Report: Diane Haslam asked for the word “examiner” to replace “auditor” on the first line.

Under Item 12 AOB of the Parochial Interest: Fr. Duncan checked that the notice in St.Lawrence's had been removed.

3a. To elect members of the PCC

There were three vacancies on the PCC and the following had been nominated before the meeting and were elected unopposed for a term of 3 yrs.

Maria Duckett

Proposed – Muriel Broadberry

Seconded – Jenny Webb

David Holder

Proposed – Simon Kelly

Seconded – Maureen Edmonds

Sarah Benham

Proposed – Simon Kelly

Seconded – Michael Cooke

All in favour.

3b. To elect members of the Team Council

Jean Williamson

Proposed – Beryl Evans

Seconded – Sally Grant

3c. To elect Representatives to the Deanery Synod (new 3 year cycle)

Bobby Clarke (Welcare representative)

Proposed - Chris Clementi

Seconded – Georgina Johnson

Chris Clementi

Proposed – Sarah Goodwin

Seconded – Bobby Clarke

Merlin Skinner

Proposed – Gay Russell

Seconded – Sachiko Pearce

All in favour

4. To elect Sides persons

The current sides persons are happy to continue and there were no additions to the rota.

All in favour

5. To receive the Electoral Roll

In April 2010 the number on the electoral Roll stood at 313. During the year there have been 17 deletions and 28 additions.

The Roll now stands at 324. As there were no questions the Roll was accepted as correct.

6. The Hon. Treasurer's Report

The Annual Accounts had been approved by the external examiner on 8th April 2011 and accepted by the PCC on 10th April 2011.

Copies of the examiners statement and the accounts for the end of year 31 December 2010 were available to those attending the meeting.

Diane Haslam presented her report as follows:

Balance Sheet Page 1

Overall increase in equity of 6.46% to £187 985.67 from £176 587.62 in 2009 (predominately due to Hall Funds balance doubling to £44k)

Income Page 5

Total income for 2010 £140 785.99 up from £119 417.60 in 2009 (17.89% increase)

Income from donors up by £12k – 13.25%

Service Fees up by £5k due to large number of weddings – 36.39%

Expenses Page 6

Fairer Shares (Diocesan Quota) increase of 2.1% (£1 929)

Team clergy expenses decreased 8.72% (an amount of £2 025, 32 shown as debtors on the Balance Sheet as this amount paid is for 2011)

Total expenditure up 11,81% (£ 155k from £138) mostly due to £8 926,16 spent on St Lawrence's Church electrics & Quinquennial Inspection although this was refunded from the Guild Of Friends as shown in the income on page 5

Net Deficit of £14 419.02 (page 2) down from £19 388.52 for 2009 (15.637% decrease)

Funds Page 7

Largest movement in funds is for Hall Restoration project increase of £23 321.68 (£15 000 bequest from Joan Rignall)

Chris Buck queried a sentence in the Independent Examiner's Statement which Diane and Fr. Duncan clarified. As no further questions were raised it was proposed that the accounts for April 2010 - April 2011 were accepted by those attending.

Proposed - Chris Buck
Seconded - Michael Cooke

All in favour

Fr. Duncan thanked Diane for her hard work as treasurer.

7. Appointment of an Independent Examiner

Richard J Dean BSc (Econ) ASC was willing to continue in this role.

Those attending were asked to approve that he continued to act as our Independent Examiner.

All in favour.

8. Rector's Report

Fr. Duncan started his report by thanking the congregation for their help and support over the last year and outlined encouraging aspects of the church's work.

Worship and Education – increase in the numbers of regular worshippers and the services provided to local schools and other organisations particularly over the Christmas period.

Saying farewell to regular worshippers who have moved away.

The range of young people's services being offered by Arron Townsend the new Youth Worker and the good news about Sarah's recovery.

Welcome to Steph our new curate and looking forward to the growth of her ministry. She has led a very successful Alpha course.

The introduction of a newcomers group.

The ordination of Bob Weldon as priest and the announcement of Gill Reeves retirement next January.

Social and Pastoral – members of the Team have undertaken Safeguarding training.

Stairway – a new community drop-in group for those with mental health problems has started.

We have two members of our congregation currently training as SPA's, however Heather Dugdale has decided to resign as a SPA. Gratitude was expressed for her quiet and devoted ministry particularly in the areas of bereavement counselling and preparing children and their parents for baptism.

Fr. Duncan's involvement with Ridge Radio and Sunday Services being broadcast soon.

Fundraising events – after the success of Sunday afternoon teas in St. Lawrence's Church the event will be repeated this summer.

In addition to the normal social events there has been a launch party for the church hall fund, a Pampered Chef evening, several concerts, a Rector's Ramble and more events are planned throughout 2011.

Fabric and Finance – main fabric issue is the church hall which now has faculty approval and will be going out to tender soon. The more we raise the more work we can do. Lots of charity

applications have been made. We have £10k so far from donations and fundraising which is encouraging.

The roof leak has been sorted as have the electrics in St. Lawrence's.

Thanks to Gary.

The wall damaged by the fallen tree will be repaired soon. Confirmed at no cost to us.

Finances are a cause for concern and therefore the church needs to look for another income stream. A proposal has been made to have a mobile phone base in the church tower. Income would be a minimum of £5000 a year for twenty years. An OHP was shown to the congregation by Fr. Duncan and after the presentation several questions were raised about being tied to the contract for such a long time; receiving quotes in writing and the banding by O2 and Vodafone.

Vanessa and Chris Buck spoke favourably about the proposal. Although no decision was required tonight, the PCC and congregation will need to think about it over the next few months and those present were encouraged to speak with Churchwardens about any concerns.

We are due to have our quota reassessed – even though our giving is up it is not considered enough.

Future - Fr. Duncan concluded his report by sharing some encouraging feedback from Don, a visiting lay preacher. With a new curate in place, an increasing number of weddings and baptisms and the bringing together of the congregation in many of the fundraising events, the future at St. Mary's is positive.

(Copy of full report in file).

Questions were invited:

Alan Turton wanted to know how to find information about what was going on within the PCC and how to support the different groups. Fr. Duncan confirmed that the weekly pews news and the church website provided details of events and group requests. Vanessa Buck shared her involvement as a co-opted member of the stewardship group in supporting the PCC.

9. Churchwardens' Report

Chris Clementi reported on behalf of Gay Russell and himself.

Thanks were conveyed for the help and encouragement the churchwardens have received from everyone. They acknowledged changes during the year; namely saying farewell to Frances and Keith Baldwin and welcoming Steph and husband Del. Thanks were given to the band of helpers who re-decorated their new home.

Church improvements:

St. Mary's - the roof leak has finally been solved, minor damage to the organ has now been fixed, a new book case and notices boards are in place. The porch is a pleasing enhancement to the entrance and enables easier access for all. It is hoped that the exterior of the St. Paul's Centre will be decorated during the coming year.

The hall committee was thanked for their hard work and all those involved with arranging fund raising events so far.

St. Lawrence's – essential electrical repairs were carried out. Rewiring of the electrics done and necessary certificates obtained in time for the Christmas tree festival. Gratitude was expressed to the Guild of Friends of St. Lawrence's for the grants given in order to keep the fabric of the ancient church fit for purpose.

Following an insurance claim repairs will be undertaken soon to the damaged walls and leech gate caused by a tree that fell from a neighbour's garden. Thankfully there was no serious injury or loss of life.

Diocesan finances are to be assessed in 2011 for our contribution (Quota) 2012-2015. This is a 3 yearly cycle and our Quota is likely to increase with our growing church membership. Currently nearly £100,000pa is paid to the Diocese, before our own cost of worship and mission and the upkeep of buildings.

An important part of the process will be a survey of income for each church member 18+. There is an understanding that some people may be reluctant to take part, however as members of the church family we must be encouraged to do so. Complete confidentiality is assured. It will be vital that everyone completes the income survey to ensure St. Mary's pays its fair share.

As well as looking forward to serving the church in the forthcoming year the Churchwardens would particularly like to thank the following: Di Haslam – Treasurer and church administrator, John Gilbert and his Churchyard team, Chris Buck and the Choir, Martin Dollery and Free Spirit, the army of people who serve on various rotas, the bell ringers and members of the PCC, Fr. Duncan, Steph and visiting clergy.
(Copy of full report on file).

There were no questions from the floor.

10. Report from the Guild of Friends of St Lawrence' Church

Elaine Williams (Hon. Secretary) submitted a report which was available in a folder at the back of church for the congregation to read.

11a. Reports from Church Organisations

The PCC secretary had received reports from the following groups: Choir, Free Spirit music group, Bell Ringers, Crèche, Junior Church, Guild of Friends of St Lawrence, The Children's Society, Welcare, Y Church, 1st Caterham Scouts, 9th Caterham Guides, 9th Caterham Brownies, 6th Caterham Brownies, Pulse Youth Club, and St. Mary's Parent & Toddler Group. The organisations are listed in the 2010 Annual Report and the PCC secretary encouraged the congregation to read the reports which were available in a folder at the back of the church.

11b. Report from the Deanery Synod

This report was displayed at the back of the church and there is a copy on file.

12. Any Other Business of Parochial Interest

Elaine Williams reported her concern about safety as she has found the door to the St. Paul's Centre unlocked on more than one occasion and more recently the door had been left ajar and a tap was running. Fr. Duncan reminded everyone about the importance of safety. Chris Buck suggested the reports from Church Organisations be put on St. Mary's website. Agreed in principle, however the organisations will have to be asked.

13. Closing Prayer

The meeting ended at 9.15 pm.