

PARISH OF ST MARY, SHORTLANDS

Minutes of a Meeting of Parishioners and of the 104th Annual Parochial Church Meeting of St Mary's, Shortlands, held on Sunday, 23rd April 2023, in the church, following the 10.30 am service.

MEETING OF PARISHIONERS

The meeting opened with a prayer from Rev Jane Kustner.

Election of Churchwardens by a Public vote

1. The Chair stated that there were two nominations for Church Warden Kate Buchanan and James Hollingdale; both were appointed. Marion Westropp had stepped down after a year and was thanked for her service.

ANNUAL PAROCHIAL CHURCH MEETING

Present: Rev Jane Kustner (*in the Chair*), Kate Buchanan and James Hollingdale (*Churchwardens*), Jay Sharma (*Secretary*) and parishioners.

Minutes of the 104th Annual Parochial Church Meeting

1. The minutes of the 103rd Annual Parochial Church Meeting held on **Sunday, 8th May 2022**, which had been shared online and displayed on the church noticeboard, were taken as read. The minutes were approved and signed with a minor amendment of Vice Treasurer being changed to Assistant Treasurer. [Proposed by Mark Fox, seconded by Glo Sherman.]

Matters Arising from the Minutes

2. A parishioner requested an update under paragraph 36 about the recruitment of the new incumbent. It was explained there had been some doubt following a meeting with the Archdeacon regarding the process to be followed and discussions were being held with the Diocese.

Presentation of the Electoral Roll

3. The Electoral Roll was presented. There had been three new additions to the electoral roll in 2022 and six losses and the total number on the electoral roll was 167. It was noted that 74 were resident within the parish and 93 outside.

Election of PCC members

4. Three individuals, Pat Chase, Keith Mills and Sue Slaney had put their names forward. As there were three vacancies the election was uncontested, so all the candidates were duly elected. The congregation congratulated them on their election.

Election of Deanery Synod Reps

5. Ann-Marie Jefferys, Jan Boam and Glo Sherman had put their names forward to be the Deanery Synod representatives. As there were three vacancies, the three candidates were elected unopposed.

Financial Report – Presentation of Examined Accounts for 2022

6. Rev. Jane Kustner reported that the accounts had not yet been signed as there had been some confusion over the status of the preschool which had now been resolved. Note 9 on page 18 would be revised to state: St Mary's Preschool operated independently of the Church but under the Church's charity number. The PCC of St Marys appointed three members of the Preschool Board each year. The examined accounts of the Preschool are attached to the Church Annual Report and Accounts as pages 19 and 20, presented to the APCM and filed with the Charity Commission and the Diocese. The PCC considered that the Preschool

continued as a going concern. The PCC agreed that the consolidation of these accounts with the church accounts would not add any significant clarity to the overall financial position.

If the church was required to consolidate the accounts of the Preschool with the Church accounts this would increase the turnover to more than £250,000 and would require the accounts to be audited not simply externally examined. This needed to be confirmed prior to the appointment of an external examiner. Consideration might also need to be given to appointing someone with an accountancy qualification. .

The Treasurer presented the Financial Report and confirmed that copies of the full Charity Commission accounts were available for inspection online and at the back of the church. He drew attention to both the unrestricted and restricted funds confirming that the unrestricted fund was income and expenditure for running the church and all its activities. Restricted funds were funds set aside for specific purposes including a repair fund for the Hall, one for the Church, and the Future Generations Project. Each year money was transferred to the repair fund based on the recommendations of the last Quinquennial review.

The accounts had been approved by the PCC, and were received. The Treasurer was thanked for all his work in producing the accounts.

Annual Report for 2022

7. It was noted that the Annual Report was a legal document covering the last 12 months' activities containing detailed explanations and aspirational items. The Annual Report was received.

Appointment of Independent Examiner

8. In the light of item 6 above, the appointment of an independent examiner was deferred.

Report on the Fabric and Ornaments

9. Graham Smedley was thanked for all his hard work. A Fabric Committee had been set up which had brought significant benefits ensuring the PCC was regularly updated and the Quinquennial review recommendations were prioritised and a programme of works agreed.

Deanery Synod

10. The Members were thanked for their input and their report.

Safeguarding

11. The Safeguarding Report was received and it was noted that Kay Coleman would be stepping down as Safeguarding Officer. She was thanked for all her hard work in supporting safeguarding within the church. Pauline Lambourne had agreed to take over the role pending approval of the PCC. Members of the congregation were encouraged to consider volunteering for roles within the church.

Additional Reports

12. Rachael Tillotson pointed out that the report included with the papers was not her final report and it was agreed that the final version would be uploaded on the website. All the reports were received. Tim Aldred thanked Rachael for her work with the young people. Rev Jane Kustner thanked all the people who had been involved in producing the various reports together with Rev Jane Peters, the Pastoral Team, and the Maintenance Team. It was suggested that a report from the Pre School be included in the Annual Report in future years.

Motion on membership of the PCC

13. Kate Buchanan proposed that, going forward, PCC members serve a maximum of two terms of three years each then step down for at least a year. [Proposed by: Kate Buchanan, Seconded by: Adolf Williams Approved with two Abstentions.]

Vicar's Report 2022

14. The Chair presented the highlights of the Annual Report that had been shared online and was available at the back of church.

AOB

15. Gill Dawson made a plea for volunteers to help with the coffee rota on Sundays and the Community Café. Members of the congregation were encouraged to consider volunteering for the numerous roles within the church.

Marion Westropp thanked all those who had worked on the APCM, especially Rev Jane Kustner who had worked tirelessly on the report.

The meeting closed with the Grace at 13.05.

Date

Chair