

**Berkhamsted Team Ministry  
St Peter and St Paul, Little Gaddesden**

**MINUTES OF ANNUAL PAROCHIAL CHURCH MEETING of 7<sup>th</sup> April 2019**

Number present: 24

The Vicar chaired the meeting.

**Apologies:**

Apologies were received from: Michael Carver, Terri Adams, Glenda Cooper, Linda Platt, Jane Murray, Jackie Tannett, Dan Graham

**Minutes:**

The Minutes of the Meeting of 15th April 2018 were circulated before the meeting. These were approved by the meeting and the Minutes were signed by the Vicar as correct.

**Annual Report and Financial Statement:**

**Annual Report:**

Reports of the Church's support and outreach including details of the Little Gaddesden Primary School can be read in the 2018 Annual Report. Copies of these can be found at the back of the church.

**Financial Statement:**

**(Verbatim from Allan Webster)**

May I start with a couple of financial thank yous:

Firstly to our bookkeeper Vanessa, without whose efforts these accounts would never be produced. She works tirelessly, and all in her own time, to keep the accounts up to date, and the workload has been much greater this year with the Vestry@50 Appeal.

Secondly a big thank you to Gwen, who since the PCC decided to have just three or four people counting the collection after the morning service, has taken on that role and must now be involved 90% of the time. Also a thank you to the other "bean counters" at the morning services, evensong and all other services where collections are taken.

Finally a very big thank you to Dan Graham, who for many years has paid the collection monies into the bank, having first reconciled everything and completed all the relevant forms for Vanessa. I appreciate the work involved now that I have taken over this function.

I am going to keep this presentation very simple, but anyone who requires more detail can see me afterwards and I can supply a copy of an even more detailed report than is in the printed Financial Statement Booklet.

This has been my first full year as Treasurer, and I have to say I have been very optimistic during that time.

My feeling is the church congregations on Sunday morning have slowly increased, the attendances at one off events like the Crib Service have increased and the number of Weddings etc have also increased.

We also set out on a very ambitious programme to raise £250,000 from the Community to partially fund our new Vestry Project, and that has also been very successful.

This has reflected in our Income from normal activities, excluding the Vestry@50 Appeal' increasing by 11.5% from £64,000 to £71,000.

Unfortunately our expenditure has also risen by 10% and after minor adjustments for interest and dividend income we made a profit of £1,200.

We need to increase our annual profit and there are a few things we are doing to assist with that:

As you may know Andrew Sheard is developing a new website for the church, and as part of that development we intend to have a link to Paypal and Just Giving, so that people can give electronically.

We are also investigating the possibility of having an hand held device available in church, especially for weddings, and one off events where people will be able to donate to the church by credit/debit card.

We used to break even when charging for flowers at weddings, but a big thanks to Ann Isherwood, as we now make a profit out of flowers, and although only £250 in 2018 we are confident that will continue to increase in the coming years.

The PCC are also confident that once the new Vestry is operational it will also be a source of additional income.

However, in spite of all the above I would urge everyone who gives to the church whether it be on a regular basis by standing order or at Sunday collections to review their planned giving, and to consider increasing it, especially if they have not done so for a year or two, as even a 10% increase would generate another £5,000 per annum including gift aid.

**I will now bring you up to date concerning the Vestry@50 Appeal.**

The first donation was received in early April 2018, and by 31<sup>st</sup> December 2018 the appeal had raised almost £195,000.

We had expended £3,900 of this income at the year end.

I can further report that at 29<sup>th</sup> March 2019 we have now collected just over £205,000 including gift aid, with a further £7,000+ outstanding but pledged through standing orders, giving a total of over £212,500.

Analysis of the above figure shows:

Donors – General gifting (including standing orders)	£195,000
Curry Evening and Silent Auction	9,000
Film Night	800
Safari Night	1,100
Burns Night	2,100
Grants	4,500

My thanks to every one who has donated, so far, and to all those who have organized the wonderful events and attended these events knowing the proceeds were going to the Vestry@50 Appeal.

My sincere thanks also go to all the volunteers who have assisted in submitting various grant applications ably guided by Michael Carver.

In addition to the above we have been granted £5,000 from the Beatrice Laing Foundation (not yet received) and had further donors pledge £15,000+ to be paid after 6<sup>th</sup> April 2019.

At this time we are continuing to receive donations, and are confident that we will raise sufficient funds to fully complete the project including new heating for inside the church building.

Finally just to say our Investments actually went up in value by £1,600, which was good news in a year when most investments ended lower.

It is not always easy to see our investments by looking at the Audited Accounts as they are not presented in one place, but I have summarized the year end values in the Annual Report.

The Goddard Fund and the Cash on deposit will be used for the Vestry@50 Project and, if at all possible, we would seek to use less than the £150,000 initially budgeted by continuing to apply for grants, including reducing our VAT liability, which would offset the usage of our own reserves.

Thank you.  
Allan Webster

**Rus Westmacott proposed a vote of thanks to all the financial team for putting together the figures for 2018.**

**4. Independent Examiner's Report**

This is incorporated within the papers for the meeting, signed by Shaun Brownsmith, FCA of Haines Watts.

**5. Election of PCC Members**

The following were re-elected to the PCC:

Anne Wooster, Linda Platt, Sarah Gall, James Mitchell, Ben Storey,  
Allan Webster, Glenda Cooper, Nikki Hurst, Ed Boase.

Vanessa Connor (co-opted), Helene Hockings (co-opted).

Proposed by: Anthony Archer

Seconded by: Mike Walsham

The meeting unanimously approved these members and they were duly elected.

**6. Election of Deanery Synod Members**

Anthony Archer encouraged other PCC members to become a Deanery Synod representative as it is not an onerous task. This year is the start of a new triennium. No person came forward, so Terri Adams was elected to continue in this position. If anyone comes forward at a later date, they can be co-opted into the position.

Proposed by: Allan Webster

Seconded by: Mike Walsham

**7. Election of Sidesmen**

The following people were elected to be sidesmen:

Terri Adams, Louise Archer, Hilary Catchpole, Ian Catchpole, Sarah Gall,  
Helene Hockings, Linda Platt, Gwen Rafferty, Sarah Jones, Simon Jones,  
Jane Levy, Allan Webster, Jane Dickson, Nick Murray (reserve).

**Evensong Only:**

Ralph King, David Nowell-Withers, Margaret Nowell-Withers, David Scriven,  
Mike Walsham

**New Sidesman for 2019:** Tony Warr

Colette Newman stood down as a Sidesman and she was thanked for her efforts.

Proposed by: Sarah Gall

Seconded by: Anthony Archer

The meeting unanimously approved those elected.

**8. Electoral Roll**

Terri Adams was unable to attend the meeting, but John Russell reported that there were 103 people on the Electoral Roll for 2019.

**9. Appointment of Independent Examiner**

The meeting was unable to appoint an Independent Examiner. Our previous Independent Examiner, Jane Hart, has retired and sold her company to Haines Watts. This company would like to charge a lot more for their work than we have paid in the past so the PCC will look at alternatives and appoint an Independent Examiner as soon as possible.

The meeting was closed by the Vicar with prayers.

Signed:

Date: