

ANNUAL PAROCHIAL CHURCH MEETING INCLUDING VESTRY MEETING

26th April 2017 7.00pm St Cuthbert's Church

Revd Dean opened the meeting with a reading and prayer

Vestry Meeting 7:00pm

1	Minutes of the previous Annual Vestry Meeting held on 20 th April 2016 had been previously circulated with the Annual Reports. Bryan Carpenter proposed and Louise Oliver seconded that they be accepted as a correct record – unanimously agreed. There were no matters arising.
2	Election of Churchwardens: Susan Ellingham was proposed by Barbara Winter and seconded by Stephanie Grand. Sheila Tuffield was proposed by Mary Carpenter and seconded by Bryan Carpenter. As these were the only two both duly nominated and seconded the meeting unanimously accepted Susan and Sheila as churchwardens for the coming year. Canon Simon Stokes thanked Simon Macfarlane who has been Churchwarden for the last 7 years and who is standing down at this meeting. He was presented with a gift and card. Simon Macfarlane thanked everyone for the privilege of serving as Churchwarden and for all their help and support and wished the church well for the future.
3	Robert Huntly and Bryan Carpenter were agreed as deputy churchwardens.

Refreshments were provided by the Guides.

Annual Parochial Church Meeting 7:40pm

1	Minutes of the previous Annual Parochial Church Meeting held on 20 th April 2016 had been previously circulated with the Annual Reports. Pennie Rennie proposed and June Stanforth seconded that they be accepted as a correct record – unanimously agreed. No matters arising.
2	Deanery Synod Representatives (3 years): Sheila Tuffield was nominated by Robert Huntly and seconded by Elizabeth Chettleburgh. Robert Huntly was nominated by Sheila Tuffield and seconded by Elizabeth Chettleburgh. Mary Carpenter was nominated by Bryan Carpenter and seconded by Louise Oliver. As there were no further nominations the meeting unanimously accepted their appointment. Canon Simon thanked Sheila, Robert and Ashley Williams for being our representatives last year. Parochial Church Council Elections: Canon Simon thanked those who have stood down this year. Louise Oliver was nominated by Mary Carpenter and seconded by Bryan Carpenter. Mary Stokes was nominated by Tracy Maundrell and seconded by Ashley Williams. June Stanforth was nominated by Barbara Hunt and seconded by Ve Flynn. Amanda Hunt was nominated by Sheila Tuffield and seconded by Mary Carpenter. As there were four vacancies for the term of 3 years and four nominations, they were all unanimously accepted. This leaves one vacancy unfilled.
3	Vicar's Report: Firstly Canon Simon wanted to thank everyone for the work they do and support given. He and the family feel very settled and happy being a part of the parish. A great deal has been happening in the parish and continues, particularly with the development around White House Farm. A big thank you to

	<p>those who are finding it is time to step back and also to those who continue with their help. It is about celebrating what people can do rather than what they cannot do or are unable to do. We have welcomed Andy Bunter to the staff team and will shortly be welcoming our new Curate, Philip Harvey. There is so much going on at the churches and “thank you” to all who make these things possible and help with them. Each person has a role and it could be said that the most important jobs in church are welcoming, making the coffee and cleaning the loos! A big thank you to all who help in so many ways. Also a big thank you to the staff team for their work and support.</p>
4	<p>Report of the PCC - previously circulated with the reports. It was requested that reports from the PCC be given verbally in services after each meeting.</p>
5	<p>Accounts for the year – previously circulated with the reports. Amanda Hunt was praised for being such a good Treasurer and thanked for all her hard work with the financial matters of the church. Accounts have been audited – general account, hall account, fee account kept separate but presented together. Bottom line is that we ended the year in credit and paid the parish share in full and met all our commitments and expenses with the buildings.</p> <p>More challenges present themselves for 2017. There is another increase in the Parish Share for 2017 so we must all be prepared to be asked for to give more. Simon Macfarlane proposed that the accounts be accepted, Sheila Tuffield seconded this - unanimously accepted.</p> <p>Appointment of Independent Examiner, Susan Kemp, proposed by Simon Macfarlane and seconded by Christine Stokes – unanimously accepted.</p> <p>Canon Simon thanked Amanda, on behalf of everyone, for all her work and Susan Kemp for the work she does for us with auditing the accounts. Robert Huntly was thanked for his regular help with the banking and gift aid matters.</p> <p>Canon Simon asked that the meeting approve the change of signatories on the four church accounts removing Simon Macfarlane and adding Sue Ellingham, allow Amanda Hunt to manage the accounts electronically, and to add Julie Hagan-Palmer, Administrator, as a signatory to the Hall account and the Fees account if the bank will not authorise her to view these accounts electronically. Proposed by Mary Carpenter, seconded by Edward Stanley – unanimously agreed.</p>
6	<p>Churchwardens report – previously circulated. Canon Simon thanked Simon Macfarlane and Sheila Tuffield for all the work and energy and care they have offered. Sheila then thanked everyone for their support to both her and Simon, keeping the churches wholesome, hospitable and holy. The Terrier (land belonging to the church), the inventory (items belonging to the church) and the Log Book (detailing any changes and repairs) are all available to view in the church office for anyone interested. We are blessed with such good clergy and a special thanks were given to Christine Stokes and Claire Akrill for the support of their spouses. Sheila has known Simon Macfarlane since 1977 and has seen how much time and effort he has given to the churches of Sprowston and he will be much missed. We are a big church family which is growing and Sheila thanked everyone for being part of that family. Sue Ellingham said she was honoured to be asked to be Churchwarden and although she has not been on Sprowston PCC she has been involved with other PCCs in the past. She is looking forward to learning more and being involved.</p>
7	<p>Deanery Synod Report previously circulated with annual reports – no questions.</p>
8	<p>Appointment of Sidespersons (Welcomers) – List read by Sheila Tuffield for 8:00am SC, 9:30am SC, 10:30am SM & SM Sheila Tuffield proposed and Simon Macfarlane seconded the list - unanimously accepted.</p> <p>People can volunteer for welcoming, cleaning & coffee making at any time and are very welcome to do so. Canon Simon commented about how important the welcoming is to regular worshippers and to visitors. Thanks were expressed to all who have been doing the cleaning.</p> <p>Concern was raised about the fact that there was now only one person prepared to clean at SM & SM.</p>
9	<p>Electoral Roll – This time last year there were 123 on the Roll, there are now 125. Thank you to Liz</p>

	Chettleburgh for her work on this. Proposed by Liz Chettleburgh, seconded by Sue Beare – unanimously accepted.
10	Canon Simon presented the book of the year which is a celebration of some of what has happened through the year. Pennie Rennie explained more about our work and support with Hope into Action and the Salt House. Mary Carpenter added comments about the Fundraising Team. Tuesday break numbers were not correct – about 8 - 12 people are involved with this. The reports were enthusiastically received. A big thank you to Julie Hagan-Palmer for her work in preparing the Book of the Year and also for all her hard work and long hours in the office on our behalf.
11	Matters for future consideration by the PCC – everyone was invited to offer subjects for the agendas and to attend any meetings during the year.
12	Approval of Safeguarding policy of Children and Vulnerable Adults. Canon Simon invited Claire Akrill to report and thanked her for all her work and her diligence. New members of the PCC will be asked to complete the necessary forms for self-declaration. There is a safeguarding training session in June and those who need to complete it have been informed. If anyone has any concerns at any point please speak to Claire. Thanks again to Claire as we are one of the leading parishes with safeguarding. Our churches need to be safe places for vulnerable adults and children. It was Proposed we approve the safeguarding policy by Claire Akrill and seconded by Stephanie Grand – unanimously accepted.
13	Proposed Date of next Annual Parochial Church Meeting – 18 th April 2018

Canon Simon thanked everyone for their attendance and thank you to the Guides for providing refreshments.

Revd Dean closed the meeting with prayer

Attached list of Sidepersons (Welcomers)