

St Peter and St Paul's Church, Stainton with Hemlington

Minutes of the Annual Meeting of Parishioners (MoP) held in Church at 11.45am on 8th May 2022 immediately after the 11.00am morning service

Present: Bob Ardley, Vernon Clare, Joyce Dixon, David Gatenby, Colin Mason, Joan Mason, Joyce Sturdy and Revd Claire Todd (Chair).

1. **Minutes of the Annual Meeting of Parishioners held on 25th April 2021**

The Minutes of the 2021 meeting had been circulated to Church members prior to this meeting. Acceptance of the minutes was proposed by David Gatenby and seconded by Joan Mason and agreed **unanimously**. The Vicar signed the Minute Book copy as a true record of the meeting.

2. **Election of two Churchwardens to serve for one year**

The following had been proposed and seconded prior to the meeting:

Colin Mason, proposed by Judith Clare and seconded by Bob Ardley; and

Vernon Clare, proposed by Bob Ardley and seconded by Joyce Sturdy.

There were no other nominations. **Colin and Vernon were therefore elected unopposed.**

The Vicar expressed the thanks of the whole Parish to the Churchwardens for all the hard work that they do for the Church.

3. **Date, time and place of the 2023 Meeting.**

It was agreed that the next Annual Meeting of Parishioners should be held immediately before the 2022 APCM at 11.45am on 30th April 2023 in the Church [Secretary's Note: At its meeting on 30th November 2022 the PCC agreed to change the date of the 2023 MoP and APCM from 30th April 2023 to 23rd April 2023].

R G Ardley
Hon Secretary
7th March 2023

St Peter and St Paul's Church, Stainton with Hemlington

Minutes of the Annual Parochial Church Meeting (APCM) held in Church at 11.45am on 8th May 2022 immediately after the 11.00am morning service

Present: Bob Ardley, Vernon Clare, Joyce Dixon, David Gatenby, Colin Mason, Joan Mason, Joyce Sturdy and Revd Claire Todd (Chair).

1) **Apologies for absence**

Apologies were received from: Julia Ardley, Judith Clare and Elizabeth Revett.

2) **Minutes of the Stainton with Hemlington Special Parochial Church Meeting (SPCM) (*) held on 25th April 2021**

With the correction of one typo (Item 6a; Treasurer's Report: "On a 'day-to-day' basis outgoings exceeded incomings by ~~£3,908~~ **£3,799**") approval of the minutes was proposed by Vernon Clare and seconded by David Gatenby, and agreed **unanimously**; the Vicar signed the Minute Book copy as a true record of the meeting.

(*) The SPCM was in effect the Annual Parochial Church Meeting (APCM) for 2021, the new Parish of Stainton with Hemlington having been formed with effect from 1st March 2021.

3) **Electoral Roll Report**

New Electoral Rolls for the period 2019-2025 for Stainton Parish and Hemlington Parish were established in March 2019 and merged on 1st March 2021 on the creation of the new Parish of Stainton with Hemlington.

The Electoral Roll is revised each year in advance of the Annual Parochial Church Meeting (APCM) as required by the CRR2020 (*). **The ER revision period in 2022 ran from 2nd April to 16th April**; since the last formal revision on 3rd April 2021 four names were added to the ER; and six names were removed from the ER, the member having died, moved away or stopped attending. **At the end of the formal 2022 revision there are now 47 members on the Electoral Roll.**

	2022	2021
Names on roll at last year's APCM		49
Total on Roll at closing date for applications this year (16/4/2022)	47	
Resident in Parish	35	
Non-Resident	12	

(*) CRR2020 is the Church Representation Rules 2022

Bob Ardley, Electoral Roll Officer

Acceptance of the Electoral Roll Report was proposed by Joan Mason and seconded by Vernon Clare, and agreed **unanimously**.

4) **Election of Lay Representatives:**

a) **Parochial Representatives to the Deanery Synod**

No election this year. (Bob Ardley had been elected at the 2021 SPCM to represent Stainton with Hemlington Parish on the Deanery Synod for the remainder of the 2020-2023 triennium)

b) **Parochial Representatives to the PCC:**

Two Lay Reps to serve for three years (2022-2025). There had been no nominations prior to the meeting, consequently the PCC would attempt to co-opt Church members to fill these casual vacancies for the 2022-2023 term.

The following continue to serve for the remainder of their terms:

Judith Clare and David Gatenby (2022-2024)

Elizabeth Revett and Joyce Sturdy (2022-2023)

5) **PCC Appointments**

The following appointments were approved **unanimously**.

- a) **PCC Chair** – The Vicar Revd Claire Todd will Chair PCC meetings. It was noted that the appointment of the PCC Vice-chair will be made by the new PCC at its first meeting.
- b) **Independent Examiner** – **Anderson Barrowcliff**, Thornaby, proposed by Vernon Clare and seconded by Colin Mason.

6) **Reports of PCC Officers and other Church groups**

a) **Hon. Treasurer's Report, and presentation of the Accounts for 2021**

The 2021 accounts, a copy of which is attached, were approved by the PCC at its meeting on 9th March 2022 for Independent Examination. The Examined accounts were circulated by e-mail on 22nd April 2022 to Church members on the Electoral Roll.

Colin Mason, our Treasurer, gave the following Financial Review for 2021:

Total receipts on unrestricted funds were £22,518 including £3,247 from Gift Aid and the Gift Aid Small Donations Scheme (GASDS). The Gift Aid and GASDS Tax refund from HMRC for 2021 was £3,247 compared with £3,282 in 2020

In 2021 there were 20 planned givers of whom 14 Gift Aided compared with 25 donors and 17 gift-aiders in 2020

£23,109 was spent from unrestricted funds to provide the Christian ministry from St Peter and St Paul's Church plus the church running expenses and the cost of maintaining the churchyard. £14,400 of this amount was the freewill offer (FWO) to the Diocesan Common Fund which largely pays the stipends and housing costs of the clergy.

The net result for the year was an excess of payments over receipts of £591 on unrestricted funds. Subtracting this from the unrestricted Bank deposits brought forward at the beginning of the year the balances carried forward at the end of the year totaled £43,612.

Acceptance of the finance report and the accounts for 2021 was proposed by Vernon Clare and seconded by Joyce Sturdy; the Report and Accounts were given **unanimous approval**.

The meeting recorded its great thanks to Colin Mason for all his hard work in managing the Church Accounts.

b) **Churchwardens' report, including a report on the "fabric, goods and ornaments"**

The Churchwardens' Report had been circulated prior to the meeting and reads as follows:

The church, fabric and ornaments are generally in good order, but the retaining wall around the churchyard is showing some signs of concern; the Quinquennial Inspection with the Architect during 2022 will no doubt result in some repairs.

Cleaning of the Chasubles used by our Vicar continues on a regular basis as some are starting to show signs of age.

The conversion to LED lighting has finally been completed and on doing so we found that one of the light fittings needed repairing, (there now is a repair method for this). The emergency lighting in the “kitchen”, lobby, toilets and the Parish Room continue to be checked on a regular basis as is the fire alarm that covers these areas.

The Parish Room still has a problem with water ingress from the roof, as was mentioned in last years report; we have now appointed a new Inspecting Architect for the Church who has had a good look around the church, including inside and outside the bell tower. Some time was spent on the parish room roof where we all had a detailed discussion about the drain gully, which is very shallow; the Architect is looking to increase the discharge outlet, and is in discussion with the people at Historic Churches for a suitable solution, as well as speaking to the roofer about completing the repairs, using the correct materials.

The church heating system has been serviced and is still running efficiently for its age and is still in good order.

Also the organ has had the usual visits from the Organ tuner and that also is in good order.

As ever it has been a challenging year and will continue to be so in the light of the challenging utilities markets.

Vernon Clare and Colin Mason, Churchwardens

Acceptance of the Churchwardens' Report was proposed by Bob Ardley and seconded by Penny Ferguson and approved **unanimously**.

c) **Other reports**

The following reports, which had been circulated prior to the meeting and are attached to the Minute Book, were taken as read. Acceptance of these reports, together with the Churchwardens' report, was proposed by Joan Mason and seconded by David Gatenby; this was agreed **unanimously**.

The Secretary's report on the proceedings of the PCC and activities in the Parish;
The Deanery Synod Rep's report;
The Parish Safeguarding Rep's report; and
The Vicar's report.

Joan Mason commented that we need to be aware of what the Vicar Revd Claire does across the Plurality as well as in our Parish, and also in her non-Plurality work eg for the Diocese. Vernon Clare expressed many thanks from the Church members to the Vicar for being with us and leading us.

7) **Date, time and place of the 2023 APCM**

It was agreed that the next Annual Parochial Church Meeting should be held immediately after the 2023 Meeting of Parishioners (MoP) at 12.00noon on 30th April 2023 in the Church [Secretary's Note: At its meeting on 30th November 2022 the PCC agreed to change the date of the 2023 MoP and APCM from 30th April 2023 to **23rd April 2023**].

R G Ardley,
Hon PCC Secretary
7th March 2023

	A	B	C	D	E	F	G	J	K	L	M	N	O
1	St Peter and St Paul's Church Stainton					Simplified Day to Day Accounts : Projected result 2021							
2						and Budget 2022							
4	Income	Actual 2020	Actual 2021	Budget 2022		Expenditure	Actual 2020	Actual 2021	Budget 2022				
6		£					£						
7	Planned Giving	12112	12288	12300		Unrestricted Charitable Giving	0	0	0				
8	Tax recoverable & top up	3282	3373	3400		Parish Share	15400	14400	14400				
9	Open Plate collections	995	1624	1500		Ministry Expenses incl. Vicarage	126	337	536				
10	Gift Day	0	535	540		Utilities	2017	2696	3300				
11	Sundry Donations	627	732	300		Cleaning	108	46	30				
12	Fees (PCC only)	324	3832	3800		Insurance	1942	1969	2034				
13	Fund Raising	118	215	0		Minor repairs and maintenance							
14	Interest (excl. Mayman)	995	810	750		including Organ tuning	313	543	1350				
15	Donations-Flowers,Candles	5	0	5		Flowers & candles	70	214	140				
16						Altar Costs	241	267	410				
17						Books & Publications	0	14	15				
18						Licences	159	163	165				
19	From fund raising or					Upkeep of Churchyard	950	1170	1330				
20	reserves	4982	139	5,027		Organist	0	0	0				
21						Training	50	0	0				
22	LEFT OFF					Office Supplies	5		10				
23	Giving Appeals					Printing & Stationery	107	576	1026				
24	Wedding etc fees (except PCC's)					Deanery	40	40	40				
25	Mayman Trust Income					Postage and Delivery	4	9	18				
26	Major Building repairs					Telephone & broadband	106	159	240				
27	Legacies & exceptional donations					Bk chges & accountancy	420	420	420				
28						Children's work	0	34	35				
29						Administrator's wages	1382	491	2123				
30													
32	Total Income	23440	23548	27622		Total Expenditure	23440	23548	27622				