

## St Peter and St Paul Stainton-in-Cleveland

### Minutes of the Annual Meeting of Parishioners (MoP) held on 6<sup>th</sup> September 2020 in the Church

Present: Bob Ardley, Julia Ardley, Judith Clare, Vernon Clare (Chair), Joyce Dixon, Penny Ferguson, Ann Gatenby, David Gatenby, Colin Mason, Joan Mason, Dorothy Pearson, Elizabeth Revett, June Taylor, and Jean Ward.

#### 1. Minutes of the Annual Meeting of Parishioners held on 9<sup>th</sup> April 2019

The Minutes of the 2019 meeting had been circulated by e-mail to Church members prior to this meeting. Acceptance of the minutes was proposed by Colin Mason and seconded by Vernon Clare and agreed **unanimously**. The Chairman signed a 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 Bob Ardley and seconded by Judith Clare; and

**Vernon Clare**, proposed by Joan Mason and seconded by Bob Ardley.

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

#### 3. Date, time and place of the 2020 Meeting.

It was agreed that the next Annual Meeting of Parishioners should be held immediately before the 2021 APCM at 12.00pm on **25<sup>th</sup> April 2021** in the Church.

R G Ardley  
Hon Secretary  
6<sup>th</sup> September 2020

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## St Peter and St Paul: Stainton-in-Cleveland

### Minutes of the Annual Parochial Church Meeting Held on 6<sup>th</sup> September 2020 in Church after the MoP

Present: Bob Ardley, Julia Ardley, Judith Clare, Vernon Clare (Chair), Joyce Dixon, Penny Ferguson, Ann Gatenby, David Gatenby, Colin Mason, Joan Mason, Dorothy Pearson, Elizabeth Revett, June Taylor, and Jean Ward.

#### 1) Apologies for absence

Apologies were received from: Joyce Sturdy.

#### 2) Minutes of the Annual Parochial Church Meeting held on 9<sup>th</sup> April 2019

Two typos were corrected. Approval of the minutes was proposed by Judith Clare and seconded by David Gatenby, and agreed **unanimously**; a copy was signed by the Chairman as a true record of the meeting.

### 3) Electoral Roll Report

A completely new Electoral Roll was compiled in preparation for the 2019 Annual Meeting and is valid for the period 2019-2025. The Roll was revised in preparation for the 2020 Annual Meeting; the closing date for the receipt of applications to join the Church Electoral Roll was 15<sup>th</sup> August 2020. Four people were removed from the Roll because they had died, had moved away or had stopped attending; six people were added to the Roll. The Roll indicates the number of members who are resident and non-resident in the Parish.

	2020	2019
Names on roll at last year's APCM		35
Total on Roll at closing date for applications (15/8/2019)	37	
Resident	24	
Non-Resident	13	

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

### 4) Election of Lay Representatives:

#### a) Parochial Representatives to the Deanery Synod for the 2020-2023 term.

With 35 members on the Electoral Roll at the 2019 APCM the Parish is entitled to elect one Lay Rep to the Stokesley Deanery Synod.

**Bob Ardley** had been proposed before the Meeting by Judith Clare and seconded by Joan Mason; there being no other nomination Bob was elected **unopposed**.

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

As recorded in the minutes, the 2011 APCM had resolved to elect only six Parochial Representatives (instead of the nine allowed with 53 Members on the 2011 Electoral Roll) from 2012, to serve for a three-year term, two in each of three staggered years. This number of six Lay Reps to the PCC for 35 members on the 2019 Electoral Roll is confirmed now under Rule M15(8) of the new 2020 edition of the Church Representation Rules (CRR20).

There were three vacancies to fill: two for the three-year term (2020-2023); and one for the two-year term (2020-2022).

Prior to the meeting only one nomination had been received:

**Penny Ferguson**: proposed by Bob Ardley and seconded by David Gatenby.

There being no other nominations Penny was elected **unopposed** for a three-year term, with the other two vacancies to be filled by co-option.

The following people also continue as Parochial Representatives on the PCC:  
**Judith Clare and David Gatenby** (2018-2021); and **Elizabeth Revett** (2019-2022)

The APCM agreed that **Joan Mason** should be an *ex-officio* member of the PCC in her capacity as licensed Lay Reader.

## 5) PCC Appointments

The following appointments were approved **unanimously**.

- a) **PCC Vice-chair** – The new Vicar Revd Claire Todd will be the PCC Chair when she takes up her post sometime in October 2020. The appointment of the PCC Vice-chair will be made by the new PCC at its first meeting.
- b) **Sidespersons** – The appointment of the Sidespersons will also be made by the new PCC at its first meeting;
- c) **Independent Examiner** – Mrs Pauline Robinson of **Anderson Barrowcliff**, Thornaby, proposed by Elizabeth Revett, seconded by David Gatenby

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

### a) Hon. Treasurer's Report, and presentation of the Accounts for 2019

Colin gave the following report:

The 2019 accounts, a copy of which is attached, were approved electronically on 4<sup>th</sup> March 2020 by the PCC for independent examination. The examined accounts were accepted unanimously electronically on 29<sup>th</sup> June 2020 for presentation to the 2020 APCM.

Incomings exceeded outgoings by £10,359 and the net "profit" from the normal incomings and outgoings was £1,821 compared to a "loss" of £1,742 in 2018. However there was a gain in the value of the restricted endowment funds of £8,538 whereas in 2018 there was a loss of £1,079 giving an overall "profit" for 2019 of £10,359 compared with a loss of £2,821. There was also a surplus of £5,011 from insurance recoveries.

Our 2019 Freewill Offer to the Diocese was £14,400 an increase of £900 over 2018 but our 2020 offer was kept at £14,400. Because of the better than expected results for 2019 I suggested an extra payment of £1,000 to the Diocese which the PCC endorsed.

Other significant items of expenditure were: increase in utilities costs £768; roof repairs £10,651 (covered by insurance); £491 for extra fire extinguishers and LED lights; and an increase in our share of the administrator's wages £709.

On a "day to day" basis outgoings exceeded incomings by £5,101 (i.e. the deficit for 2019)

The difference between the proper accounts and the "day to day" figures is explained thus:-

"Day to day" deficit		-£5,101	
Add depreciation		-£1,271	
roundings		<u>-£    2</u>	
		-£6,374	
Less legacy	£1,000		
Mayman Endowment income	£1,432		
"surplus" insurance recoveries	£5,011		
Increase in value of endowment shares	£8,538		
exceptional donations	<u>£    752</u>		<u>£16,733</u>
Net movement in funds			£10,359

**Acceptance of the finance report and the accounts for 2019** was proposed by David Gatenby and seconded by Judith Clare with **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:

After a very busy year, the Church, Churchyard and the fabric are in good order. The remaining lead on the Lady Chapel roof was removed by us to stop further damage from the "Lead Bandits" trying to remove it. The Lady Chapel now has a brand new roof covering unattractive to thieves, this was completed after all the historical and Diocesan bodies were happy with the alternative covering, at the same time as the roof repairs the re-pointing on the walls recommended in the Quinquennial report was carried out.

The Parish Room roof has been repaired and is now watertight, but our Architect is not happy with some of the materials used and has asked the roofer to repair as specified.

The change to LED lighting is under way, with the Sanctuary complete, the Nave and Lady Chapel to be completed in the New Year.

In the early part of the year we had a regular visit from our Insurers, as a result the Emergency Lighting in the Parish Room, Kitchen, Toilets and Entrance Lobby was changed and the addition of two fire extinguishers near the kitchen, also a Fire Alarm test and evacuation was carried out, this will become an annual feature.

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/maintenance man and that also is in good order.

On a sad note Dennis Jones our Church Architect who has served us very well over the years has given notice he is finally retiring, but he has recommended someone to take over from him.

Currently the vestments that we have are being systematically cleaned and inspected; some of them are showing considerable signs of wear, and we think that some of them could be upwards of 50 Years old, consequently we will have to replace in the near future, and unfortunately they are not cheap!!!

At the moment we are storing for safe keeping two chairs and a Mothers' Union Banner from St. Timothy's, Hemlington.

Acceptance of the Churchwardens' Report was proposed by David Gatenby and seconded by Elizabeth Revett 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 was proposed by Judith Clare and seconded by Joan Mason; this was agreed **unanimously**.

The Secretary's report on the proceedings of the PCC and activities in the Parish;  
The Gift-Aid Secretary's report;  
The Deanery Synod Rep's report;  
The Parish Safeguarding Rep's report;

The Mothers' Union (MU) Branch Leader's report;  
A report from the "Coffee and Kids" toddler group leaders;  
A report from the "Drop-in" leaders;  
A report from the Stainton Memorial Hall Committee Representative; and  
The Vicar's report.

**7) Date, time and place of the 2021 APCM**

It was agreed that the date for the 2021 Meeting of Parishioners and 2021 Annual Parochial Church Meeting will be at 12.00 noon on **Sunday 25<sup>th</sup> April 2021**, to be held in the Church immediately after the morning service that day.

R G Ardley,  
Hon PCC Secretary  
9<sup>th</sup> September 2020

	A	B	C	D	E	F	G	J	K	M	N	O	P	Q
1	St Peter and St Paul's Church Stainton					Simplified Day to Day Accounts 2019								
3	<b>Income</b>	<b>Actual 2018</b>	<b>Budget 2019</b>			<b>Actual 2019</b>		<b>Expenditure</b>	<b>Actual 2018</b>	<b>Budget 2019</b>			<b>Actual 2019</b>	
5		£	£			£			£	£			£	
6	Planned Giving	12755	11700			12002		Unrestricted Charitable Giving	573	600			0	
7	Tax recoverable & top up	3792	3530			3666		Parish Share	13500	14400			14400	
8	Open Plate collections	1834	1800			1617		Ministry Expenses	206	500			222	
9	Gift Day	1028	950			958		Utilities	5438	6000			6206	
10	Sundry Donations	634	634			621		Parsonage House	0	0			150	
11	Fees (PCC only)	2195	1200			1264		Insurance	1749	1817			1816	
12	Magazine sales	121	121			112		Minor repairs and maintenance						
13	Fund Raising	701	550			912		including Organ tuning	446	860			393	
14	Interest (excl. Mayman)	994	990			1151		Flowers & candles	223	200			106	
15	Donations-Flowers,Candles	50	65			75		Altar Costs	492	500			231	
16								Books & Publications	26	30			28	
17								Licences	151	155			155	
18	<b>From fund raising or</b>							Upkeep of Churchyard	1211	1300			1350	
19	<b>reserves</b>	<b>1308</b>	<b>7301</b>					Organist	0	0			0	
20								Training	0	0			50	
21	<b>LEFT OFF</b>							Office Supplies	26	30			7	
22	Giving Appeals							Printing & Stationery	188	250			193	
23	Wedding etc fees (except PCC's)							Deanery	35	40			40	
24	Mayman Trust Income							Postage and Delivery	17	25			36	
25	Major Building repairs							Telephone & broadband	189	190			175	
26	Legacies & exceptional donations							Bk chgs & accountancy	132	420			420	
27	Unused insurance receipts							Children's work	64	70			55	
28								Cost of magazine	121	121			112	
29								Administrator's wages	625	1333			1334	
31	<b>Total Income</b>	<b>25412</b>	<b>28841</b>			<b>22378</b>		<b>Total Expenditure</b>	<b>25412</b>	<b>28841</b>			<b>27479</b>	
32								<b>Balance</b>	<b>£0</b>	<b>£0</b>			<b>-£5,101</b>	