

# MINUTES FOR ST MATTHEW'S ANNUAL PARISHIONERS' MEETING

Held at 10.00am on Sunday 3<sup>rd</sup> April 2022



**Present:** Revd Helen Hancock (Chair), Wendy Richmond (Secretary), 63 attendees (listed on sign-in sheet)

<b>1</b>	<i>Apologies for absence</i> Sheena Evans and Paul Mackie sent their apologies.
<b>2</b>	<i>Approval of minutes of APM (held on 25 April 2021)</i>  The minutes had been made available online prior to the meeting. The adoption of the minutes was proposed by Ian Davies, seconded by Julie Usher and then unanimously accepted by the meeting.  The minutes were signed by the Chair as an accurate record of the meeting.
<b>3</b>	<i>Appointment of Churchwardens</i>  Mike Taylor is standing down as Churchwarden after 4 years of service. The Chair thanked him, and his family, for the time and dedication to the church, and for his graciousness, friendliness and generosity in his role as Churchwarden.  Jackie Farris has agreed to seek re-election and Dave Hill stood for election for the first time.  Jackie Farris was nominated by Wendy Richmond and seconded by Isobel Hill. Dave Hill was nominated by Wendy Richmond and seconded by Mike Taylor.  Dave Hill and Jackie Farris were declared elected.  The chair thanked them, and their families, for their time, energy and effort to St Matthew's.

# MINUTES FOR ST MATTHEW'S ANNUAL PAROCHIAL CHURCH MEETING

Held at 10.10am on Sunday 3rd April 2022.



**Present:** Revd Helen Hancock (Chair), Wendy Richmond (Secretary), 63 attendees (listed on sign-in sheet)

1	<p><i>Apologies for absence</i> Sheena Evans and Paul Mackie sent their apologies.</p>																			
2	<p><i>Approval of minutes of APM (held on 25 October 2021)</i></p> <p>The minutes had been made available online prior to the meeting. The adoption of the minutes was proposed by Lila Powell, seconded by Judith Mackie, and then unanimously accepted by the meeting.</p> <p>The minutes were signed by the Chair as an accurate record of the meeting.</p>																			
3	<p><i>Nominations for PCC</i></p> <p>Dave Farris has come to the end of his 6 years as PCC member. The Chair thanked him for his service.</p> <p>There were five vacancies on the PCC.</p> <p>Ashleigh Wakefield, Keith Hudson and Jessica Johnson agreed to seek re-election after serving for three years. Niluma Ponweera and Sue O'Hagan stood for election for their first term of service.</p> <p>The table below shows who proposed and nominated each person:</p> <table border="1" data-bbox="256 1585 1241 1868"> <thead> <tr> <th>Individual Standing for Election to the PCC</th> <th>Proposed by</th> <th>Seconded by</th> </tr> </thead> <tbody> <tr> <td>Ashleigh Wakefield</td> <td>Wendy Richmond</td> <td>Jackie Farris</td> </tr> <tr> <td>Keith Hudson</td> <td>Jessica Johnson</td> <td>Pauline Kean</td> </tr> <tr> <td>Jessica Johnson</td> <td>Pauline Keane</td> <td>David Hill</td> </tr> <tr> <td>Niluma Ponweera</td> <td>Jackie Farris</td> <td>Simon Hancock</td> </tr> <tr> <td>Sue O'Hagan</td> <td>Joan Higgs</td> <td>Ian Davies</td> </tr> </tbody> </table> <p>There were no further nominations. All five individuals standing were duly elected to the PCC.</p>	Individual Standing for Election to the PCC	Proposed by	Seconded by	Ashleigh Wakefield	Wendy Richmond	Jackie Farris	Keith Hudson	Jessica Johnson	Pauline Kean	Jessica Johnson	Pauline Keane	David Hill	Niluma Ponweera	Jackie Farris	Simon Hancock	Sue O'Hagan	Joan Higgs	Ian Davies	
Individual Standing for Election to the PCC	Proposed by	Seconded by																		
Ashleigh Wakefield	Wendy Richmond	Jackie Farris																		
Keith Hudson	Jessica Johnson	Pauline Kean																		
Jessica Johnson	Pauline Keane	David Hill																		
Niluma Ponweera	Jackie Farris	Simon Hancock																		
Sue O'Hagan	Joan Higgs	Ian Davies																		
4	<p><i>Electoral roll report</i></p>																			

	Wendy Richmond spoke the report prepared by Judith Jones, Electoral Roll Officer. The electoral roll was updated ahead of the APCM. Currently, there are 162 names on the roll, of whom 61 are resident in the Parish. For comparison, last year's roll numbered 159 people, of whom 58 were resident in the Parish.																																										
5	<p><i>Noting the Annual Report (including fabric and deanery synod reports).</i></p> <p>The 2021 St Matthew's Annual Report was made available to download from the church website.</p> <p>There were no questions to clarify the report at this point in the meeting.</p>																																										
6	<p><i>Financial statements</i></p> <p>Tim Lucas spoke to the Financial Statements for 2021. Below are the key figures presented:</p> <p><b>Key numbers - SOFA</b> Unrestricted funds are those given for general purposes whilst Restricted funds are those given for a specific purpose and must be spent on that specific purpose. SOFA is the abbreviation for Statement of Financial Activities. All numbers are in £k.</p> <table border="1"> <thead> <tr> <th></th> <th>Unrestricted 2021</th> <th>Restricted 2021</th> <th>TOTAL 2021</th> <th>TOTAL 2020</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>155</td> <td>54</td> <td>209</td> <td>188</td> </tr> <tr> <td>Expenditure</td> <td>199</td> <td>15</td> <td>214</td> <td>259</td> </tr> <tr> <td>Surplus/ (Deficit)</td> <td><u>(44)</u></td> <td><u>39</u></td> <td><u>(5)</u></td> <td><u>(71)</u></td> </tr> </tbody> </table> <p><b>Income</b></p> <table border="1"> <thead> <tr> <th></th> <th>TOTAL 2021</th> <th>TOTAL 2020</th> </tr> </thead> <tbody> <tr> <td>Giving</td> <td>125</td> <td>117</td> </tr> <tr> <td>Tax Recovered</td> <td>30</td> <td>27</td> </tr> <tr> <td>Grants</td> <td>31</td> <td>22</td> </tr> <tr> <td>Ellerton Road (Rent)</td> <td>16</td> <td>16</td> </tr> <tr> <td>Others</td> <td>8</td> <td>6</td> </tr> <tr> <td>Total</td> <td><u>209</u></td> <td><u>188</u></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Regular giving fell but extra funds were raised from the gift day (restricted)</li> </ul>		Unrestricted 2021	Restricted 2021	TOTAL 2021	TOTAL 2020	Income	155	54	209	188	Expenditure	199	15	214	259	Surplus/ (Deficit)	<u>(44)</u>	<u>39</u>	<u>(5)</u>	<u>(71)</u>		TOTAL 2021	TOTAL 2020	Giving	125	117	Tax Recovered	30	27	Grants	31	22	Ellerton Road (Rent)	16	16	Others	8	6	Total	<u>209</u>	<u>188</u>	
	Unrestricted 2021	Restricted 2021	TOTAL 2021	TOTAL 2020																																							
Income	155	54	209	188																																							
Expenditure	199	15	214	259																																							
Surplus/ (Deficit)	<u>(44)</u>	<u>39</u>	<u>(5)</u>	<u>(71)</u>																																							
	TOTAL 2021	TOTAL 2020																																									
Giving	125	117																																									
Tax Recovered	30	27																																									
Grants	31	22																																									
Ellerton Road (Rent)	16	16																																									
Others	8	6																																									
Total	<u>209</u>	<u>188</u>																																									

- Grants include VAT refunds and the final tranche from National Lottery Heritage Fund (restricted)
- Unrestricted income fell year on year while restricted income rose

#### Expenditure

	TOTAL 2021	TOTAL 2020
Parish Share	80	81
Major works/repairs	54	91
Mission/charity	18	14
Professional fees	16	16
Insurance	13	13
Others	33	45
Total	<u>214</u>	<u>260</u>

- Continued heavy expenditure on the church building (but down on 2020 when the Tower & Spire expenditure was still being incurred). 2021 expenditure largely unrestricted.
- Others - significant expenditure on Ellerton Road (£9k) and on maintenance (including work on trees)
- Unrestricted expenditure increased year on year while restricted decreased.

#### Key Number – Balance Sheet

	TOTAL 2021	TOTAL 2020
FA – Ellerton Rd	650	650
FA – AV equipment	6	-
Debtors	18	12
Cash & Deposits	213	236
Creditors	(20)	(26)
Net Assets	<u>867</u>	<u>872</u>

- Most valuable asset is property at 172 Ellerton Road
- Cash/deposits held in current account (Barclays), Boom Credit Union and Church of England Deposit Fund.

#### Funds/Reserves

- Deficit on general funds partially offset by transfers from restricted funds (largely reversing previous excess transfers)
- “Free” reserves amount to £188k, in excess of one year’s worth of normal expenditure

- Restricted funds primarily made up of balance on organ fund and gift day fund

	2021	2020
Unrestricted-GEN	194	214
Unrestricted - PROP	650	650
Unrestricted - TOTAL	<u>844</u>	<u>864</u>
Restricted - TOTAL	24	9
TOTAL	<u>868</u>	<u>873</u>

### 2021 Summary

- Deficit on unrestricted funds
  - Drop in regular giving
  - Significant expenditure on church buildings
- Surplus on restricted funds
  - Gift day proceeds
  - Final tranche of National Lottery Heritage Fund monies received with much reduced Tower & Spire expenditure
- Some transfers from restricted to unrestricted
  - Primarily offsetting past excess transfers
- Reserves and cash balances reduced as a result of deficit but continue to be healthy

The financial statements were noted by the meeting. Tim was thanked by the meeting.

### 7 *Appointment of independent financial examiner*

It was proposed to appoint Mr George Mitchell as Independent Examiner once again.

Mr Mitchell's appointment was proposed by Laurence Broyd, seconded by Dave Farris, and was unanimously agreed with the gratitude of the meeting.

### 8 *Questions and Answers*

The chair opened the meeting for questions.

There was a question regarding the AV equipment spend. Tim Lucas confirmed that we sought advice and consultancy before purchasing the equipment and its installation as well as seeking a number of quotes for the cost. There were no further questions.

- 9 Helen expressed the thanks of the church to the many people who are involved in so many different aspects of church life. Helen then appealed to the congregation to do a little more volunteering if they could so that we can do all that we want to do, and so it does not always fall to the same people to do multiple roles.

	The meeting concluded as the service continued.	
--	---	--