

# ANNUAL MEETING OF HOLY TRINITY CHURCH, POTTEN END

Monday 15<sup>th</sup> May 2022 at 11.45am in Holy Trinity Church, Potten End

## AGENDA

1. Prayers
2. Apologies

### MEETING OF PARISHIONERS

3. Minutes of the 2021 meeting
4. Election of 2 Churchwardens  
*(Nominations must be given in writing before the meeting)*

### ANNUAL PAROCHIAL CHURCH MEETING

5. Minutes of the 2021 meeting
6. Matters arising
7. Vicar's introduction *(including reflection on our music over this last year)*
8. Report on the financial affairs of the parish and the audited accounts for 2021  
*(followed by questions)*
9. Report on the Church Electoral Roll
10. Report on the Deanery Synod
11. Annual Fabric Report
12. Safeguarding Report
13. Elections:
  - *One representative to the Parochial Church Council 2022 - 2023*
  - *One representative to the Parochial Church Council 2022-2024*
  - *Four representatives to the Parochial Church Council 2022-2025*
14. Appointment of Stewards
15. Appointment of examiner of accounts to the Parochial Church Council
16. Questions and discussion on the annual report:
  - *Vicar's introduction (aims, objectives and activities)*
  - *Church Warden's report*
  - *Worship and prayer, including Life Events*
  - *Mission and Discipleship*
  - *Families and Young People at Holy Trinity*
  - *Potten End Primary School*
  - *Pastoral Care*
  - *Social Committee*
  - *Churchwomen's Fellowship*
  - *Churchyard*
  - *Any further questions/comments on the report*
17. Any Other Business

### **The Parochial Church Council (PCC) is composed of:**

The Vicar; the Churchwardens; the Team Rector and Team Vicar; up to 3 Deanery Synod Representatives; 12 elected members (each elected for 3 years); plus, up to 2 co-opted members.

**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING  
HOLY TRINITY CHURCH, POTTEN END**

Held on Thursday 20<sup>th</sup> May 2021 in Church and via Zoom

1. Reverend Joe Roberts, who chaired the meeting, opened proceedings with a prayer.
2. Apologies were received from Carole Harrison, Hilary Matheson, Frank and Mary Mitchell. *There were 16 parishioners present in Church and 12 on Zoom.*

**MEETING OF PARISHIONERS**

3. Minutes of the 2020 meeting: Agreed and signed by Joe.
4. Election of 2 Churchwardens:  
Julie Griffiths and Andy Smith had offered to stand again and were duly elected.  
Joe expressed thanks to Julie and Andy for their hard work and devotion to the Church and for their support for himself.

**ANNUAL PAROCHIAL CHURCH MEETING**

5. **Minutes of the 2020 Meeting:** Agreed and signed by Joe.
6. **Matters Arising:** None

**Copies of the Annual Report were available in church and could also be viewed online.**

7. **Vicar's Introduction (including special photo presentation and video of our music over this last year):**  
Given the unprecedented year we have had, Joe chose, instead of the usual verbal report, to show a series of engaging photos to reflect the year of the Church. Entitled "That Was The Year That Was", the photos faithfully illustrated many of the activities going on behind the scenes. It was an impressive record of the key events in an unusual year. Joe emphasised that, as always, the aim is for the Church to be at the heart of the community.  
A fantastic "Music at Holy Trinity" video composed by Daniel King Smith and Andy Smith was played. Joe thanked the musicians and others for their continued support.
8. **Report on the Financial Affairs of the parish and the audited accounts for 2020:**  
Details for 2020 could be found in the Financial Review in the Annual Report.  
In her overview treasurer Katie Bett drew attention to the approx. £11,000 general fund deficit. Income from the Church Room and the newsletter was well down and could not offset the deficit as has been the case in previous years. Costs during the pandemic have been reduced. Unfortunately, our Outreach contribution for this year has been cut. The fact that income from planned giving (regular commitments such as standing orders) increased in 2021 is helpful when it comes to forward planning. The Parish Giving Scheme has seen an increase, in part though through people converting to this from plate donations. The re-opening of the Church and increase in Church Room bookings should have a favourable impact on the financial position by the end of 2021.  
Katie was thanked for so ably fulfilling her role as treasurer.
9. **Report on the Church Electoral Roll:**  
Esther King Smith has worked on compiling the Electoral Roll. A few members have been lost and 4 new members recruited. The number on the roll stands at 112.
10. **Report on the Deanery Synod:**  
Has not met formally this year.

### **11. Annual Fabric Report:**

Rob Ferneyhough had nothing to add to the written report but made a point of thanking the churchyard mowers, strimmers and helpers at the tidy-up sessions. The autumn tidy-up had been conducted by the scouts as part of their community service project.

### **12. Safeguarding Report:**

This report could be read in full in the Annual Report. Beverley Hamilton, our Parish Safeguarding Officer, reiterated that the aim as always is to keep everyone safe. 2020 had been a year when mental health issues were more in evidence, bringing about a shift in focus. We are required to report that as a PCC we have complied with our duty as regards the safeguarding of children and vulnerable adults. The relevant documents are available from Bev. As well as regular meetings and updates, Bev ensures that PCC members have the required enhanced level DBS checks. Joe thanked Bev for her dedication and attention to detail.

### **13. Elections:**

- One representative to the Parochial Church Council 2021 – 2022  
Katie Bett elected
- One representative to the Parochial Church Council 2021 – 2023  
Hilary Matheson elected
- Four representatives to the Parochial Church Council 2021 – 2024  
Nigel Chadwick, Esther King Smith and Sara Raybould elected  
One vacancy remains.

### **14. Appointment of Stewards:**

Task to be delegated to the PCC. Consideration will be given as to how stewards can operate in the light of covid restrictions.

### **15. Appointment of Examiner of Accounts to the Parochial Church Council:**

Mr. Timothy Cook had indicated that he was willing, once again, to act as examiner of accounts for the year. Proposed by Emma Harris and seconded by Sara Raybould, he was duly elected. Tim Cook was thanked for his skill and service in auditing the accounts.

### **16. Questions and Discussion on the Annual Report:**

- Vicar's introduction (aims, objectives and activities)
- Churchwardens' report
- Worship and prayer
- Mission and evangelism
- Families at HTPE including Messy Church and Trinity Kids
- Potten End primary school
- Pastoral Care
- Social committee
- Churchwomen's Fellowship
- Any further questions/comments on the report?

Clear and detailed reports on all of the above appeared in the Annual Report. Questions and comments were invited.

The Church Women's Fellowship was thanked for their very generous donation towards the purchase of a camera and other technical equipment to enable the streaming of services.

### **17. Any Other Business: None**

There being no other business, Rev Joe said a few closing words, after which he was thanked and given a wholly deserved round of applause.

The meeting concluded with the saying of the Grace.