

ANNUAL MEETING OF HOLY TRINITY CHURCH, POTTEN END

Monday 21st May 2023 at 11.35am (approx.) in Holy Trinity Church, Potten End

AGENDA

1. Prayers
2. Apologies

MEETING OF PARISHIONERS

3. Minutes of the 2022 meeting
4. Election of 2 Churchwardens
(*Nominations must be given in writing before the meeting*)

ANNUAL PAROCHIAL CHURCH MEETING

5. Minutes of the 2022 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 2022
(*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:
 - *Three representatives to the Deanery Synod 2023-2026*
 - *One representative to the Parochial Church Council 2023 - 2025*
 - *Four representatives to the Parochial Church Council 2023-2026*
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 Sunday 15th May 2022 in the church)

1. Reverend Joe Roberts, who chaired the meeting, opened proceedings with a prayer.
2. Apologies were received from Nigel Chadwick, Bev Hamilton, Hilary Matheson, Frank and Mary Mitchell, Sara Raybould, Chris Sharpe, Andy Smith, Mike Wallis.

There were 26 parishioners present in Church.

MEETING OF PARISHIONERS

3. Minutes of the 2021 meeting: Agreed and signed by Joe.
4. Election of 2 Churchwardens:
Julie Griffiths and Andy Smith had offered to continue as Wardens and were unanimously elected.
Joe expressed thanks to Julie and Andy for their hard work and devotion to the Church and for their support of himself.

ANNUAL PAROCHIAL CHURCH MEETING

5. **Minutes of the 2021 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 reflection on our music over this last year):**

Following on from last year's initiative, Joe showed a collection of engaging photos reflecting church activity as we emerged from covid restrictions. Entitled "That Was The Year That Was", the pictures faithfully recorded the resumption of in-person worship and life events such as weddings, baptisms and funerals, thriving young person activities such as Wild church and Rooted, the Bike 'n' Hike, Remembrance Day service in the churchyard, the bluebell walk and much more.

Joe emphasised that, as always, the aim is for the Church to be at the heart of the community.

A video was played highlighting the amazing talent of our musicians in enhancing our church worship and included a wonderful recording of "Morning Light", composed and performed by Andy Smith and Daniel and Esther King Smith.

8. **Report on the Financial Affairs of the parish and the audited accounts for 2021:**

The full financial report was available to read in the Annual Report document.

The lockdown restrictions continued to have a detrimental effect on Holy Trinity finances. For 2021 the total fund reduced by approx. £6,000, with expenditure exceeding income. On the positive side, income increased over the 2020 figure with an increase in planned giving, the return of life events and social events. Expenditure increased as a result of the Quinquennial review, a return to worship in church, an increase in outreach spending from 2.5% to 5%. As in 2020, funds needed to be transferred from reserves to the general fund. Money from designated funds was spent on streaming equipment and playbags. A good performance by investments has helped to mitigate the overall loss.

Katie Bett is standing down as treasurer and Joe invited anyone who felt called to step forward for this vital role.

Katie was thanked for her careful attention to detail, her presentational skills and her overall stewardship of the church finances. She was presented with a bouquet of flowers.

9. Report on the Church Electoral Roll:

The Electoral Roll had been revised by Esther King Smith in preparation for the meeting. 6 members were lost during the year and 4 new members recruited. 110 members are currently on the roll.

10. Report on the Deanery Synod:

A meeting held at St Mary's, Northchurch in October 2021 heard about Celtic worship, which is one of the earliest forms of Christian worship, starting around 600AD. The Celtic service, being a less formal service allowing for freer expression of faith, is encouraged. The 3rd March 2022 talk, entitled "Inclusivity for the Disabled in Church" emphasised that people with a disability have gifts that can benefit everyone. The meeting was a precursor to a training day on disability at Little Gaddesden church at the end of March.

11. Annual Fabric Report:

All details, including the Quinquennial review and its implications could be found in the Annual Report. Julie Griffiths praised Andy Smith for producing the newsletter and appealed for more advertisers.

12. Safeguarding Report:

In Bev Hamilton's absence, Joe quoted from the third paragraph onwards of the safeguarding section in the Annual Report, mentioning our church's compliance with the Church of England guidelines, DBS checks, safeguarding training etc.

Joe emphasised the importance of adhering closely to the guidance, to keep everyone safe.

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*

Nominations to stand on the PCC had been received from Simon Barnard, Ann Charlton, Emma Harris and Ken Walker. Having been proposed and seconded, all 4 were duly appointed. Joe thanked members of PCC for overseeing the ministry of the church and helping to fulfill its mission.

14. Appointment of Stewards:

Task to be delegated to the PCC at their upcoming meeting.

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

Katie Bett has agreed to stand.

16. Questions and Discussion on the Annual Report:

- *Vicar's introduction (aims, objectives and activities)*
- *Churchwardens' 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?*

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

Joe singled out Potten End School, mentioning the recent Ofsted "good" rating which is well deserved and expressed pleasure at the developing connection between church and school.

17. Any Other Business:

Joe thanked Ann Charlton for her marvelous work in coordinating the flower team over many years. Applause from the congregation. Barbara Mitchell to take on the role.

He thanked Alan and Toni Butler for their unstinting work in organising the church cleaning rota. Further applause. Meghan Ansell to take on the role.

Great thanks and applause for Revd. Joe for his energy, dedication and ministry.

The meeting concluded with a prayer.