

**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING**  
**HOLY TRINITY CHURCH, POTTEN END**  
Held on Sunday 21st May 2023 in Church

1. Reverend Joe Roberts, who chaired the meeting, opened proceedings with a prayer.
2. Apologies were received from John Ansell, Carole Harrison, Richard King and Esther King Smith.  
There were 24 parishioners present in church.  
There was the opportunity to watch the meeting online.

**MEETING OF PARISHIONERS**

3. Minutes of the 2022 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 acknowledged the daunting amount of work undertaken by the Churchwardens and thanked them for their passion and dedication.

**ANNUAL PAROCHIAL CHURCH MEETING**

5. **Minutes of the 2022 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):**

Joe's talk once again centred around a series of colourful photographs depicting the life of the Church over the past year. As well as regular worship and special services for Harvest, Remembrance, Christmas and Holy Week, Joe mentioned a whole host of activities with appeal across the Church and wider community: Wild Church and Rooted (which now has 15 attendees!) for the youngsters, Tuesday Gathering and Lunches, Advent and Lent courses, Carols on the Green, participation in the platinum jubilee celebrations and more.. an impressive and inspiring reflection of a church at the heart of the community.

Joe expressed sincere thanks to all who give of their time (often behind the scenes) and mentioned by name Claire Wallis who prepares powerpoint presentations for services, Sara Raybould who organises social and fundraising events, all the exceptional musicians, Andy Smith for editing the newsletter which, together with the weekly email (compiled by Daniel King Smith), keeps everyone in touch with what is going on.

Change is inevitably coming but Joe wished to thank all concerned for the support and friendship that he has received during his ministry at Holy Trinity.

## **8. Report on the Financial Affairs of the parish and the audited accounts for 2022:**

The Annual Report and Financial Statements were available to read in full. From a financial perspective 2022 was a much improved year for Holy Trinity, primarily as a result of some generous legacies which can be seen reflected in the designated and unrestricted funds. Overall we saw a net increase in our total funds of £145k. The increase in income to unrestricted funds came primarily from legacies but also from an increase in unplanned giving, PCC fees, Church Room lettings, newsletter adverts and donations.

Expenditure for 2022 increased mainly due to repairs to the Church Room, organist fees and an increase in our Outreach contribution to 9% (thus almost returning charitable giving to our target level of 10%). Our Parish Share represents a significant cost and this year accounted for 64% of the total expenses relating to the work of the Church.

Designated funds saw an increase of £136k. A portion of one of the legacies was utilised for the refurbishment of the Church Room and can be seen reflected in fixed assets in the balance sheet. £25k was invested into an investment fund in 2022 (with further investments made in 2023 (£50k)). Restricted funds saw a decrease of £2k mainly related to work completed on the Garden of Remembrance.

Endowment funds saw no movement.

Despite wishing to stand down as treasurer, Katie Bett has kindly stayed on and the Church has continued to benefit from her commitment and expertise. Thank you, Katie. Joe appealed for someone to come forward and fill the role.

## **9. Report on the Church Electoral Roll:**

The number on the electoral roll has remained constant. 7 names were removed during the year and 7 new names added. 110 members currently on the roll.

## **10. Report on the Deanery Synod:**

Jane Drake informed the meeting about a talk in October 2022 at Holy Trinity entitled Living Hopefully which focused on biodiversity and the harmful effects of climate change. Our Eco-Church programme is a small step towards helping the planet. At the talk in February 2023 at Little Gaddesden the speaker from the Historic Churches Trust explained the work of the Trust in helping in the conservation of churches.

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

All details could be found in the Annual Report.

## **12. Safeguarding Report:**

Bev Hamilton referred the meeting to her safeguarding update contained in the Annual Report. Bev and Joe have regularly checked in with the parish dashboard to make sure that as a church we are compliant with all recommended safeguarding. Bev spoke of the challenge involved in getting all aspects of training completed by all PCC members. She urged those with outstanding

elements of training (eg module on domestic violence) to comply as soon as possible.

Grateful thanks to Bev for her hard work on our behalf.

### **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*

Jane Drake, Julie Griffiths and Mike Wallis were elected to Deanery Synod.

Katie Bett was elected to the PCC for 2023-2025.

Hilary Matheson, Chris Sharpe and Claire Wallis were elected for 2023- 2026.

One PCC vacancy.

### **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:**

It was proposed to ask Tim Cooke to audit the accounts.

### **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.

Sara Raybould made a plea for more support for the social committee and, even more importantly, for support at the events themselves.

Ann Charlton asked that the pastoral team be made aware of anyone about to turn 90 and of any newcomers to the village so that appropriate cards could be sent.

### **17. Any Other Business:**

Toni Butler announced that she and Jane Hazzard are due to stand down from the Church Womens Fellowship committee but will willingly support whoever takes on the role. Joe expressed thanks for their tireless commitment and hard work over very many years.

Lucy Green is due to give up her tenure as manager of the Church Room after 10 years in charge. Huge thanks to Lucy.

Jean Sudbury, with help from Claire Wallis, will take over from Lucy.

**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.