

St Peter and St Paul's Church, Stainton with Hemlington

Minutes of the Annual Meeting of Parishioners (MoP) held online via "Zoom" at 2.00pm on 25th April 2021

Present: Bob Ardley, Julia Ardley, Judith Clare, Vernon Clare, Penny Ferguson, Colin Mason, Joan Mason and Revd Claire Todd (Chair).

1. Minutes of the Annual Meeting of Parishioners held on 6th September 2020

The Minutes of the 2020 meeting had been circulated to Church members prior to this meeting. Acceptance of the minutes was proposed by Vernon Clare and seconded by Penny Ferguson and agreed **unanimously**. The Chairman will sign a copy as a true record of the meeting.

2. Resolution on the maximum term of office for Churchwardens

The following Resolution was proposed by Vernon Clare and seconded by Penny Ferguson.

This Meeting of Parishioners resolves that Section 3 of the Churchwardens Measure 2001 on the six-year maximum term of office for a Churchwarden shall not apply in the Parish of Stainton with Hemlington.

The Resolution was carried **unanimously**.

3. Election of two Churchwardens to serve for one year

The following had been proposed and seconded prior to the meeting:

Colin Mason, proposed by Judith Clare and seconded by Bob Ardley; and

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

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

4. Date, time and place of the 2022 Meeting.

It was agreed that the next Annual Meeting of Parishioners should be held immediately before the 2022 APCM at 11.45am on **8th May 2022** in the Church.

R G Ardley
Hon Secretary
19th April 2022

St Peter and St Paul's Church, Stainton with Hemlington

Minutes of the Special Parochial Church Meeting (SPCM) (*) Held online via "Zoom" on 25th April 2021 after the MoP

Present: Bob Ardley, Julia Ardley, Judith Clare, Vernon Clare, Penny Ferguson, Colin Mason, Joan Mason and Revd Claire Todd (Chair).

1) Apologies for absence

Apologies were received from: Elizabeth Revett and Joyce Sturdy.

2) Minutes of the Stainton-in-Cleveland Annual Parochial Church Meeting held on 6th September 2020

Approval of the minutes was proposed by Judith Clare and seconded by Penny Ferguson, and agreed **unanimously**; a copy will be signed by the Chairman as a true record of the meeting.

3) Electoral Roll Report

Completely new Electoral Rolls were compiled in Stainton Parish and in Hemlington Parish in preparation for the 2019 Annual Meetings and were valid for the period 2019-2025. With the establishment of the new Parish of Stainton with Hemlington a new Electoral Roll was created comprising those on the old Stainton Roll and the 17 members of the old Hemlington Roll who had not moved to join the South Thornaby Roll (Revd Rob Desics, the last Vicar of Hemlington moved to be Vicar of South Thornaby and some of the Hemlington flock followed him). Those members from the old Hemlington Roll on 1st March 2021 were sent a letter asking them if they wished to stay on the new Roll or to be removed from it (of the 17 former St Timothy's members on the Stainton with Hemlington Roll on 1st March 2021 eleven did not reply to the letter or did confirm that they wished to stay on the Roll; and 6 asked to be removed from the Roll).

The new combined Roll was revised in preparation for the 2021 Special Parochial Church Meeting (SPCM); the revision started on 27th March 2021 and the closing date for the receipt of applications to join the Church Electoral Roll was 3rd April 2021. No body was removed from the Roll because they had died, had moved away or had stopped attending; 1 person was added to the Roll. The Roll indicates the number of members who are resident and non-resident in the new Parish.

	2021 (Stainton with Hemlington)	2020 (Stainton)
Names on roll at last year's APCM		37
Total on the Roll on 1/3/2021	$37+1+17 = 55$	
Total on Roll at closing date for applications (3/4/2021)	$55 - 6 = 49$	
Resident	37	
Non-Resident	12	

Bob Ardley, Electoral Roll Officer

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

4) Election of Lay Representatives:

a) Resolution on Lay Readers: *This Annual Meeting resolves that Licensed Lay Readers in the Parish shall be members of the PCC.*

The Resolution was proposed by Vernon Clare and seconded by Julia Ardley and agreed **unanimously**.

b) Parochial Representatives to the Deanery Synod for the remainder of 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 Colin Mason and seconded by Vernon Clare; there being no other nomination Bob was elected **unopposed**.

c) 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 six vacancies to fill: two for the three-year term (2020-2023); two for a two-year term (2020-2022); and one two for a one-year term (2020-2021).

Prior to the meeting the following nominations had been received:

Penny Ferguson: proposed by Judith Clare and seconded by Bob Ardley.

Judith Clare: proposed by Bob Ardley and seconded by Joan Mason.

David Gatenby: proposed by Colin Mason and seconded by Bob Ardley

Elizabeth Revett: proposed by Bob Ardley and seconded by Joan Mason

Joyce Sturdy: proposed by Bob Ardley and seconded by Julia Ardley

There being no other nominations these five people were elected **unopposed** with one vacancy to be filled by co-option. The terms of office of the five elected members are to be determined by the new PCC at its first meeting.

5) PCC Appointments

The following appointments were approved **unanimously**.

a) **PCC Chair** – The Vicar Revd Claire Todd will Chair PCC meetings. It was noted that the appointment of the PCC Vice-chair will be made by the new PCC at its first meeting (**).

b) **Independent Examiner** – Mrs Pauline Robinson of **Anderson Barrowcliff**, Thornaby, proposed by Colin Mason and seconded by Vernon Clare.

(**) It was agreed that the first meeting of the new PCC be held online via “Zoom” at 7.00pm on 5th May 2021 to appoint the PCC Officers etc.

6) Reports of PCC Officers and other Church groups

a) Hon. Treasurer’s Report, and presentation of the Accounts for 2020

The 2020 accounts, a copy of which is attached, were approved by the PCC electronically by e-mail on 17th March 2021 for Independent Examination. The Examined accounts were circulated by e-mail on 24th April 2021 to Church members on the Electoral Roll.

Colin gave the following report:

Outgoings exceeded incomings by £29,593 a “loss” from the normal incomings and outgoings compared to a “profit” of £1,821 in 2019. There was a gain in the value of the restricted endowment funds of £3,949 whereas in 2019 there was a gain of £8,538 giving an overall “loss” for 2020 of £25,644 compared to a profit of £10,359.

Our 2020 Freewill Offer to the Diocese was £14,400 the same as in 2019 but because of the better than expected results for 2019 we paid an extra £1,000 in 2020. Other significant items of expenditure were a decrease in utilities of £4,080 (partly due to the boiler being turned off for most of the Spring and Summer and partly due to the change of suppliers), and the stonework and other major repairs costing £29,790 (paid for by endowment income).

On a “day to day” basis outgoings exceeded incomings by ~~£3,908~~ £3,799.

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

“Day to day” loss	- 3,799
Add Restricted giving grants	- 782
Major repairs	-29,790
Depreciation	- 926
Making up Verger’s money	- 14
Roundings	- 4
Extra to 2019 Freewill Offering	<u>- 1,000</u>
	-36,315
Less	
Restricted Giving Appeals	723
Mayman Endowment income	1,238
Increase in value of endowment shares	3,949
LPOW (VAT) Grant	4,561
Unpresented cheques written back	<u>200</u>
	<u>10,671</u>
Net movement in funds	-25,644

Acceptance of the finance report and the accounts for 2020 was proposed by Bob Ardley and seconded by Vernon Clare; the Report and Accounts were given **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:

Well it’s where do we start with the Church and the country turned upside down by the Covid Pandemic.

To begin: whilst the Parish was in vacancy the Vicarage on Low Lane had the water and gas turned off by the Diocese, and was not turned on again till late September, also the alarm system had a couple of faults that needed rectifying. During the vacancy the Vicarage was visited and checked every week until Revd Claire was inducted as Priest-in-Charge.

All during the pandemic the church was regularly checked including the emergency lighting, fire alarm and ensuring the hot and cold taps were run to stop the effect of *Legionella*. The Parish Room still has a problem with water ingress from the roof, as was mentioned in last year’s report, our Inspecting Architect (Dennis Jones who has now retired) was not happy with some of the materials used and had asked the roofer to repair as specified, an approach has been made to appoint a new Inspecting Architect, but because of the pandemic and various restrictions we are waiting for confirmation of the appointment

To enable the church to open the PCC had a number of meetings and discussions (when possible) to formulate our risk assessment and put the necessary protocols in place, this has been and is constantly under review as guidelines change, also in line with this the church has been deep cleaned a number of times.

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 and that also is in good order.

It has been a challenging year to say the least and as you will see from the Accounts financially very challenging.

Vernon Clare and Colin Mason, Churchwardens

Acceptance of the Churchwardens' Report was proposed by Bob Ardley and seconded by Penny Ferguson 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 Jjoan Mason and seconded by Penny Ferguson; 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.

Penny Ferguson expressed many thanks from the Church members to Joan Mason and Bob Ardley for their hard work in preparing and circulating the weekly e-News and worship-at-home sheets

7) Date, time and place of the 2021 APCM

It was agreed that the date for the 2022 Meeting of Parishioners and 2022 Annual Parochial Church Meeting will be at 11.45am on **Sunday 8th May 2022**, to be held in the Church immediately after the morning service that day.

R G Ardley,
Hon PCC Secretary
19th April 2022

St Peter and St Paul's Church Stainton			Simplified Day to Day Accounts : 2020		
Income	Actual 2020	Actual 2019	Expenditure	Actual 2020	Actual 2019
				£	
Planned Giving	12112	12002	Unrestricted Charitable Giving	0	0
Tax recoverable & top up	3282	3666	Parish Share	14400	14400
Open Plate collections	995	1617	Ministry Expenses incl. Vicarage	126	372
Gift Day	0	958	Utilities	2017	6206
Sundry Donations	627	621	Cleaning	109	0
Fees (PCC only)	324	1264	Insurance	1942	1816
Magazine sales	0	112	Minor repairs and maintenance		
Fund Raising	118	912	including Organ tuning	313	393
Interest (excl. Mayman)	995	1151	Flowers & candles	65	106
Donations-Flowers,Candles	5	75	Alter Costs	112	231
			Books & Publications	0	28
			Licences	159	155
From fund raising or			Upkeep of Churchyard	950	1350
reserves	3,799	5101	Organist	0	0
			Training	0	50
LEFT OFF			Office Supplies	5	7
Giving Appeals			Printing & Stationery	107	193
Wedding etc fees (except PCC's)			Deanery	40	40
Mayman Trust Income			Postage and Delivery	4	36
Major Building repairs			Telephone & broadband	106	175
LPOW Grant			Bk chgs & accountancy	420	420
Extra free will offer re 2019			Children's work	0	55
			Cost of magazine	0	112
			Administrator's wages	1382	1334
Total Income	22257	27479	Total Expenditure	22257	27479
			Balance	40	40