

## ST PAUL'S CHURCH LETCHWORTH

Minutes of the Meeting of Parishioners to elect Churchwardens held in St Paul's Church on Sunday 23<sup>rd</sup> April 2023 at 11.30am.

The Revd Jeni McQuaid chaired this meeting. The meeting opened with a reading from Zephaniah 3 v 15 - 20 followed by a time of silent reflection as three candles were lit for past, present, and future members of St Paul's family.

There was no election for Churchwardens as no nominations were received. The role of the Churchwarden is now more manageable and there was a request to continue to pray that the right people will step forward. This is an important position, and the vacancies leave St Paul's in a vulnerable position. Thanks were expressed to those who have stepped up and covered some of the Churchwarden activities.

## ST PAUL'S CHURCH LETCHWORTH

Minutes of the Annual Parochial Church Meeting held in St Paul's Church on Sunday 23<sup>rd</sup> April 2023 at 11.35am.

**Present:** Revd Jeni McQuaid in the chair, with approximately 60 church members in attendance.

**Apologies:** Hannah Dengate, Louise Hoy, Pam Hull, Finn McQuaid, Madeleine Nicholas, Nick Smith, Ray & Penny Tye, Judy & Clyde Watson, and Emma Vernon,

<b>2023/01</b>	<b>Approval of the minutes of the APCM held on 10<sup>th</sup> April 2022.</b>  The adoption of the minutes (proposed by Anne Hignell and seconded by Michael Eve) were accepted by a show of hands and the minutes were signed by the chair.
<b>2023/02</b>	<b>Matters arising from the minutes.</b> There were no matters arising.
<b>2023/03</b>	<b>Notification of any other business.</b> No additional business was raised.
<b>2023/04</b>	<b>Election of PCC Members.</b>  In accordance with Rule M15, no reader stood for election to the PCC.  Jeni thanked those members standing down (Pam Hull, Paul Owen, Madeleine Nicholas, and Emily Wilkinson) for their service on the PCC. Jeni also expressed her gratitude to those continuing to serve on the PCC as church does not happen without their discerning of God's will for St Pauls.  There were 6 places on the PCC and 6 nominations had been received:  For 1 year: Paul Thomson, proposed by Jill Thomson and seconded by Chris Dingwall.  For 3 years: Kunal Bhakhri, proposed by Natalie Bhakhri and seconded by Finn McQuaid. Hannah Dengate, proposed by Kunal Bhakhri and seconded by Natalie Bhakhri. Louise Hoy, proposed by Irene Adam and seconded by Phil Schofield. Ben Grierson-Hill, proposed by Carol Rose and seconded by Finn McQuaid. Sam Brazier, proposed by Irene Adam and seconded by Phil Schofield.  All nominees were endorsed by a show of hands.

	<p>There are four places on the Deanery Synod to serve until 2026.</p> <p>There was one nomination, so 3 places remain open.</p> <p>Judith Nash was proposed by Susan Gilliard and seconded by Keith Blundell.</p> <p>Judith was endorsed as Deanery Synod Representative by a show of hands.</p>
<p><b>2023/05</b></p>	<p><b>PCC Annual Report.</b></p> <p>The written report authored by Jeni, was made available prior to the meeting and the following highlights noted:</p> <p>It was encouraging that the Christmas and Easter services were well attended, with regular attendance now approaching pre-pandemic levels.</p> <p>Emma Vernon was thanked for the growth in the Children’s Ministry and we rejoice at the return of Claire from maternity leave.</p> <p>Moving refreshments to the back of church has been popular and improved interactions between members of the church community.</p> <p>The Connect groups are beginning to grow, and Home Groups continue to flourish, with a new Homegroup being formed. In particular, a Homegroup catering for those in their 20’s now has 14 individuals registered.</p> <p>The selection of Nick Smith as Associate Vicar has been a “hand in glove “appointment and is a huge blessing not only in providing pastoral care, but also communicating God’s love to the existing Church Family.</p> <p>Finally, Jeni gave thanks for the generosity and prayers for the raising the roof fund.</p>
	<p><b>Finance Report.</b></p> <p>Chris Dingwall highlighted the following points:</p> <p>Annual covenanted giving has increased from approximately £165,000 in 2021 to approximately £167,000 in 2022. In 2022 the gift aid claimed was £36,830 (excluding amounts in connection with the roof fund).</p> <p>Of the £220,00 raised for the repairs to the roof, £170,000 was raised by St Paul’s, £8,000 from grants and the remaining £42,000 coming from the community.</p> <p>The focus for managing the General Fund has been on Energy Cost expenditure. Data from the heating system has been analysed to improve temperature regulation and reduce costs. The diocese has provided support for energy costs along and the Open Space initiative was also supported with grants from the Council and the Letchworth Foundation. Thanks were expressed to Rachel Snow for setting up this initiative.</p> <p>Church Hall lettings have not quite reached pre-pandemic levels.</p> <p>The diocese has also provided a £75,000 grant (£25,000 over the next three years) to support the appointment of Nick.</p> <p>Chris thanked Carol Mynott for overseeing the covenanted giving and David Finch-Steven for depositing the vestry income – a task that has become more challenging with the closure of the bank in Letchworth.</p> <p>Jeni thanked Chris for overseeing the accounts.</p>

<p><b>2023/07</b></p>	<p><b>Church Membership Fund.</b></p> <p>The report was circulated prior to the meeting, and Chris highlighted the main points in the report (see 2023/06).</p> <p>Carol Mynott was thanked for her work in collating the information in the report.</p>
<p><b>2023/08</b></p>	<p><b>Appointment of Independent Examiner.</b></p> <p>It was agreed by a show of hands to appoint a MTM Chartered Accountants as Independent Examiner to audit the 2023 accounts. Judith Nash proposed, and Paul Thomson seconded.</p>
<p><b>2023/09</b></p>	<p><b>Churchwardens Fabric report.</b></p> <p>There was no Churchwardens Fabric Report and the vulnerability of St Paul's as a church without wardens was again emphasised.</p>
<p><b>2023/10</b></p>	<p><b>Deanery Synod Report.</b></p> <p>No annual report was received prior to the meeting and will be circulated when it is made available.</p> <p>Judith Nash commented that the Deanery Synod was a useful forum for learning from other churches as well as being able to share key insights from St Paul's activities. For example, at the last meeting Children's Ministry was discussed and it was clear from that meeting how blessed we are to have the support of Emma and Claire.</p> <p>Judith was thanked for representing St Paul's and for agreeing to remain on the Deanery Synod.</p>
<p><b>2023/11</b></p>	<p><b>Safeguarding Report.</b></p> <p>The annual report was circulated prior to the meeting.</p> <p>Anne Hignell commented that she is still learning as she takes on this role and encouraged those required to do training to help her by completing it.</p> <p>Anne thanked Maureen Phillips and Maureen Flowers for their support and Jeni thanked Anne for taking on this crucial role.</p>
<p><b>2023/12</b></p>	<p><b>Mission Partner Report.</b></p> <p>As outlined in the report that was circulated, Dan Pinco noted that the Mission Committee were wanting to increase the visibility of our mission partners and made a request for any ideas.</p> <p>The Mission Committee were thanked for their work.</p>
<p><b>2023/13</b></p>	<p><b>Raising the Roof Report.</b></p> <p>Paul Thomson provided an update to the report circulated prior to the meeting. The process of obtaining quotes from contractors has begun with a deadline of the 12 May for responses. The team will then make some decisions around items (such as using steel vs lead for the roof and the scaffolding required) for the work to effectively take place. Jeni thanked Paul for chairing the team overseeing the project.</p>

<b>2023/14</b>	<b>Electoral Role.</b>  The electoral role was revised prior to this meeting.  The number of people on the Electoral Roll as is currently 203, 75 of which reside within the parish, and 128 residing outside of the parish. This is a slight reduction from last year's figure of 212 and it was noted that several new attendees are not yet eligible to join the electoral roll. Additionally, a few people have chosen to worship at other churches in the benefice.  A revision of the roll is due next year and will require those currently on the roll to complete a form.  Huw Nicholas was thanked for continuing as Electoral Roll Officer.
<b>2023/15</b>	<b>Mission Action Plan (MAP).</b>  Judith Nash noted that the report circulated has covered all the activities since the plan was first created around 2012. A lot of work has subsequently occurred that is captured in successive plans and reports. Judith drew attention to the need of the report which documents future activities and made a request for any activities that could be included.  Jeni thanked Judith for overseeing the MAP.
<b>2023/16</b>	<b>Vicars Closing Remarks.</b>  Jeni noted that the report "A Vicars Life" was in response to her feeling that she had not communicated to the PCC and the wider congregation of the activities she is involved with. She hoped that the document was useful and that individuals understand that a lot of the work is confidential.  Jeni is grateful for the support she has received and feels it is a joy to be a part of St Paul's. God has shown his faithfulness and it has been a privilege to see the results of steps in faith, the appointment of Nick and the extraordinary provision of funds for the roof repair being two examples.  This church family is the backbone of all that St Paul's achieves.

The meeting concluded at 12.05 pm with the Grace.

Keith Blundell. PCC  
Secretary.  
April 2023