

**Holy Trinity Cuckfield
Parochial Church Council
UK Registered Charity No. 1131432**

**Minutes of the
Annual Meeting of Parishioners
&
Annual Parochial Church Meeting for the Year Ended 31st December 2022**

11.30 a.m. Sunday 21st May 2023 in the Old School

1. **The Meetings opened** with prayers by the Lay Vice Chairman, Dr Brian Cutler.
2. **Attendance:** for the AMP was 34 parishioners and for the APCM 34 church members.
3. **Apologies:** Jackie Allcock, Jane Berkeley, Terry Bevan, Val Diprose, Peter & Tina Hutchinson, David & Patricia Jamieson, Richard Jenkinson, Eileen MacDougall, David Reid, Margaret Somers, Hilary Turner-King.
4. **Minutes:** of the Meetings held on Sunday 22nd May 2022 were approved and signed by the Chairman.

Annual Meeting of Parishioners for the Election of Churchwardens:

5. David Thunder, PCC Secretary acting as Returning Officer, reported that he had received two nominations in the names of Jane Coan and Brian Cutler, and, no others having been received before the start of the meeting, they were duly elected by assent unopposed and with acclaim. The Secretary recorded profuse thanks to the wardens for their continued service over the vacancy.

Annual Parochial Church Meeting:

Annual Report & Financial Statements for the Year Ending 31st December 2022

6. The Lay Vice Chairman introduced and gave an overview of the Annual Review. The start of the year had been dominated by Fr Michael's retirement and planning for the vacancy which was proving longer than hoped. He corrected the notion that the parish was unable to afford a new vicar (indeed, we were paying 104% of our parish share): rather, it was the lack of applicants, given the large number of vacancies and small number of candidates on the move post-COVID.

Although it is true that the Churchwardens carried additional responsibilities during a vacancy, this had only been made possible by the unstinting help of many others: the parish was extremely grateful to our team of retired priests, The Revd Stephen Caple, The Revd Stephen Terry, and The Revd Canon David Tickner, who have served us unceasingly; our two principal Readers, Vicky Peattie and Clive Simmonds, aided by visiting Reader Kevin Carey; Jonathan Berry, an Authorised Lay Minister, to assist, particularly with preaching; Charlotte Tayler as the new Lay Minister for Families and Children. And of course, the input from our choir under the direction of our Musical Director, Richard Jenkinson.

The parish has been extremely well served with financial and administrative help. Isobel Simmonds has stepped into the role of acting Honorary Treasurer, working closely with our church accountant, Zoë Richings. Our PCC Secretary, David Thunder, worked tirelessly to ensure that the PCC ran efficiently and that what we do is consistent with current legislation. We were very grateful for the efforts of Rod Montague, our Parish Safeguarding Officer, for his work in ensuring that we keep everyone safe. A very special word of thanks goes to Gill Squires, Parish Administrator, who for the last 23 years has maintained a very efficient Church Office for the benefit of everyone.

Turning to the Financial Reports, Isobel Simmonds, Treasurer, commented income in 2022 was slightly higher than in 2021, despite Pledged Giving reducing by about 10%. There were increases in 'Collections, Donations, Fees & Other income' and it was good to hold the Christmas Tree Festival again. In 2021 there had been a general fund deficit, the result of higher than usual 'Repairs and Maintenance' expenditure from the stonework expenses being temporarily funded by general fund. This was covered in 2022 thanks to a donation from The Friends, the arrival of a bequest from Marilyn Archbold and some charitable grants' income.

Expenditure in 2022 was well-controlled in all areas enabling missionary and charitable giving to be increased. The electricity contract lasts until June 2023, the Gas contract lasts until March 2024. In reply to a question from Wendy Bloomer it was explained lights in the Old School were now motion sensitive.

The Lay Vice Chairman and Treasurer recorded thanks to Zoë Richings, Roger Edmonston (reclaim of VAT), members of the Finance Committee; Cally Cronin new Treasurer for The Old School Board, and Tony Lawrence new Treasurer for The Friends; Gerry Lerner retiring as Stewardship Giving Coordinator; and Sue Towns on her retirement from the Christmas Tree Festival.

The Report and Accounts were received *nem con* on a motion from Brian Cutler, seconded Paul Goldfinch

Appointment of the Independent Examiner for the Year Ended 31st December 2023

7. Isobel Simmonds proposed, David Thunder seconded, the reappointment of Steve Brentnall for 2023, motion carried *nem con*.

Churchwardens' Fabric Report

8. Brian Cutler reported the vestry lights had now been replaced with LED fittings, and the church clock had required a full service and maintenance.

Churchwardens' Report on Inventory Changes

9. Inventory additions and changes over the year were a chamber organ, provision of the bespoke console on which it stood (donation by the Friends), additional north porch matting, and repair to the Holy Oils case.

The inventory and logbook were approved *nem con* on a motion from the Lay Vice Chair and Jane Coan.

Report of the Electoral Roll Officer

10. David Thunder, Electoral Roll Officer, reported a net figure of 256, up on the previous year's total of 252.

Report on Safeguarding

11. Rod Montague, Safeguarding Co-Ordinator, reported that the PCC had complied with its duty under *Section 5 of the Safeguarding and Clergy Discipline Measure 2016* (to have regard to House of Bishops' guidance on safeguarding children and vulnerable adults). The Safeguarding Coordinator reports to every PCC meeting, the parish Safeguarding Policy (reviewed and approved annually) is on view in the Church Porch, can also be seen on the Church website, and a copy is lodged with the Diocesan Safeguarding Officer.

Everyone working with children or vulnerable adults had a current DBS Certificate. There were in total 71 DBS certificates in place, including PCC members as Trustees.

Report on the Cuckfield Deanery Synod

12. Isobel Simmonds noted the Rural Dean to end of February 2022 had been Fr Michael Maine, and was now The Revd Christopher Powell, Vicar of St Peter & St John the Baptist, Wivelsfield. The legal requirement for synod meetings is two per year but over 2022, Cuckfield Deanery Synod returned to its pre-pandemic level of four meetings.

Isobel reviewed the wide range of topics discussed: the new Family Support Work (FSW) Practitioner in Cuckfield Deanery, Alison Green, gave a brief outline of the current work of FSW; Laura Steven, Diocesan Head of Wellbeing for Clergy and Families spoke on the topic 'Avoiding Burnout; and the Assistant Warden for Lay Ministry Horsham Archdeaconry, Stephen Argent (Reader, Scaynes Hill), explained his new role; The Revd Andrew Smith, Diocesan Generous Giving Adviser, spoke about the keys to encouraging generosity and the resources and support available.

Deanery Synod meetings are open to anyone.

As of June 2021, Isobel Simmonds is also the Deanery Treasurer and a member of the Deanery Synod Standing Committee

APCM Motions

13. The APCM approved *nem con* the PCC's recommendation that the requirement made by General Synod in January 2020 for Deanery Synod representatives to stand down after two consecutive terms for a one-year break be waived, as provided for in the regulation.
14. The APCM approved *nem con* the PCC's recommendation to change the Terms of Office for Lay Representation on the PCC as applied here (by cancelling the practice allowed under Rules 7 & 8 for the

one third PCC members retiring each by rotation to take a year off before standing again); and approved its implementation with immediate effect from this APCM as in the best interest of the charity.

Election of Lay Members to the Parochial Church Council

15. The Lay Vice Chair thanked retirees by rotation from the PCC: Roger Edmonston, Paul Johnson, Carolyn Ponder and Philip Richings for their service.

Four nominations had been received for the four PCC places to 2026 from Roger Edmonston, Paul Johnson, Carolyn Ponder, and Dick Whidborne, elected *nem con*, there being no other candidates put forward.

Election of Members to the Deanery Synod

16. The Chairman thanked retirees by rotation from Deanery Synod: Jill Brotherton, Rod Montague, Isobel Simmonds.

Three nominations received were added to from the floor to produce four nominations for the five Deanery Synod places to 2026: Jill Brotherton, Rod Montague, Mary Pape (by transfer from Lay Membership of the PCC) and Isobel Simmonds; these four were duly elected *nem con*, there being one remaining vacancy on Deanery Synod.

Results of Elections

17. The full results in **bold** [with Lay Members' year of retirement shown in brackets] are in the table below:

Role	Name	Retiring	PCC post
Vicar	<i>Vacancy</i>		Chairman
Churchwardens	Brian Cutler		Lay Vice Chair
	Jane Coan		
Readers	Vicky Peattie		
	Clive Simmonds		
Deanery Synod Representatives	Jill Brotherton	2026	
	Rod Montague	2026	Safeguarding Co-ordinator
	Mary Pape	2026	
	Isobel Simmonds	2026	Hon Treasurer
	<i>Vacancy</i>	2026	
Lay PCC members	Kate Berry	2024	
	Jonathan Berry	2024	
	David Thunder	2024	PCC Secretary
	Hilary Turner-King	2024	
	Terry Bevan	2025	
	Jacqui Allcock	2025	
	Margaret Somers	2025	
	<i>Vacancy</i>	2025	
	Roger Edmonston	2026	
	Paul Johnson	2026	Electoral Roll Officer
	Carolyn Ponder	2026	
	Dick Whidborne	2026	
Co-opted	Fr Stephen Caple		

Any Other Business

18. A number of topics were raised: the outcome of the parish questionnaire had been very successful with new volunteers coming forward, although succession planning for retirements remained a challenge; the vacancy and its implications were reviewed, in particular noting that it was not lack of funds but lack of applicants that was prolonging the search, and that it was not practicable to let out the Vicarage in the interim, given it is Diocesan property.

Votes of Thanks

19. The Lay Vice Chairman gave a vote of thanks to David Thunder PCC Secretary, to his fellow warden Jane Coan, to Isobel Simmonds the Treasurer, Readers Vicky Peattie, Clive Simmonds (adding Kevin Carey), our Parish Administrator over 23 years Gill Squires (retiring June 2023), Richard Jenkins and the Choir, the Children and Families Lay Ministers - and everyone for their support over the year.

David Thunder, responding to the Lay Vice Chair, thanked him for his chairmanship of the annual meetings, and the appreciation of the PCC of his effective management of PCC meetings over the year.

Date of the 2024 Annual Meetings

20. The next APCM will be held at **11.30 a.m. on Sunday 19th May 2024.**

The meeting closed with the Grace.