AGENDA ST JAMES’ APCM 21ST APRIL 2024

AFTER CHURCH SERVICE

**Opening Prayer -** Rev John Sephtonprayers for the church and this meeting.

1. **In attendance -** Ethel Aitken, Peter Dickinson (chair), Heather Doyle, Sam Duffy, Jayne Illingworth, Pam Jary, Moira Maciver, Aileen McDougall, Dave Savage**,** Jannette Sephton, John Sephton, Catherine Spencer, Sue Swailes, Judith Thomas, June Welsby, Barbara Westhead, David Westhead, Geoff Wright, Anne Wright.

**Apologies for absence.** Jean Dutton, Giles Hooker, Derek Williams

VESTRY MEETING

1. Vote to set side Churchwardens Measures 2001- This was agreed by the meeting attendees, a unanimous vote.
2. Election of Churchwardens

The current Wardens Jayne Illingworth and Barbara Westhead were asked to continue in post for a further year, which they agreed to do.

This was agreed by the meeting attendees by a unanimous vote.

ANNUAL PAROCHIAL CHURCH MEETING

1. **Minutes** of last Parochial Church Meeting held on 23rd April 2023- These minutes were not available due to technical failure losing the file.
2. **Matters arising**- no matters arising.
3. **Finance report-** The finance report was circulated electronically and hard copies have been available at the back of church. There were no questions arising for this report.

This report was accepted by the meeting attendees by a unanimous vote.

The treasurer Pam Jary spoke to the meeting saying that after 15 years as treasurer and time before this as assistant treasurer she now wishes to retire from the position. It is therefore very important that a new treasurer is found whom Pam has offered to support to take over this role.

1. **Report of proceeding of PCC-** No questions arose from this report.

This report was accepted by the meeting attendees by a unanimous vote.

1. **Report on Electoral Roll-** The key points from the electoral roll, this fifth revision in 2024 total 104 on the roll, a rise of 7 people since April 2023. This is continuing a trend of small increases in numbers since 2019. The majority on the electoral roll who disclosed their date of birth are over 60 years old.
2. **Report on Fabric**, Goods and Ornaments – the church wardens report.

Jayne Illingworth reported that the terrier was under review and currently being updated, *[Section 4 of the Care of Churches and Ecclesiastical Jurisdiction Measure 1991 requires churchwardens to compile and maintain a full terrier and inventory of all land and articles appertaining to their church].*

Jayne said it was a privilege to be elected and serve as a church warden, however it had been another challenging year. Therefore, it is important that a succession plan is prepared in readiness for when Jayne and Barbara need to step down from the role.

Jayne and Barbara are thankful they work very well together and support one another. Jayne also thanked everyone who helps them and the caring church family who have helped to make the job a little easier.

This report was accepted by the meeting attendees by a unanimous vote.

A vote of thanks was made for Jayne and Barara thanking them for all their hard work and dedication to the church.

1. Election of PCC Members

PCC members normally serve for three years. This year six people listed have been asked to stay on as members for an additional year. Peter Dickinson, Stuart Duffy, Jean Dutton, Catherine Spencer, Susan Swailes, Geoff Wright.

***It was proposed that these six people should be allowed to continue for another year.***

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| **Proposer - John Sephton**  **Seconder - Heather Doyle** | This was agreed unanimously |

There are two people leaving the PCC this year.

1, Giles Hooker who has completed his one year. Thank you to Giles for his support and contribution to the PCC.

2, Derek Williams wishes to retire from the PCC due to ill health, this leaves a vacancy for a member for two years.

Thank you to Derek for his support and contribution to the PCC.

This leaves opportunity for two PCC members to be nominated one person for two years and one person for three years.

Nomination received for Moira Maciver for the three-year position.

Proposed by Barbara Westhead and seconded by both Janette Sephton and Jayne Illingworth.

Nomination received for Judith Thomas for the two-year position.

Proposed by Susan Swailes and seconded by Catherine Spencer.

These nominations were accepted by the meeting attendees by a unanimous vote for them to join the PCC.

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|  | PCC members April 2024 | | |
|  | PCC members | Year elected | Year to leave |
| 1 | Peter Dickinson *Vice chair*  *Deputy Church Warden* | 2021 | 2025 |
| 2 | Stuart Duffy | 2021 | 2025 |
| 3 | Jean Dutton | 2021 | 2025 |
| 4 | Heather Doyle | 2022 | 2025 |
| 5 | Jayne Illingworth  *Church Warden* | 2021 | 2025 |
| 6 | Moira Maciver | 2024 | 2027 |
| 7 | John Sephton  *Officiating Minister* | co-opted | 2025 |
| 8 | Catherine Spencer | 2021 | 2025 |
| 9 | Susan Swailes  *Deputy Church Warden* | 2021 | 2025 |
| 10 | Judith Thomas | 2024 | 2026 |
| 11 | June Welsby  *Deanery Synod Representative* | 2022 | 2025 |
| 12 | Barbara Westhead  *Church Warden* | 2021 | 2025 |
| 13 | Geoff Wright  *Deputy Church Warden* | 2021 | 2025 |

1. Motions put to the meeting- nothing received
2. Date of next APCM - Sunday 6th April 2025
3. Closing Prayer- John Sephton

**FOLLOWING THE APCM, MEETING OF THE PCC**

1. Appointments
2. Secretary- Judith Thomas
3. Treasurer- Pam Jary willing to continue until a successor is found.

Pam is in discussion with someone who may be willing to take on at least part of the role, Pam will support them to take over the role.

1. Vice Chairman- Peter Dickinson

It was suggested that in absence of a vicar that there should be a deputy chair for the PCC and one for the Standing committee to stand in if Peter is unavailable.

Barbara Westhead to be deputy for the Standing Committee

TBC deputy for the PCC meetings

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| Person responsible | Action |
| All PCC members to consider this role | To find a deputy chair for the PCC meetings |

1. Deputy Church Wardens- Susan Swailes, Geoff Wright, Peter Dickinson,

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| Person responsible | Action |
| Barbara Westhead | To ask Giles Hooker if he wishes to continue as a deputy warden |

It was proposed that the deputy wardens could work with the Church wardens on a rota basis to give the Church wardens the opportunity to take a Sunday off from warden duties. There are roles every Sunday in preparation for and setting up for the service. It was proposed it would be good to have the deputies taking an active role, in addition to be trained in the additional clerical requirements for example Baptisms and Weddings for the church warden role, under the guidance of Jayne and Barbara.

John said how much he appreciated having Geoff to support him for Funeral services. The ministry is enhanced when members of the church family are in church to support on these occasions. This is a good way to enhance the ministry having the presence of people committed to St James’ church.

1. Covenant Secretary- Derek Williams wishes to retire.

This position may be combined with the role of treasurer in future.

1. Electoral Roll Officer- Terry Fellow wishes to retire.

This role is open for expressions of interest.

1. It was proposed that Rev. John Sephton is co-opted onto the PCC

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| **Proposer - Jayne Illingworth**  **Seconder - Geoff Wright** | This was agreed unanimously |

1. Standing Committee- John Sephton, Jayne Illingworth, Barbara Westhead, Susan Swailes, Peter Dickinson, Judith Thomas.
2. A.O.B.

Thanks were given to all the people who have prepared the reports for this meeting.

John Sephton asked that special thanks were given to Pam Jary for her work for the church and her tireless and excellent work as treasurer.

Sue Swailes thanked Judith for standing in as Secretary when Terry was unable to carry on the role of secretary due to ill health.

Date and time of next meeting 13th May 2024