

**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 2019**

11.30 a.m. Sunday 11th October 2020 on Zoom

1. **The Meetings opened** with prayers by the Chairman, the Revd Michael Maine.
2. **Attendance:** for the AMP was 47 parishioners and for the APCM 47 Church members.
3. **Minutes:** of the Meetings held on Sunday 28th April 2019 were approved and signed by the Chairman.

Annual Meeting of Parishioners for the Election of Churchwardens:

4. The Chairman recorded profuse thanks to the wardens, each of whom had completed six years' service, noting that Kate Berry was now retiring; Brian Cutler, in the interests of continuity, had agreed to stand again despite reaching six years' service, subject to the wishes of the APCM.

David Thunder introduced the following paving motion under the regulations:

While a person shall normally be disqualified from being chosen for the office of churchwarden when that person has served as a churchwarden of the same parish for six successive periods of office, a meeting of the parishioners may by resolution decide that this section shall not apply in relation to the parish concerned, subject to any such resolution being revocable by a subsequent meeting of the parishioners.

Proposed: that this normal ruling be waived in respect of Brian Cutler, proposed David Thunder, seconded Orlando Milford, and passed *nem con*.

The Chairman reported that he had received nominations for Churchwarden 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.

Annual Parochial Church Meeting:

Annual Report & Financial Statements for the Year Ending 31st December 2019

5. The Chairman introduced and gave an overview of the Annual Report making the point that we were now ten months through the subsequent financial year because Covid-19 pandemic and lockdown had caused the deferral of the APCM. It was important to record the difficult months all parishes had been through, and to pay tribute particularly to the outstanding and generous way the Cuckfield community had risen to the challenge: the parish had kept afloat; the technology team had implemented Zoom so that outreach and services could continue seamlessly; and an anonymous donor had enabled a camera to be fitted in church, once church partially re-opened, to enable the streaming of services to those at home.

As ever going forward the challenge remained to balance fabric and outreach and finances with, this year additionally, rebuilding community: it was our prime calling to gather people around the Lord's table fired by the vision of sending them out to build up the community of believers.

Echoing these remarks, the Treasurer, Orlando Milford, said what mattered was where we were now and thanks to the generosity of the parish, we had met our diocesan quota, stayed afloat, enabled community outreach and a level of charitable giving for the current year - despite the loss of loose collections and income from events.

The Chairman recorded thanks to Zoë Richings, Roger Edmonston (reclaim of VAT), Finance Committee and Orlando Milford as Treasurer, and the Report and Accounts were received *nem con*.

Appointment of the Independent Examiner for the Year Ended 31st December 2020

6. Orlando Milford had no hesitation in proposing the reappointment of Steve Brentnall for 2020, seconded David Thunder, motion carried *nem con*.

Churchwardens' Fabric Report

7. Brian Cutler highlighted the completion of the 2018 restoration of the south porch; the lead stolen from the north and south porches, the costs of replacement of which had been covered by insurance; miscellaneous repairs to the boiler, lighting and the AV system; and the more extensive lighting refurbishment project, completed earlier in 2020, with a grant from the Kleinwort Trust of £50,000 which was gratefully acknowledged.

Churchwardens' Report on Inventory Changes

8. Inventory additions over the year were a white chasuble, a music stand; and some minor repairs to other items had been undertaken.

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

Report of the Electoral Roll Officer

9. David Thunder, The Electoral Roll Officer, reported a net figure of 255, up on the previous year's total of 248.

Appointment of Sidespersons

10. David Thunder introduced the national rule change from 1st January 2020 under which Sidespersons were now appointed by the PCC and not the APCM; Jill Brotherton, the Sidespersons' Co-ordinator, would be contacting Sidespeople to ask if they are willing to continue and a list of nominations for approval would be tabled at the first available PCC meeting. In the meantime, thanks were expressed for their tireless service over the year.

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 (i.e., although with no direct involvement in work with children or Vulnerable Adults).

The Parish committed itself to the Diocesan *Simple Quality Protects* safeguarding programme and achieved Level 1 by April 2018. The Compliance Certificate has recently been issued by the Diocese and is displayed in the Church Porch.

The Chairman commented the number of live DBS clearances were testimony to the scale of volunteering in the parish; and he expressed his deep thanks for the support and effectiveness of safeguarding as practised in the parish thanks to Rod's dedicated work with the assistance of Robyn Brotherton, his deputy.

Report on the Cuckfield Deanery Synod

12. Isobel Simmonds drew attention to the wide range of speakers, the interesting topics, and reminded everyone that meetings were open to all.

Elections of Lay Members to the Parochial Church Council

13. The Chairman thanked retirees by rotation from Deanery Synod and the PCC:

From Deanery Synod: Jill Brotherton, Rod Montague, Isobel Simmonds

From the PCC: Jonathan Berry, Jim Knight, David Thunder, Hilary Turner-King

14. David Thunder, noting a national rule change from 1st January 2020, said Deanery Synod representatives would henceforth be eligible to be elected for up to three consecutive terms before taking a year off, unless that requirement were rescinded by a decision of the APCM in due course.
15. Nominations had been received for four of the five Deanery Synod places to 2023, viz., Jill Brotherton, Rod Montague, Isobel Simmonds, each being willing and eligible to serve again, and from Helen Swift, by transfer from the PCC. There being no other nominations, these four were duly elected unopposed, there being one remaining vacancy.
16. Nominations had been received for all four of the PCC vacancies to serve till 2023, viz., Roger Edmonston, Paul Johnson, Carolyn Ponder, Philip Richings. There being no other nominations, these four were duly elected unopposed.

Results of Elections

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

Clergy:	Revd Michael Maine	Lay PCC:	Paul Goldfinch (2021)
Churchwardens:	Jane Coan (2023)		Orlando Milford (2021)
	Brian Cutler (2023)		Vacancy (2021)
Reader:	Clive Simmonds		Vacancy (2021)
Deanery Synod:	Jill Brotherton (2023)		Jane Coan (2022)
	Rod Montague (2023)		Mark Parker (2022)
	Isobel Simmonds (2023)		Nick Rowe (2022)
	Helen Swift (2023)		Kevin Sibley (2022)
	Vacancy (2023)		Roger Edmonston (2023)
			Paul Johnson (2023)
			Carolyn Ponder (2023)
			Philip Richings (2023)

Votes of Thanks

18. The Chairman gave a vote of thanks to the Churchwardens, PCC Secretary and Treasurer, Reader Clive Simmonds and Parish Administrator Gill Squires, Richard Jenkins and the Choir, the Children and Families Lay Ministers and everyone for all the amazing support which made it such a privilege for him to serve in this parish.

Brian Cutler, responding to the Chairman, said his thanks had necessarily omitted one important person, namely the Vicar himself, without whose leadership, love, and guidance none of the rest would be facilitated, and especially for the visionary leadership he had displayed since lockdown in March: he commented on the sense of joy everyone had working in and for the parish as result.

Date of the 2021 Annual Meetings

19. David Thunder noted a national rule change from 1st January 2020, under which the statutory date by which the APCM needed to be held had been moved forward a month: as a result, the 2021 APCM would be held at **11.30 a.m. on Pentecost Sunday, 23rd May 2021.**

The meeting closed with the Grace