

**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 31<sup>st</sup> December 2021**

**11.30a.m. Sunday, 22<sup>nd</sup> May 2022**

1. **The Meetings opened** with prayer by the Lay Vice Chairman, Brian Cutler.
2. **Attendance:** for both Annual Meetings was 28, with apologies from Kate & Jonathan Berry, Mark & Becky Parker, Jacqui & Philip Richings, Diana & Nick Rowe.
3. **Minutes:** of the Meetings held on Sunday 23<sup>rd</sup> May 2021 were approved and signed by the Chairman.

**Annual Meeting of Parishioners for the Election of Churchwardens:**

4. David Thunder, as Returning Officer, recorded profuse thanks to the wardens for their service over the past year. Having 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, he declared them duly elected, unopposed and to assent.

He also noted that Brian Cutler and Jane Coan were two of our four sequestrators and parish representatives for the vacancy (the other two being the wardens of St Mary Magdalene Bolney); both were also legally acting as joint Treasurers in the current absence of one. Prayers, support and cooperation were offered for both wardens as they served the parish in these doubly demanding roles.

**Annual Parochial Church Meeting:**

**Annual Report & Financial Statements for the Year Ending 31<sup>st</sup> December 2021**

5. The Lay Vice Chairman introduced and gave an overview of the Annual Report: he recorded the ending of pandemic and the slow restoration of the normal patterns of worship while expressing gratitude to the technical team who had sustained worship via Zoom. The Cuckfield community continued to rise to the challenge of hard times, whether through donations to Bewbush Academy or Holy Trinity School, refugees, or the range of charities supported. Work with children, young people and families had to be completely reimagined, but the Children and Families Lay Ministers provided online resources during the year, craft opportunities and trails around the church. While the parish was sorry to see Helen Swift leave the parish in October, Hilary Turner-King continued the excellent work while the search for replacement was commenced. The parish was grateful for the continued ministry of Clive Simmonds as Lay Reader and delighted that Vicky Peattie had joined him. With the gaining of PTOs, the main services have been wonderfully sustained by the devoted ministry of retired priests, Fr Stephen Caple and Canon David Tickner to whom we are profoundly grateful.

Speaking to the financial accounts, Isobel Simmonds noted that while income had fallen over the two years since 2019, 2021 had improved to £176k over 2020, while expenditure had risen to £181k as activities recommenced after pandemic, to produce a small shortfall of £4.6k. In more detail, though, pledged giving was up £18k over the two years since 2019, helping to offset the collapse in other activities, collections and donations.

In an update on the vacancy, the Lay Vice Chair reported that the parish profile had been approved, the parish representatives elected by both parishes, and the Bishop had been asked to consider advertising the vacancy.

The Chairman recorded thanks to Zoë Richings, the Finance Committee, and to David Thunder, PCC Secretary, for their work on the Report and Accounts for 2021 which were received *nem con*.

Particular thanks were also recorded to Orlando Milford who had served the PCC well and faithfully as Treasurer over the seven years of Fr Michael's ministry: the difficulty of replacing him showed what rare and valued skills he brought. The PCC also recorded thanks to Paul Goldfinch, who had now left the parish: for his work with the Friends, the OSB, and the CTF over the years; his service as sidesman and intercessor; a previous distinguished Chair of Governors of the School, and Clerk to the Cottage Homes Trust; his

work fronting the village's WWI Centenary; his much earlier leadership of the Window Fundraising Campaign; and his support of MacMillan Coffee Mornings and Solos Lunches.

### **Appointment of the Independent Examiner for the Year Ended 31<sup>st</sup> December 2022**

6. Isobel Simmonds, Chair of the Finance Committee, proposed the reappointment of Steve Brentnall for 2022, seconded David Thunder, motion carried *nem con*.

### **Churchwardens' Fabric Report**

7. Brian Cutler reported the installation of the aumbry in the sanctuary, stonework repairs (principally to the tower) were completed thanks to the Archbold bequest, aided by the provisions of a temporary interest-free bridging loan from the Diocese of £50k. The church remained on the *Heritage at Risk Register* for two known issues: the condition of the Horsham stone roof; and the deterioration of the external masonry.

### **Churchwardens' Report on Inventory Changes**

8. The Churchwardens reported the addition of the aumbry and the improved sound and camera equipment (projector, sound controllers, video selector and controller, removal of the old mixing desk and PC). 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, Electoral Roll Officer, reported that, despite some grievous losses over the past year from death and people moving away, the number on the roll had held reasonably well at 252, down a net three from 2020.

### **Report on Safeguarding**

10. Rod Montague, reporting, said the PCC had complied with its duty under *Section 5, The Safeguarding and Clergy Discipline Measure (2016)* to have regard to the *House of Bishops' Guidance* on safeguarding children and vulnerable adults. The parish Safeguarding Policy (reviewed and approved annually) can be seen in the Church Porch, on the Church website, and a further copy is lodged with the Diocese.

Everyone working with children or vulnerable adults has a current DBS Certificate. There were 73 active DBS Certificates in place for current Volunteers, including all PCC members.

The Parish committed itself to the *Diocesan Simple Quality Protects* safeguarding programme on its launch and the Compliance Certificate issued by the Diocese is displayed in the Church and the Porch.

The Chairman commented that 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 his deputy Robyn Brotherton.

### **Report on the Cuckfield Deanery Synod**

11. Isobel Simmonds reported that Fr Michael had continued as Rural Dean until his retirement. Her report concentrated in the particular challenges to their finances which all parishes faced as a result of the impact sustained from the pandemic. The parish had been fortunate in meeting its parish quota and was committed to over-paying in the years ahead in order to help balance the deanery's over all finances.

Isobel reminded everyone that, as ever, all meetings were open to everyone.

### **Elections of Lay Members to the Parochial Church Council**

12. The Chairman thanked retirees by rotation from the PCC: Mark Parker, Nick Rowe, Kevin Sibley, (plus one vacancy for Helen Swift who resigned October 31<sup>st</sup> 2021); Orlando Milford (co-opted for 2021 but not standing for re-election); and he additionally noted the two Deanery Synod vacancies remaining to 2023.

The Hon Secretary had received no nominations in respect of the two Deanery Synod places to 2023, and with none from the meeting either, they remained unfilled.

The Hon Secretary had received three nominations in respect of the four PCC places to 2025, and with no further nominations from the meeting, Jacqui Allcock, Mary Pape, and Margaret Somers were elected unopposed, one vacancy remaining.

### **Results of Elections**

13. The full results in **bold** [year of retirement shown in brackets] are in the table below:

Vicar:	<i>Vacancy</i>	Lay PCC:	Roger Edmonston (2023)
Churchwardens:	<b>Jane Coan (2022)</b>		Paul Johnson (2023)
	<b>Brian Cutler (2022)</b>		Carolyn Ponder (2023)
Reader:	Clive Simmonds		Philip Richings (2023)
Deanery Synod:	Jill Brotherton (2023)		Kate Berry (2024)
	Rod Montague (2023)		Jonathan Berry (2024)
	Isobel Simmonds (2023)		David Thunder (2024)
	<i>Vacancy (2023)</i>		Hilary Turner-King (2024)
	<i>Vacancy (2023)</i>		<b>Jacqui Allcock (2025)</b>
			<b>Mary Pape (2025)</b>
			<b>Margaret Somers (2025)</b>
			<b>Vacancy (2025)</b>

### Votes of Thanks

14. The Lay Vice Chairman closed with a wide ranging vote of thanks to all those who had sustained the work of the parish over the past year and into the vacancy, noting his fellow Churchwarden, the PCC Secretary, Readers, and retired clergy, Parish Administrator Gill Squires, Richard Jenkins and the Choir, the Children and Families Lay Ministers, to which were added the church cleaners.

The Honorary Secretary responded by expressing thanks to Brian (and to Sue for her support) for his leadership and chairmanship and expressing on behalf of the parish congratulations on his worthy receipt for services to the church of the Order of St Richard from Bishop Martin.

### Date of the 2022 Annual Meetings

15. The 2022 APCMs will be held at **11.30 a.m. on Sunday, 21<sup>st</sup> May 2023.**

*The meeting closed with the Grace and a short statutory meeting of the PCC followed.*