

**Christ Church, Eaton Annual Meetings**  
**Sunday 18 MAY 2025, 11.30am in the Church and on Zoom**

*Aim to finish by 12.30pm*

## **A G E N D A**

### **Opening Prayer and Welcome**

#### **A. The Meeting of the Parishioners**

1. The election of the Church Wardens

#### **B. The Annual Parochial Church Meeting** *(You must be on the electoral roll to attend this)*

1. Apologies
2. Approval of Minutes from Sunday 19 MAY 2024 *(PTO – please read before the meeting)*
3. Matters arising from the Minutes, not on the agenda below: **GDPR**; Silver to Cathedral? Do we still support: Strapline: *Here for Christ - Here for You* - Prayer for growth - Children & Youth activities and Sunday School Prayer for Climate change breakthrough & Safeguarding – EcoChurch Gold award and carbon footprint calculation – Silence during, and prayer after, services – Publicity – Chat over a cuppa & warm space – Hospitality to Students and the single - The Chosen groups?

#### **Discussion and Approval of Reports and Statements: -**

4. Vicar's Report and PCC Secretary's Report *(both in annual report, please read in advance)*
5. Report on the New Electoral Roll constructed from scratch *(David Archer, Electoral Roll Officer)*
6. Presentation and Approval of the Independently examined Accounts for 2024 *(Tony Grubb, Treasurer)*
7. Report on the Financial Affairs of the Parish *(please read the Accounts in advance)* and Parish Giving Scheme PGS – **Noting recurring deficits – Quinquennial works, Fundraising and the Friends**

8. Church Wardens' Report, including the Fabric Report for the Church, Kinchen Hall and the Cottage (*all in annual report, please read in advance*)
9. Presentation of the Church's Terrier and Inventory (*Wardens*)
10. Retirements and presentation of tokens of thanks
11. Elections and Appointments
  - a) Election of members to the Deanery Synod (*last elected 2023, 3-year term, no vacancies*)
  - b) Election of members to the PCC (*3-year term: there is space for more elected members*)
    1. *Election of Alistair Bolt as Licensed Lay Minister (reader) to PCC for one year*
  - c) Election of members to the Group Council (*there is a space for an elected member*)
  - d) Proposal of Sides people for PCC to appoint
  - e) Election of Independent Examiner of the Accounts
12. Any Other Business (*Please inform the Vicar of any items **before the meeting***)
13. Closing Prayers and the Grace

## **Minutes of the Annual Meetings of Christ Church Eaton, in the church on Sunday 19 May 2024**

The meeting began with a prayer at 11:30am. Patrick Richmond (PR), Vicar, welcomed the people present and introduced the meeting.

### **A. The Meeting of Parishioners**

#### **1. Election of Wardens:**

Patrick reminded the congregation that those on the electoral roll of the parish as well as of Christ Church can attend the meeting of parishioners and vote. Colin McLean and Ruth Vaughan were both willing to stand again as Church Wardens and were elected unopposed to unanimous applause.

### **B. Annual Parochial Church Meeting.**

Patrick reminded the congregation that only those on the electoral roll of Christ Church, Eaton can attend the APCM and vote

#### **1. Apologies were received from:**

Jeff Arden, Richard Middleton, Alistair Bolt, Ruth Vaughan, Lavinia Bailey, David and Bridget Archer, Ros Wright, Patrick Furniss, Catherine Richmond and David Taylor.

#### **2. Minutes of the 2023 Meeting:**

The Minutes of the APCM held on Sunday 21 May 2023 were **unanimously approved** and Ian Parkes was thanked for preparing them.

#### **3. Matters Arising from the Minutes:**

PR mentioned the following matters arising from the Minutes that were not elsewhere on the agenda, to check we were still supportive of them:

- The Parish Awayday on Saturday 15 June and if the congregation were in favour of it which they were and was **unanimously agreed**
- The new strapline for use with the church logo, Here for Christ – Here for you which was **unanimously agreed**
- The inclusion of Prayers for Growth in all services which they **unanimously agreed**
- The Children's and Youth activities and Sunday school and that we should pray for these activities and these were **unanimously agreed**
- That the Come and See Awayday on Saturday 15 June would be led by Ros Wright as part of her training for Ordination, include a visiting

speaker and that it would be free and paid for from Church funds, which the congregation **unanimously agreed**

- Thanks to Alistair Bolt for his work on obtaining the Eco-Church Silver award and whether the congregation would agree to prayers for a breakthrough in Climate Change and this was **unanimously agreed**. [Then followed a discussion about the Silver award and whether we should work towards the Gold award which much more onerous and required the congregation to make sacrifices]
- Whether we should have periods of silence during services and prayers afterwards which was **unanimously agreed**
- Publicity and John Ladd's work using the Network Norwich Website and the material on Facebook and Geraldine Verschoor's work with NR2 Community Facebook page. Adding "Likes" to these will enhance the church's profile. These activities were **Unanimously endorsed**
- *Chat over a Cuppa* group for which church heating was being supported again by another Norfolk Community Foundation grant. RV reported that more people were now coming to *Chat over a Cuppa*, usually about 20 and comprising a mixture of sexes and ages. The congregation **Unanimously endorsed** this activity. Unfortunately, the Baby and Me Group ceased at Christmas due to low numbers attending
- Offering hospitality to students and single people for which Jane Darnton is playing a leading role. The congregation **Unanimously endorsed** this activity
- *The Chosen* Group led by Geraldine Verschoor, which was grateful for the television set donated by Colin McLean, and which was making good progress with discipleship. Typically, some 20 people attended these showings. The congregation **Unanimously endorsed** this activity.

PR lead a round of applause for all of the people contributing to all of the activities described above.

#### 4. Vicar's Report and PCC Secretary's Report:

Patrick proposed that the Vicar's Report and the Secretary's Report (included in the Annual Report) should be assumed to be read and asked if there were any questions. There were none and the reports were both **unanimously agreed**. He thanked Ian Parkes for the Secretary's Report

and his work as secretary over the year and invited applause from the congregation.

#### 5. Report on the Revised Electoral Roll:

PR summarised David Archer's electoral roll report in his absence. It now stands at 153. Sadly, four people had died but there had been seven new people joining the roll. PR expressed thanks to David Archer for revising and updating the electoral roll. The roll will need to be redone from scratch again in 2025. In relation to David's comments about being able to contact people to carry out pastoral visits when required, PR confirmed there was a list in the office of people who were happy to be contacted as required, and as they had given their consent for this, there were no General Data Protection Regulations (GDPR) issues. CB asked if there was a graph showing changes in the roll over the years and PR said that there was a graph of the "worshipping community" in his Vicar's report. Thanks were given to David Archer as Electoral Roll officer and his report was **unanimously agreed.**

#### 6. Presentation and Approval of Accounts for 2023:

Tony Grubb TG explained that this was the third set of accounts we had had since the pandemic and that he was grateful for the efforts of the financial assistant who does all the bookkeeping and produces the accounts each month for Tony to present at PCC meetings for discussion. They also prepare the annual accounts which are then sent to the independent examiner for a final check and minor adjustments like ensuring items are correctly categorised. Over the last few years, this role was initially performed by Sarah Barley, with Mark Jones as an interim, and the current incumbent is Kyla Price.

TG advised that the income in calendar years 2022 and 2023 were similar and predictable. The expenditure is the key variable. This year we had work done on both the cottage and Kinchen Hall and, although down after the significant peak seen in 2022, energy costs are still quite high, although they might come down further in future years. TG expressed gratitude to the wardens who had carefully managed our energy use.

#### 7. Report on the Financial Affairs of the Parish

Tony commended the new Parish Giving Scheme (PGS) operated by the Diocese whereby reclaiming Gift Aid was much more streamlined and minimised administration burdens. He encouraged the remaining 50% of

regular givers still on Direct Debit to switch to the new PGS and said that he could supply the necessary forms and reassured people that only the financial assistant would see the details of people's giving.

PR invited questions from the congregation.

Charles Bartram asked for actual costs of gas and electricity which TG said he didn't know off hand but could supply figures if Charles wanted them.

Caroline Gibbs commended the PGS and said she had signed up to it a year ago and that it was quite easy, though she had forgotten to cancel her old Direct Debit so had contributed twice each month for a time. Geraldine Verschoor commented that there were PGS forms at the back of the church.

Roger Glenwright (RG) asked how you could increase your PGS donation and TG said there was a box to tick if you wanted it to increase annually at the inflation rate. RG was keen that there should be a choice about this.

PR suggested that one could go to the giving tab on the CCE website and access a means of changing one's monthly donation at any time. He also advised that the former Planned Giving envelope scheme had been stopped and was no longer available.

Richard Middleton had expressed concern that for the second year in succession expenditure had exceeded income by more than £10k. TG reiterated that this was due to the expenditure the PCC had agreed to make and was principally on fabric items. He didn't see this trend as a long-term issue.

Roger Glenwright (RG) asked about expenditure that would be required on items identified during the Quinquennial Inspection. PR mentioned the three A, B and C categories of items and that it would be prudent to spend some resources to avoid further fabric decay that would lead to even greater expenses in the future. RG suggested that we needed to raise money for the future £20k that we might need to spend on fabric items.

PR proposed a round of applause for Tony. The annual accounts were **agreed unanimously** and TG advised that the accounts would now be sent

to the Diocese and to the Charity Commission to put them on their website.

#### 8. Church Wardens' Report including the Fabric Report for the Church, Kinchen Hall and the Cottage:

All these reports are in the Annual Report which had been circulated in advance and taken as read. PR thanked Chris Mitchell for his work looking after Kinchen Hall including through the storms which caused leaks that necessitated coordinating repairs and his liaison with the Beehives who use the hall. This is something that Mike Brookes used to do before he sadly passed away last year. The roof repairs are being carried out by Will Tyrell and will be funded from reserves. There was applause for the wardens and their reports and they were **agreed unanimously**.

#### 9. Presentation of the Church's Terrier and Inventory:

Colin McLean explained that the Terrier and Inventory is a list of all moveable items in the Church, including the Sunday school equipment, and runs to almost 6 pages. We have one more item on the list than last year, which is a Sick Communion Set. It was confirmed that the television donated to the church for use by the Chosen Group was on the list. Lucy McLean expressed how wonderful the Chosen Group was. CM confirmed that the Terrier did not include individual hymn books.

PR explained that we had a lot of duplicate silverware, and it was taking up space in the safe. There was an option to have it displayed in the Silver Collection at the Cathedral. CCE would still own it but would not have the responsibility of cleaning or storing it. Putting it in the Cathedral collection was **agreed unanimously**.

#### 10. Retirements and presentation of tokens of thanks:

Patrick reported that there were no retirements at this time but that Linda Dryburgh-Smith had retired last autumn. He also mentioned the good work Bridget Archer was doing on cleaning the church and how people commented on how clean it looked and recorded thanks to her for this work.

#### 11. Elections and Appointments:

##### a) Election of members to the Deanery Synod:

There were no vacancies and therefore no elections at this time.

b) Election of members to the PCC:

No one is up for re-election and no one was retiring at this time. Ian Parkes, who had been co-opted back onto the PCC last year so he could continue in the role of PCC Secretary, was elected unopposed.

c) Group Council:

Rachel Taylor joined Group Council to fill a vacancy and was thanked.

d) Appointment of Sides People

Alistair MacDougall was thanked for his role in arranging the Sidespersons and read out a list of those who were willing to stand. These are:

Jeff Arden, Rowena Atkinson, Hugh Back, Charles Bartram, Antony Colman, Gerald Cooke, Thelma Cooke, Leisa Devlin, David Edmonds, John Elbro, Anne Girling, Simon Girling, Roger Glenwright, Vivien Humber, Catherine Jeffries, Ed Kent, Alistair MacDougall, Andrea Middleton, Richard Middleton, Chris Mitchell, Sue Mitchell, Ian Parkes, Robin Quine, Jenny Sawyer, David Scott, Jacky Sutcliffe, Anne Watkins, David Watkins, Garry Wheatley, Joan Wheatley. They were all commended to the PCC with unanimous acclaim and the list would be approved at the next PCC meeting.

e) Election of Independent Examiner:

Tony Grubb recommended that we should appoint Shelly Clark from Newman & Co, the same accountants as this year, to be the independent examiner for the 2024 accounts. Patrick proposed this to those present at the meeting and it was **agreed unanimously**.

12. AOB:

There was none.

13. Closing Prayers and the Grace

The meeting closed at 12.30pm.

Signed .....

Chair

Date .....