

# CROFT YARPOLE & LUCTON PCC ACPM Minutes

## 28 March 2022 6.00 pm St. Leonard's Church

### **Present:**

Carol Clare

Rose Jenkins

Barbara Nurse

Janet Owens

Janet Chitham

John Vaux

Sue Smith

Morwenna Lloyd

Val Ainsworth

Richard Fletcher

Fr Guy Cole (Visitor)

**Apologies:** Jane Higgins, David Nightingale, Jenny Vaux

Fr Cole led opening prayers

### **Meeting to elect Church Warden**

Minutes of meeting 2021 were accepted.

Motion: Barbara Nurse was re-elected Church Warden with thanks. There still remains one vacancy.

### **ACPM Meeting**

- 1. Minutes of 2021** were accepted as an accurate record.
- 2. Electoral Roll :** This year the total is down to 31, as 5 members have moved away or died.
- 3. PCC Secretary Report** presented and accepted. It is attached here jointly with the Financial Report. Accounts.
- 4. Financial Report** This included the presentation and acceptance of the inspected accounts which are on display at the rear of the church.  
There was a discussion about how we might raise more funds including the PGS (Parish Giving Scheme). Suggestions included "Have you the will to give" for people to bequeath to the church , article in the Parishioner, PGS leaflet and /or join the Parochial Electoral Roll inclusion in the Parishioner. Also use Histories & Mysteries event to plug calls for support. Maybe an article on "A day in the Life of a Team Priest" to explain why we don't see our priest very much.
- 5. Safeguarding Report.** This item was omitted from the agenda in error but presented and attached here. There have not been any incidents reported and the report was accepted.
- 6. PCC Membership & election of Lay Co -Chair**  
Revd Matthew Burns remains as co-chair, and Barbara as Lay Co-Chair with rotating chair of meetings. Proposed: Val Ainsworth Seconded: Sue Smith  
The existing PCC of Barbara Nurse, Sue Smith, Rose Jenkins, Richard Fletcher, David Nightingale, Janet Owens, Jane Higgins is re-elected

The following appointments remain in place:  
Rep to the Parish Hall committee : Janet Owens  
Rep to Leominster Deanery synod : Rose Jenkins

**7. Appointment of Financial Examiner**

Our current examiner is retiring and a new one needs to be found. We should ask within the local community in the first instance and as a backup ask the Deanery if there is a person known to them who could undertake this task. The suggestion has been made that Parishes inspect each other's but that has not been well received within the Diocesan offices.

**8. Quinquennial Inspector.** Barbara recommended David Arnold who knows us and has worked with us at Croft.

Proposed: Sue Smith Seconded : Janet Owens Approved without opposition

**9. Joint Council Initiative:** Presented by Fr Guy Cole. Paper attached at end of minutes

The Joint Council is a piece of legislation which enables the Leominster Team to function but the rules changed a few years ago and we now have to put this arrangement in place. It is limited in scope, it allows the joint holding of our finances, also enables the employment of people. The Leominster PCC have been holding the reigns in the interim. It will give local PCCs PCCs through their representatives, a say in the running of the Team Administration.

***Proposal:*** *It is proposed that the PCC enter into a Scheme to become members of a new Joint Council for the Rectoral Benefice of Leominster in accordance with the attached draft.*

Proposed Richard Fletcher Seconded : Rose Jenkins Approved without opposition

Richard Fletcher will act as rep for Croft with Yarpole & Lucton PCC

ACPM CLOSED 7pm

**REPORT OF PCC SECRETARY & TREASURER**

**1. Aim & Purpose**

The Purpose of St Leonards PCC is to further the mission and outreach of Gods Church in our Parish, as both an Inclusive and an Eco Church.

**2. Objectives and Activities**

These continue to be:

- i. Support the our Vicar and Diocese in their Mission
- ii. Maintain outreach in the Parish through the sharing of our facilities with all members of our community, shop and café.
- iii. Provide channels for worship and spiritual communication for our community
- iv. To raise the required funds to stay operational

**3. Achievements and Performance**

For financial performance please see the Treasurers Financial Report

Other achievements include:

- A full programme of services including Priest led services on 1<sup>st</sup> – 3<sup>rd</sup> Sundays and Community led 4<sup>th</sup> Sunday services every month plus seasonal services. This year we added a contemplative Festival of Light on December 13<sup>th</sup> which was well attended as was the “Carols Round the Village” on the Wednesday before Christmas.
- St. Leonard’s Management has been established and registered as a Charity after much discussion and hard work by the 3 Trustees: Barbara Nurse, Sue Russell and Andrew Prail. Great challenges of both financial and people resource remain, especially after the pandemic.
- The work to relay the Chancel floor and install the ASHP has now been completed thanks to the help from St. Leonards Management and a good response to a final village financial appeal.
- The vestry had been significantly improved in the previous year. However during the current year we have received significant archives from Ian Mortimer, Ron Shaw’s estate and Tony Collins (Bell Tower archive). As yet full responsibility and a plan for suitable display has yet to be developed.
- Last summer we staged an exhibition as part of “Churches Count on Nature” to celebrate and share the biodiversity of our churchyard and burial ground. At the same time the “Adopt a Grave” scheme was started by Carol Clare and now 10 graves have been recovered. There will be a celebration of this work in April 2022

**4. Financial Review**

Total receipts on unrestricted funds were £17455 of which £7343 was planned giving and collections, and £2421 Gift Aid recovered.

Income also shows large figures as donations for the ASHP (£27857) were paid into the PCC account and Grants and VAT refunds for the chancel work (£23218) were also processed through the PCC account.

Unrestricted spending amounted to £22818, including £12482 for the Christian Ministry.

The Net result for the year was a loss of £5363, on unrestricted funds.

Restricted income amounted to £6697, and restricted expenditure was £3865, giving a net result of £2832.

Considering current account and deposit accounts brought forward at the beginning of the year, unrestricted funds of £5058 are held in the current account, and unrestricted funds of £10490 are held in the deposit account.

Restricted funds in the current account for Croft amount to £5193 with designated funds held in the current account totalling £4470 for the Cupola.

Funds of £28000 are held in the deposit account for Croft (restricted) and £15000 (designated).

## 5. Reserves Policy

It is a PCC policy to try to maintain a balance on unrestricted funds that equates to at two months unrestricted payments.

## 6. Funds held as Custodian Trustee on behalf of others

N/a

## 7. Plans for Future Periods

- Continue activities and management of our mission consistent with Eco Church
- Increase awareness and supportive activity as an Inclusive Church
- Continue spiritual discussion and connection both inside and outside of PCC
- Continue to support Community activity as is needed.
- Contribute to achieving the aims of the Deanery Pastoral Plan when it is finalised
- Furthering our outreach programme
- Search for enhanced funding
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## 8. St Michael's and All Angels, Croft

Unlike St Leonard's Croft Church does not have the advantage of a separate management body to share the load and so is the sole responsibility of this PCC. For sometime, helped by our fundraiser Hannah Vernon who has been go-between and negotiator with many parties, efforts have been made to obtain sufficient grant funding to repair the cupula and to do other works to main body of the building to bring in into a state of repair and to remove it from the Churches at Risk Register.

It is hoped that by this meeting we will have received a special grant large enough to complete re-leading the cupula, enabling us to use the funds already accrued for the rest of the works.

Croft Church does not have a dedicated church warden. It would be beneficial if one could be appointed.

## 9. Risk Management

Our 2 main challenges are:

- raising to sufficient funds to meet our responsibilities.
- finding enough people to meet all the tasks required and may require a changed approach which is currently under discussion

At the same time support and management of Croft Church continues to absorb time and effort. (see 8 above)

## 10. Structure Governance and Management

The Parochial Church Council is a corporate body established by the Church of England and operates under the Parochial Church Council Powers Measure. We are exempted by order from registering with the Charity Commission. The appointment of members is conducted in accordance with the Church Representation Rules. Other points of note are:

- We have had 6 PCC meetings this year.
- We have had no resignations from PCC members
- Revd Matthew Burns continues as our Chair and Barbara Nurse was our Lay co-chair. Revd Burns is responsible across multiple Parishes.
- We have only 1 Church Warden, Barbara Nurse. Rose Jenkins is our representative to both Deanery and Diocesan synod.
- Our accounts are inspected.
- The physical management of the Building is now the responsibility of St. Leonards Management.
- Barbara Nurse is the Deanery Secretary and has been a member of the working group preparing for the instigation of a Joint Council in the Leominster Team with oversight of the administration of fees and the employment of staff in the Admin Office at the Forbury

## 11. Administrative Information

Croft with Yarpole and Lucton PCC, St Leonard's Church, Green Lane Yarpole HR6 0BB

*PCC Members for whole year:*

Richard Fletcher, Rose Jenkins (Secretary), , David Nightingale, Barbara Nurse (Church Warden), Janet Owens (Electoral Roll) Sue Smith (Treasurer), Jane Higgins, Andrew Thompson

APPENDIX B :

Croft with Yarpole and Lucton Safeguarding Report

APCM 2022

1. Barbara Nurse is the Parish Safeguarding Office, with Jane Higgins as the Deputy.
2. In 2019 a New safeguarding policy was approved. This is on display in the church
3. Posters giving contact details both locally and in Diocese are on display on the porch and on the church notice board along the entrance path and on the Croft notice board.
4. Members of the PCC are **required** to undergo DBS checks. At the moment some are outstanding. The Director of Music and the Sacristan were also given DBS checks.
5. PCC members are also **required** to undertake the basic Safeguarding Awareness training which is available on line.
6. The Community Shop and St Leonard's Management have been given copies of the Diocesan Policy to ensure that if they chose to have their own policies they are compatible.
7. During the year no matters of concern have been brought to the attention of the Parish Safeguarding Officer.

Barbara Nurse

March 2022

## Appendix C

### Joint Council Information Sheet

#### What is a Joint Council?

A Joint Council is a legal body which is set up with the agreement of the parishes within the Team, under the rules of the Church of England. The Scheme defines the powers and responsibilities of Joint Council. Each one is different. For the Leominster Team, the Scheme is what is called a Partial Scheme, and is minimal. Each PCC within the Team will retain their current responsibilities, resources and bank accounts, continuing to operate as now. The Joint Council will be the body corporate which employs the Team Administration staff (based at the Forbury) and manage the Team bank accounts.

#### Why do we need a Joint Council?

Charity Commission and Church of England rules have changed since the Leominster Team was set up. It no longer qualifies as a body corporate, so is no longer able to employ and manage staff or hold bank accounts. So the Joint Council is basically the legalisation of the current position. In the short term, the Priory PCC has taken on this responsibility but only as a stop gap. The Team Bank accounts have been held separately from those of the Priory.

#### What will do Joint Council do?

The Joint Council will employ the administration staff and oversee the team bank accounts. The Joint Council will be chaired by the Rector, and each parish will have one member except for the Priory which will have two. The Joint Council will meet a minimum of two times a year and examine the finances. It will also agree how to share the team costs among the parishes.

#### How do we join the Joint Council?

At each Annual Parochial Church Meeting (APCM) within the Team, a vote will be taken on a proposal for the parish to join the Joint Council. Only people on the Electoral Roll can vote, and a two thirds majority of those voting is needed for the parish to join the Joint Council. A vote will also be taken to select a representative to serve on the Joint Council for one year.

#### What are the benefits?

- The Joint Council will enable the Team to continue – there is no Plan B
- Every parish will have influence on the working of the Team – if you don't join you have no say
- Transparency of the Team accounts
- A requirement for the minutes from the Joint Council to be shared with PCCs, so everyone can see what is being discussed and what decisions are taken.
- Increased accountability and transparency
- All the benefits from working as a group
- Increased efficiency for the Team Vicars, with admin tasks being done by the admin team
- Shared resource of the Forbury – meeting rooms, library, copying and printing facilities
- Handling of enquiries regarding weddings, funerals and baptisms
- Central purchasing
- A uniform approach
- Management of fees for weddings and funerals
- Printing
- Team rota
- Joint courses eg Lent course
- Shared approach to Safeguarding
- Shared access to information on organists etc

#### What are the consequences of not joining?

- Increased administrative load for PCCs, particularly Treasurers, in terms of invoices and handling enquiries
- Increased administrative load for Team Vicars
- Increased costs if resources not shared
- Loss of benefits of bulk purchasing
- Can the Team continue without a Joint Council being formed?
- If a parish decides not to join the Joint Council, to join at a later date requires the agreement of all parishes in the scheme