HOLY TRINITY, COLEMANS HATCH

Minutes of the

ANNUAL PARISH CHURCH MEETING 2021

Held in Holy Trinity Church, Coleman’s Hatch

26th April 2021

Present Revd. Julie Sear CJ Payne Donald Clarke

Paul Double Angela Ogle Pauline Maynard

Tony Daszewska Caroline Daszewska Dona Dewar

Penny Dickens Barry Dickens Liza Jones

John Franklin Rosemary Hammond Jonathan Bruce

Apologies Keith Luckhoo Jane Luckhoo John Van Maurik

Sheila Van Maurik Karena Meyer Robin Meyer

Mike Jones Caroline Norman Maggie Higton

Welcome The Chairman, Revd Julie, welcomed all those attending and opened with a prayer.

A. VESTRY MEETING

Paul Double has agreed to stand again for another year and was elected unanimously. Rev Julie thanked him for all he had done during the year as did those present.

The vestry meeting was then closed.

The Chairman, Rev Julie opened the meeting.

B. APCM MEETING

15 Church Members were in attendance with 9 apologies prior to the meeting.

1. **Apologies** – Keith Luckhoo, Jane Luckhoo, John Van Maurik, Sheila Van Maurik, Karena Meyer, Robin Meyer, Mike Jones, Caroline Norman, Maggie Higton
2. **Minutes of the 28th September 2020 APCM** had been circulated prior to the meeting on the church website – [www.colemanshaatchchurch.org](http://www.colemanshaatchchurch.org) and were taken as read and acceptance proposed by Donald Clarke and seconded by Angela Ogle as a correct record. They were unanimously approved.
3. **Matters Arising from the Minutes** – None were noted.
4. **The Trustees Annual Report** had also been circulated before the meeting. These and the Financial accounts are uploaded to the Diocese after the meeting.

Jonathan Bruce proposed, and Rosemary Hammond seconded its approval of the accounts and the Trustees annual Report.

The Financial Report was presented by the Treasurer, Donald Clarke with Accounts for 2020.

He reported that income for the year failed to cover our costs by £8,000 and we had to dig into reserves by £26,000. We had a wonderful donation of £15,000 for the repairs to the bells for which we are eternally grateful. £20,000 worth of investments were sold during the year to cover costs. The CBF has been an incredibly successful investment vehicle. However, giving from the congregation has fallen by £10,000 and now no longer covers our expenses and the shortfall will have to be dealt with over the course of the coming year.

Jonathan Bruce asked about claiming for the Government grants, but Rev Julie had been told that since we are a Charity we would not be eligible. Others present also asked and Donald and Rev Julie will be coming back in September with some ideas for replacing funds. Jonathan Bruce will look into it with his connection.

Tim Jackson from Hartfield has agreed to be our Independent Examiner. Rosalind Cowsill will continue being the Assistant Treasurer.

Caroline Daszewska proposed, and Liza Jones seconded its approval of the accounts and the Financial Statements.

1. **Karena Meyer reported on the Holy Trinity Electoral Roll** (Read out by CJ Payne) – April 2021.

There are 82 on the Church Electoral Roll – this is at closure 3rd April 2021 and the same number as at September 6th last year which was the date of our last APCM.

Of these 82 – 26 are from the Parish of Colemans Hatch, 15 from the Joint Benefice and 41 from outside these Parishes. Sadly, since the Roll closed Nancy Hill has died.  This change will appear on the new Roll to be published after the APCM on April 28th.

1. **Warden’s Report**

No written report but Paul addressed those present. He commented on the attendance in recent months due to the pandemic. He hoped that by the next PCC he will be able to report on activities resuming. There has been work going on in the background, the Bells included. It is a privilege to be a Church Warden and thanked everyone.

1. **Safeguarding Report - To receive and adopt the Safeguarding Report**

**Holy Trinity Coleman’s Hatch and St Mary the Virgin Hartfield PCC Safeguarding Annual Report, April 2021**

Since last September (2020) we have continued to carry out DBS checks as and when necessary, all checks completed have been returned as clear. We also continue to use the information systems in place to raise concerns, monitor and support vulnerable persons that have been identified in our church community.

**SQP : Simple Quality Protects**

We continue to work and follow the guidance and good practice identified in our efforts to ensure we met and achieved SQP Level 1 for both churches. Our next step is still to work towards Level 2 once the online audit tool is available.

**Safeguarding Policies**

Our Safeguarding Policy and Safeguarding Statement continue to be reviewed annually and updated copies are displayed in our churches, are available on our website and in our Induction Handbooks. Without PCC meetings during the lockdown/covid period we have had to re-schedule other policy reviews for later meetings and so these will now be reviewed during the coming year.

* Whistleblowing Policy
* Responding to Safeguarding Allegations Policy
* Behaviour Code for Adults Working with children
* E-Safety Policy

**Safeguarding Training**

Face to face safeguarding training is currently not available. It is suggested that all PCC members and volunteers complete the online modules. This should then be updated every 3 years.

* **'C0'** - This is a 'core' module that contains basic messages about safeguarding. It is designed to raise awareness across churches, and the emphasis is that 'safeguarding is everyone's responsibility' and can be completed by anybody.
* **'C1'** - This is the 'foundation module' that everyone who works/volunteers with children and adults in our parishes needs to complete.

Both C0 and C1 can be accessed via the national church online training portal at: <https://safeguardingtraining.cofeportal.org/>

Our Rector is currently completing her C2 training. The safeguarding officer and churchwardens should also complete C2 once every 3 years.

**Online Bookings and Risk Assessments**

During the Covid-19 situation with churches re-opening we continue to complete weekly risk assessments for all services and maintain an online booking system to enable us to ensure the church is set up to maintain social distancing during services and also implement track and trace should the need arise.

Should you have need to **contact the Diocesan Safeguarding Team** then please use:

Team generic email: safeguarding@chichester.anglican.org

Rev Julie thanked Andrea for the huge amount of work that goes into both Church’s safeguarding. Rev Julie is undergoing level 2 Safeguarding and sadly the safeguarding measures are in place due to the lack of historical safeguarding measures.

Donald Clarke proposed and CJ Payne seconded its approval and adoption of the Safeguarding report.

1. **Elections and Appointments**

**The PCC** - The Rector, Paul Double, CJ Payne, Donald Clarke, Robin Meyer, Keith Luckhoo, John v Maurik, Sheila v Maurik, Angela Ogle and Jonathan Bruce were re-elected. Unanimously approved.

**Sides persons** – To be reviewed at a later date.

Hon. Secretary - CJ Payne was re-elected.

Hon. Treasurer - Donald Clarke was re-elected.

Assistant Treasurers – Rosalind Cowsill re-elected.

Giving Officer - Donald Clarke was re-elected.

Electoral Roll Officer - Karena Meyer was re-elected.

Choir Director - Angela Ogle was re-elected.

Deputy Warden – Angela Ogle was elected.

 ix) Safeguarding Officer - Andrea McGlew was re-elected.

 x) Independent Examiner – Tim Jackson was re-elected.

xi) Other offices – Julie thanked Liza Jones (flowers), Anne Hodge (flowers), Rosalind and Roger Cowsill (bell captain), Penny and Barry Dickens (Trinity Hall) were confirmed.

Sheila thanked Barry Tilston.

1. **Rector's Report**

Rev Julie addressed issues of job losses, safeguarding issues and the discussions going on in the Church of England at the moment. The pandemic has humbled us all and we need to rebuild ‘walls’. What is normal and is this an opportunity for our community and country to make changes for the better. ‘Now Lord Strengthen my Hand’ - this will be a time to pray for the future and she encouraged everyone to come to the Away Day on the 11th September to be part of the discussion in Trinity Hall. How are we looking at how we serve the community?

The Good News Moments – we have been blessed to live where we do. We have all been touched in some way and have that silent loss of isolation from our communities. She thanked everyone for their support during the year.

She thanked Paul Double for all his support during the year despite having a heavy commitment in London. His work on the Bell Tower with Rosalind and Ollie. She thanked Angela Ogle in her role as Deputy Warden and for all her help during the year. Hopefully the Choir will come back this year. She thanked Frances Rowberry and Barry Tilston for his playing. She thanked Donna Dewar and looking forward to having her back at Holy Trinity on the 16th May. She thanked Donald for his work as Treasurer and all his support during the year in their frequent daily contact. Helping her thinking how to best use the Church and the Grounds. Ollie our Bell Ringer is doing such a fantastic job and we are so grateful to him for his enthusiasm and Bell Ringing. She thanked CJ for being the PCC Secretary and her work on the grounds and for her work on the Website. Graham Varley was then thanked for his work on the risk assessments along with Penny and Barrie for their work looking after the Bookings for Trinity Hall and the development of an additional online calendar booking system.

The Bell Tower and Chancery leak have been repaired and it all makes a huge difference. Sadly, we have been unable to claim on the Insurance although Jonathan Bruce is still looking into for the Church. The issue has been to do with Wear and Tear and the wording of the policy.

Julie thanked Jonathan, Robin Meyer and all members of the PCC for their work during year. To John Van Maurik and Sheila Van Maurik for all their work on the PCC. Meeting on zoom and getting our meetings across. She thanked Liza Jones for all the flowers during the year when allowed. The Trinity Café team – looking forward to having them all back even if it is outside. Thanked Max the Gardener for his work in the Gardens. Rev Julie thanked Trevor for all his work in getting the videos prepared. He learnt from scratch and has it down to a fine art now. Pauliine Maynard – thank you for your text message and contact.

We had more than 100 people watching the online videos every week. The issue of livestreaming was looked at by the PCC. The work involved in this and the technology required without a tech team is quite a task.

The pattern of Services will begin again. Sheila van Maurik wanted Rev Julie to ask about including a Family Service once a month. Rev Julie felt that those who come enjoy Matins and the Book of Common Prayer. A Family Service is a lot of work and you need to engage with all ages and you cannot guarantee that we have lots of children. Short term Julie felt that we continue with Matins and Holy Communion but every week there is a moment for the children during the service where they would be given something to do. The general feeling of those present was to do this. Jonathan Bruce felt that it is good to include the children when we can and a Family Service is a lot of work.

Donna Dewar – before the pandemic we had a Family Service four times a year, we would discuss with the parents how we could use the children during the services and we could have that sort of thing once we get back into church. The children are very much part of the present of the church and in June when the restrictions are lifted then starting with singing might be an idea.

Sides persons – such an important team to get set up in the coming weeks and months.

Concerts and events – again we need a team and the PCC will be thinking about these.

The Church wardens and the Diocese have agreed that August will be a month for all to rest in some shape of form. The Churches will alternate in opening during that month. Julie is taking leave in August and Rob Dillingham will take 3 out of 4 of the services and Donna one.

A request from Tony Shillingford that we become a member of the Prayer Book Society. Rev Julie read out what that would mean. Rev Julie’s only reservation would be us being bound by our services. The subscription is £28 per year per church. Paul Double thought it would be a good idea. Donna Dewar is not keen and asked if we would be committed to the BCP without offering anything new. Rev Julie will double check and look into what it means to sign up.

CJ presented Rev Julie with flowers on behalf of the PCC.

Julie closed the meeting with a prayer after thanking everyone at the meeting for their support at 8:14pm.