

CROFT YARPOLE & LUCTON PCC ACPM Minutes

26 March 2023 3.00 pm St. Leonard's Church

Present:

Morwenna Lloyd
Jenny Vaux
Barbara Nurse
Jane Higgins
Rev Matthew Burns

Sandy Ewing
Peter Russell
Sue Smith
Ruth Elphick

John Vaux
Sue Russell
Val Ainsworth
Oliver Elphick

Apologies: None

Meeting to elect Church Warden

Minutes of meeting 2022 were accepted.

Motion: Barbara Nurse was re-elected Church Warden with thanks and understanding that this will be her last year.

There is opportunity for 2 Church Wardens. Jane Higgins volunteered to shadow Barbara for this year to learn the role and Oliver Elphick expressed interest in learning more about the role and responsibilities. Revd Burns will supply them both with appropriate information about the role and responsibilities

ACPM Meeting

1. **Minutes of 2022** were accepted as an accurate record.
2. **Electoral Roll** : This year the total has increased slightly to 34
3. **PCC Secretary Report** presented and accepted. It is attached here jointly with the Financial Report. Accounts.

The church continues to be the worshipping community plus so many others – the flower arrangers, those who tend the churchyard, the bell ringers, cake makers, event arrangers, to all of whom we send our thanks.

We have been running regular “House Church sessions and a Lent Course. During this year of Prayer, we shall seek ways that we can expand the spiritual offering beyond Sunday Services and there was interest in a monthly mid week “Be Still” session of music(maybe Taize) reflection and contemplation. Rose and Sandy will meet to discuss what might be offered. There was interest in an afternoon service occasionally although it was felt that to call it Evensong would be a bit “loaded”.

We need to find a Lay Co Chair and a representative to St Leonards Management working group. We are entitled to 2 Deanery Synod reps, Rose is willing to continue and Jane expressed an interest in joining this.

4. **Financial Report** This included the presentation and acceptance of the inspected accounts which are on display at the rear of the church.

It has been a year of repairs at Croft Chapel, including lead on the cupola and remedial works which have been supported with grants.

Each church is run financially separately which is why designated funds appear in the accounts.

Regular givers are the salvation and bedrock of the churches continuation. The Plant stall raised over £1000 and Rose will send the organisers thanks. Gift aid is very helpful and further funds are generated at Life Events.

A revised Reserves policy was adopted and is attached Appendix B

Contactless devices have been awarded to both Croft and Yarpole and will be installed in due course.

Explaining the separate roles and financial needs of the PCC alongside St Leonards Management continues to be a challenge. The meeting suggested that an explanatory graphic of "We depend on you" might help. Rose and Sandy will see if they can develop something.

5. **Safeguarding Report.** The shop will be providing its own safeguarding training to their volunteers. Report from Barbara and Jane attached Appendix C

6. **PCC Membership & election of Lay Co -Chair**

Revd Matthew Burns remains as co-chair but there is a vacancy for a Lay Co Chair, no nominations were received.

PCC Membership for 2023/24 is Barbara Nurse (ChurchWarden) Sue Smith (Treasurer) Rose Jenkins (Secretary) Jane Higgins, Richard Fletcher; David Nightingale; Morwenna Lloyd, Sandy Ewing and Ruth Elphick. Janet Owens has resigned but for now will continue as our link to the Parish Hall.

7. **Appointment of Financial Examiner**

Our current examiner is retiring but will be approached for this years accounts.

ACPM CLOSED 4pm

Appendix A Annual Report to 2023 St Leonard's ACPM

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 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 1st – 3rd Sundays and Community led 4th Sunday services every month plus seasonal services
- 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. There is a vacancy for a PCC rep to join this committee
- There was a celebration of the ongoing work in the Burial Ground arising from the scheme initiated and led by Carol Clare of Adopt a Grave. An afternoon presentation of the stories uncovered by Mike & Helen Norris and the work of the War Graves Commission plus tea and cake attracted over 50 people.
- In April, the Deanery Synod was held in St. Leonards including a presentation by Liz Mackay who was at the time co-ordinating the Diocesan response to the Homes for Ukraine initiative. Many villagers attended this session although some members of the Synod were not as welcoming as we would have wished.

4. Financial Review

Total receipts on unrestricted funds were £22009 of which £6939 was planned giving and collections, and £3329 Gift Aid recovered.

Also included in the total figure is a legacy of £250 and fuel support from Hereford Diocese of £350.

Unrestricted spending amounted to £18653, including £9480 for the Christian Ministry, having taken the decision to decrease the Parish Offer to the Diocese, for 2022 we have also reduced this amount again for 2023.

The Net result for the year was a plus of £3347, on unrestricted funds.

Restricted income amounted to £11284, and restricted expenditure was £8442, giving a net result of £2842. The income figure includes a legacy of £3449 towards the upkeep of the burial grounds.

Considering current account and deposit accounts brought forward at the beginning of the year, unrestricted funds of £7121 are held in the current account, and unrestricted funds of £10898 are held in the deposit account.

Restricted funds in the current account for Croft amount to £5193 and a further £4777 being the balance of funds between the grants and donations held and the expenditure on the major works at Croft. These funds will be used to pay the retention invoice. Designated funds held in the current account totalling £6340 for the Cupola.

Funds of £4000 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 two months unrestricted payments.

6. Funds held as Custodian Trustee on behalf of others

N/a

7. Plans for Future Periods

- Continue spiritual discussion and connection both inside and outside of PCC and active participation in the Diocese Year of Prayer
- Continue to support Community activity as needed.
- Search for enhanced funding
- Continue activities that support our Eco Church and Inclusive Church statuses
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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 3 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
- the same time support and management of Croft Church
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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.
- Janet Owens has resigned from the PCC
- Revd Matthew Burns continues as our Chair and Barbara Nurse was our Lay co-chair but we need to elect a new one. 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 Reserves Policy

Croft with Yarpole and Lucton PCC – Reserves Policy

‘Any reserve policy that is adopted by the PCC needs to have a clear rationale behind the decision. There are certain hallmarks that a good reserves policy will need to contain:

- It identifies and explains the level of reserves currently held
- It explains how that level is to be maintained or achieved over time
- It links with the mission of the church
- It sets out any aspirations for the future
- It is communicated clearly to members of the church

Policy: - The PCC aims to keep approximately two months running costs in reserves. (2022 figures - $\pounds 20410 / 12 \times 2 = \pounds 3401.67$) As at 31st December 2022, our general funds were $\pounds 7121.56$. That is to say that if no further funds are received, we would survive for two months.

In order to increase the reserves held for the running costs, it may be that we transfer back some of the funds ‘designated’ for the repairs at Croft. As at 31st December 2022 we have $\pounds 6340.00$ ‘designated’ in the current account. Major works have been carried out at Croft, and as of 31st December 2022 we had not used any of the restricted or designated funds held in the current account, being fortunate to secure significant grants.

A deposit account holds $\pounds 10898.00$ for general expenses. Our policy will be to maintain this so as not to fall below $\pounds 10,000.00$.

Extensive work has been carried out at Croft, and we are awaiting the final figures to settle the retention figure. We currently have $\pounds 4777.00$ restricted funds towards the retention costs and further restricted funds of $\pounds 5193.00$ in the current account.

All figures as at 31st December 2022

This policy will be reviewed in February 2024

Appendix C Safeguarding Report

Croft with Yarpole and Lucton
Safeguarding Annual Report
ACPM 26 March 2023

1. Parish safeguarding officers are Barbara Nurse and Jane Higgins
2. There has one issue of concern brought to Barbara's attention. This involved a user of the post office. After consulting the Diocesan Safeguarding Lead, Mandy McPhee it was decided not to intervene at that time but to monitor.
3. Jane and Barbara attended a training on Safeguarding Dashboards. Dashboards are an on line vehicle for monitoring safeguarding policies, procedures and practices. In reviewing our position, we found some deficits which we have taken steps to rectify. We updated our safeguarding action plan, which is attached to this report.
4. The Diocese safeguarding policy applies to all activities that take place within St Leonard's and Croft. We expect people who hire the buildings to abide by the policy or to have their own compatible policy. Yarpole shop has arranged to hold an awareness session for volunteers in April 2023.

Barbara Nurse & Jane Higgins