

STEYNING PARISH CHURCH

The Collegiate Church of St Andrew & St Cuthman

MINUTES OF THE ANNUAL MEETING OF THE PARISHIONERS

Held in the Parish Church on Sunday 18 May 2025

Present: Fr Mark Heather (Fr M) and approximately 40 members of the congregation.

- 1. Prayers:** The meeting commenced at 11.15 am with an opening prayer from Fr Mark.
- 2. Apologies:** Apologies were received from Rosie Harrison, Susan Michelin, Stephen Holliday, Larry Culliford, Sarah Culliford, Mary Penlea, Penny Hill, Brian Hill, Barbara Daken.
- 3. Minutes of the Annual Meeting 2024:** The draft APCM 2024 minutes were accepted, as a true and accurate record of the meeting – proposed by Elizabeth Brown, seconded by Catherine Berry and unanimously accepted.
- 4. Election of two Church Wardens:** Nominations for Warden had been received for Sarah Lavery (SL), proposed by Wendy Francis, seconded by Bill Thomson, and for Kate Burnett (KB), proposed by Catherine Berry, seconded by Pam Finnegan. With two nominations received, Fr Mark confirmed that Sarah and Kate were therefore appointed as Church Wardens.

This concluded the Annual Meeting of the Parishioners at 11.35 am.

MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING (APCM)

Held in the Parish Church on Sunday 18 May 2025

The meeting commenced at 11.35 am

- 1. Apologies:** As noted above.
- 2. Minutes of the 2024 Annual meeting:** These were accepted subject to agreed amendments, proposed by Barbara Linsey, seconded by Len Warner and unanimously accepted.
- 3. Appointment of scrutineers:** As there was no surplus of nominations over vacancies in any of this year's APCM elections, there was no need to appoint scrutineers.
- 4. Electoral roll update:** Brian Hanson (BH) reported that the electoral roll currently stood at 143 which included 41 new members over the past year; 19 more were currently being put forward making a total of 162.
- 5. Deanery Synod elections:** The Church Representation Rules gave discretion to each parish to opt out of the requirement that no deanery synod members should serve longer than two consecutive terms of three years. Fr M therefore proposed,

seconded by SL, to resolve, in pursuant Rule M8 (7) that Rule M8(5) should not apply, allowing current members to continue for a third term in due course, subject to due nomination and election; this was unanimously approved by the meeting.

- 6. Parochial Church Council (PCC) elections:** Three nominations for three vacant PCC places had been received: Tina Hobbs (previously co-opted) nominated by Judy Thomson (JT), seconded by SL; Catherine Aubrey nominated by KB, seconded by SL; and Stephen Holliday nominated by John Edwards, seconded by Brian Hanson. All nominations were duly elected to the PCC.

7. Reports and Financial Statements

- a. The Report and Accounts for 2024 had been made available online and a four-page summary was distributed at the meeting.

Church Treasurer, John Edwards (JE), gave a summary of the church's current financial situation. He began by thanking the congregation for its donations resulting in a 12% increase in giving. This, combined with two generous parishioner legacies, meant that the General Fund was no longer in deficit.

In summary, the income at the end of 2024 stood at £342,472 compared to £165,545 in 2023; expenditure had decreased by £34,361 resulting in a net income of £199,900.

JE thanked Len Warner for overseeing planned giving, and Ian and Mary Ivatt for overseeing the Penfold Hall finances and who have now retired from this role.

JE also thanked Fr M and the PCC for their support during his time as Church Treasurer, and to Tina Hobbs (TH) who would be taking over the role.

Fr M offered his sincere thanks to JE for all his work as Church Treasurer.

- b. Appointment of an Independent Examiner – It was proposed by JE and seconded by TH to reappoint Independent Examiner's Ltd as the Church's Independent Examiner for the Annual Accounts Return.
- c. The Fabric and Churchyard annual report – SL offered her thanks to Bill Thomson who was stepping down as Church Warden and as a member of the Fabric and Churchyard Committee. She welcomed Adrian Bamforth as a new member. She also thanked Simon Knowles for all his work in the churchyard.

She reported that there was a new accident book which has been revised according to General Data Protection Regulation (GDPR) requirements.

Our new neighbours at Gatewick House were getting involved with church projects. She also confirmed that the church path repair is being referred to the Fabric Committee for consideration.

Fr M noted that the church was proceeding with CCTV for the outside of the front door subject to the necessary permissions. He thanked all members involved in fabric and churchyard work, proposed that the report was accepted and this was unanimously approved.

- d. PCC five-Year Plan – Since its approval in 2022, SL confirmed that 80% of its objectives had been achieved. 5-Year Plan activities had now been absorbed into the current committee structure.

The aim now was to focus on fundraising for the building works. Christine Aubrey (CA) reported that this had gone better than expected with several grant applications underway and some significant donations received resulting in sufficient funds to repair the tower.

The fundraising project is currently in the ‘private phase’ i.e. making grant applications and appealing for individual member donations. In 2026 the ‘public phase’ would begin with requests for any remaining costs.

SL thanked Pat Edwards for her help in bringing together all reports into the single Annual Reports document (distributed at the APCM).

- e. Other reports (including PCC and deanery synod proceedings) – Fr M requested that members take away the Annual Reports summary to read in full and thanked all those involved with church work. He also mentioned the newly formed Grief Cafe, run by JT, which was going well.

8. Questions/remarks of parochial or Church interest

None received.

9. Date of the Annual Parochial Church Meeting – the meeting agreed to ask the PCC to set the date of the annual meetings in 2026.

The meeting closed at 12.25am.