**Thornthwaite, Braithwaite and Newlands Parochial Parish APCM**

**St Herbert’s Church**

**12th May 2022 7pm**

**Agenda**

1. Attendance and Apologies
2. Minutes of Last Year’s Annual Parochial Church Meeting. Matters Arising.
3. Report on Electoral Roll
4. Report on Proceedings of Parochial Church Council
5. Financial Report
6. Trustees Annual Report from The Jessie Agnes Pearson Trust
7. Report on the fabric, goods and ornaments of The Church and its buildings
8. Safeguarding Report
9. Report on The Proceedings of The Deanery Synod
10. Report on the proceedings of Churches together in Keswick (CTiK)
11. Report on Mission Community
12. Elections (Deanery Synod and PCC Members – If Applicable)
13. Appointment of Sidesmen
14. Appointment of Independent Examiner/ Auditor
15. Chair’s Report and Closing Remarks
16. Questions from the floor

\*\* Please refer to individual reports for full details. Copies are available at each Parish Church or via The TBN Website

1. **Attendance and Apologies**

**Attendees:**

Richard Pratt (Archdeacon)

Julia Powley (Reverend at Harrington and Distington Parish)

Andy Murphie (Reverend – TBN and Crosthwaite/ Chairperson)

Roy Butcher – Treasurer PCC

Don Thoburn – PCC member

Robert Canham – PCC Member

Mary Wardle – PCC Member

Hannah Roberts – Secretary PCC

**Apologies:**

Anne Thoburn

Anthony Simpson

\*\*Full register of attendees available from the secretary. Not disclosed here due to complying with GDPR regulations.

1. **Minutes of Last Year’s APCM**

Last Year’s minutes approved. Available on TBN Website. Nil matters arising raised.

1. **Report on Changes to Electoral Roll**

Updated Electoral Roll submitted by Anthony Simpson following display on Public Notice Boards outside Churches. 2 deletions made to list. Electoral Roll Certificate to be forwarded to Diocese.

1. **Report on the proceedings of The PCC**

As per report from Hannah Roberts Secretary. The Parish have now received faculty approval for drainage works at St Mary’s. Currently awaiting completion of Drainage and flood survey by Tweddle and Slater before appointing contractors. Percolation studies completed on site by Mr Toddhunter.

1. **Finance Report**

As per report from Roy Butcher Treasurer. 2021 presented a challenging financial period and initial projections forecasted a deficit of £8000. In order to remain financially solvent, it was apparent that cost cutting was necessary. Following Discussions with The Diocese, it was mutually agreed to withhold parish offer for 2021. An increase in donations and concentrated fundraising efforts eventually lead to a fiscal surplus in the general account. Ongoing financial responsibilities of the parish including the St Herbert’s loan and increased utility costs means that future careful budgeting will be necessary to thrive in the current challenging economic climate.

Julia Powley, reverend of Harrington and previous partner in a firm of Chartered accountants (also a specialist in Charity accounts), very kindly agreed to help The PCC reconcile 2020 and 2021 accounts. Financial Accounts for 2020 and 2021 have now been ratified by Julia Powley and will be submitted to The Diocese. Many thanks must go to Julia for all her hard work. As per Julia’s recommendations The PCC accounting system has been drastically simplified and monthly bank reconciliation have now been instigated.

Up to date statement from Finance Department at Carlisle Diocese indicates a deficit in parish offering of £22,000 over the last 3 years (2019, 2020 and 2021). The statement does not advise of legal financial obligations and is simply a working document. Diocese have made fully aware of current financial obligations of The PCC and are working with The PCC to revise forthcoming parish offers accordingly.

1. **Trustees Annual Report on JAP Trust**

As per report compiled by Charles Hope. The Trust has managed to accrue an asset value of £71,000 over the past calendar year and the hope is to continue to let reserves build. There are no outstanding applications at present for approval from JAP Trust. The PCC already holds funds sufficient to cover works to be completed at St Mary’s Church by Albion Glass and payment for The Drainage and Flood Survey being completed by Tweddle and Slater.

Current Trustees are Charles Hope, Andy Murphie, Nigel Robson (retired Solicitor), Derek Bradley (Forensic Accountant).

The JAP Trust are hoping to apply for independent status in the near future which will permit either Churchwardens or members of The PCC to become eligible as Trustees. The JAP trust holds independent financial status from The PCC and is reported at The APCM as the trust directly benefits the works of The PCC.

1. **Report on the fabric, goods and ornaments of the church and buildings**

Ian Wells has been appointed as Quinquennial Architect for all 3 churches and quinquennial reports are due to be scheduled for this year at St Herbert’s, St Mary’s and Newlands Churches (subject to Ian Wells availability).

W10 tracery window at St Mary’s church requires slate tracery insert, lime mortar cement and repairs to windows. Don Thoburn is liaising with stone mason and Albion Glass to schedule works as soon as possible. Repairs will be made to St Herbert’s broken windowpane to coincide with the works at St Mary’s (Albion Glass contractors).

Humidity and temperature monitoring now in place at St Mary’s church. Humidity increases during the summer months when temperatures rise. In order to re-site the organ at St Mary’s humidity needs to 72% or below on a constant basis. It is hoped that a new drainage system in tandem with the remedial building repairs already carried out on the building will facilitate a reduced humidity.

Current water supply issues at Newlands church are being investigated with Don Thoburn coordinating investigations. Don continues to update The PCC as regards his progress.

1. **Safeguarding Report**

A verbal report was received from Andy Murphie. Andy has been liaising with the Diicean safeguarding advisor, Jo Van Lachterop, at Carlisle Diocese regarding training courses and policy implementation. Mary Wardle (PCC member) is awaiting formal appointment to position of parish safeguarding officer. All members of the PCC will need to undergo DBS checks, confidential declaration and training as part of the formal safer recruitment process. Once checks are completed and an appointment letter issued, Mary will be able to take up her role.

1. **Deanery Synod Report**

As per report. The Synod represents a link between the Diocese and the parish and enables discussions regarding church related issues. It can also act as a useful network where ‘good practice’ can be shared. Currently there are no candidates for the parish.

1. **Report on The Proceedings of CTiK**

As per report.

1. **Report on Mission Community**

As per report.

1. **Elections**

No applications received for PCC or Deanery Synod.

1. **Appointment of Sidesmen**

Currently approximately 6 people undertake duties at church. All persons present indicated that they were happy to continue as sidespeople and were approved by the meeting.

1. **Appointment of Independent Examiner**

Delegated to PCC.

1. **Chair’s closing remarks**

Andy has been priest in charge since 4th July 2021. Thanks go to Robert and Jenny Canham for organising services and rotas at the churches. Andy remains committed to invigorating Church life and is encouraged by the many activities which are being instigated including the reinstatement of Messy Church and the new noticeboards which have been installed at St Mary’s recounting the history of the church and parish. Thanks were also offered to the wider community and its commitment to The Parish which enables the churches to thrive.

1. **Questions from the floor**

Nil raised.