

**WHITEFRIARS CHURCH**  
**Annual Meeting of Parishioners**  
**Minutes of the meeting held on 22 April 2024 at Whitefriars Primary School**

The meeting started with prayer led by Melvyn Hunter.

Present: Those present are listed in the attached appendix.

Apologies: Apologies received are listed in the attached appendix.

Melvyn welcomed everyone to the meeting. He also confirmed that those present were happy for him to chair the meeting as we are in interregnum (the church warden had already stated that he did not want to chair).

Melvyn updated those present about plans between the local authority and the school to create a SEND (special education needs) unit in the school. A couple of options are being looked at. Whichever is chosen, the present car-park will need to be extended and this will mean that the Bridge will have to be removed. Those present were asked to submit ideas about where our office could be sited and also where the many different groups that currently use the Bridge could be located. The school continues to affirm that it does not want us out. Removal of the Bridge could, in the longer term, be a blessing as we have had nearly twice the expected life from it with little outlay in terms of maintenance: it is now beginning to show its age.

Minutes of last meeting: The minutes of the meeting held on 24 April 2023 had been made available to members of the congregation during March via the church web-site prior to the meeting. *They were accepted as being an accurate record of that meeting by those who had been present at that meeting.*

Election of Wardens: At the start of the meeting, two nominations had been received; these were for Richard Holley, proposed by Stephen Holman and Melvyn Hunter, and Nisha Slater, proposed by Geoff Watkin and Keith Gibson. No other nominations were received. *Richard and Nisha were therefore elected to serve as church wardens for the period of 12 months from April 2024.*

Conclusion: The meeting closed at 7:55 pm.

**WHITEFRIARS CHURCH**  
**Annual Parochial Church Meeting**  
**Minutes of the Meeting held on 22 April 2024 at Whitefriars Primary School**

The meeting began at 7:55.

Item:	Detail:	Minute:
1	Acceptance of the minutes of the meeting held on 24 April 2023	These had been made available to members of the congregation (along with all other required documents) via the church web-site. <i>The Minutes were accepted by those present at that meeting as being an accurate record of the meeting.</i>
2	Matters arising	There were none.
3	Update on the Electoral Roll	Geoff Watkin is the Electoral Roll Officer: he had submitted an updated roll prior to the meeting. Some members had moved to other churches and had asked to be removed from the roll, and there had been some deaths: there had also been a number of new applicants to the roll. The roll now has 94 people recorded. Those present were reminded that the Electoral Roll is to be renewed in 2025 and everyone will need to re-apply to join. Geoff was thanked for the work he does in maintaining the roll.
4	Deanery Synod Report	The Deanery Synod report had been circulated prior to this meeting. There were no questions relating to this report.
5	Election of members to the PCC	Three places for elected members of the PCC are available each year. Nisha, who had held a place, had already stated that she would relinquish her place if elected as a church warden: therefore, a casual vacancy was also available. Five nominations had been received prior to the meeting: these were Steph Chadwick (proposed by Rosie Benn and seconded by Andrew Presland), Sharon Clarke (proposed by Karen Woolley and seconded by Matthew Bundock), Emma Croxon (proposed by Melvyn Hunter and seconded by Geoff Watkin), Melvyn Hunter (proposed by Richard Holley and seconded by Stephen Holman) and Jeremy Smith (proposed by Peter Squires and seconded by Simon King). Following a written ballot in which those present were to name up to four of the candidates, Steph Chadwick, Emma Croxon, Melvyn Hunter and Jeremy Smith were elected to serve on the PCC. (The casual vacancy will be decided at the next meeting of the PCC.)
6	Finance – balance sheet for 2023 and election of an Independent Examiner	Ken declared a potential conflict of interest as his wife is an employee of the church. He explained the three different funds managed by the church – unrestricted, designated and restricted – and summarised the income and expenditure to each during 2023.

An additional restricted fund had been created in which monies for Illuminate/LZ7 were held. This fund will be removed again once the project is complete.

Ken thanked Irene for her work in managing our planned giving and gift aid.

Ken thanked Chris Beckhurst for banking monies during the year.

Ken detailed the individual funds as had been circulated prior to this meeting.

In view of the expected demise of the Bridge, members of the church may need to be considering a major fund-raising project at some point in the future.

Question: Why is the Away Giving based on 10% of the planned giving: should it not be 10% of the total giving?

Answer: some of the giving is restricted: this is something for the Standing and Resources Committee to discuss.

Question: Has all the Away Giving been used? Answer: Yes.

Ken asked the meeting to accept the accounts as an accurate record of the finances. ***These were accepted by all those present at the meeting; proposed by Alan Dodds and seconded by Jeremy Smith.***

Ken outlined the role of the Independent Examiner and ***proposed*** that the church ask John Ellred, who is treasurer of Chelveston Church, to continue in this role. ***This proposal seconded by Richard Holley and Andrew Presland, and was also accept by all those present.***

- 7 Children and Youth workers' reports  
Emma and Lizzie had submitted reports about their work during 2023: these had been uploaded to the church web-site. There was overall agreement about the fantastic amount of work done by Emma and Lizzie with our children and youth, and for the assistance they receive from the many volunteers within the church.
- 8 Trustees' Report  
The Trustees' Report had been made available to members of the congregation via the church web-site. There were no questions about this report.
- 9 Safeguarding and GDPR  
A Safeguarding Report which had been circulated to members via the church web-site. There are 41 DBS holders. All training is up-to-date. All training is now available on-line, though the Leadership and Advanced Leadership courses can also be completed face-to-face. There was one safeguarding issue reported during the year: this was recorded and dealt with by the safeguarding team and deemed as not requiring further action: details have been recorded.
- Melvyn had circulated a GDPR Report which had been circulated to members via the church web-site. The continued

use of Church Suite had ensured that there had been no breaches of data during 2023.

10 Vicar's Report

The church warden had produced a report covering the interregnum: this had been uploaded to the church web-site. There were no questions in relation to this.

11 A.O.B.

Karen Woolley gave a brief verbal report about those who have recently completed the basic components of their lay ministry training, and that she and Nisha were continuing in training to become Readers. Karen will be presented with her scarf by the Bishop in July when the latter visits Whitefriars Church.

12 Closing prayer

The number of 'unknowns' before the church called for more prayer: the group broke into small groups to pray for a new incumbent, our future ministry within the school and what form this might take.

The meeting ended at 8:45.

## APPENDIX TO THE MINUTES OF THE APCMs FOR 2021

### WHITEFRIARS CHURCH – ANNUAL PAROCHIAL CHURCH MEETINGS

The following attended the APCMs held on  
24 April 2023:

Darren Barker  
Chris Beckhurst  
Rosie Benn  
Steph Chadwick  
Jonathan Clarke  
Lisa Clarke  
Peter Clarke  
Sharon Clarke  
Paul Connelly  
Emma Croxon  
Matt Croxon  
Alan Dodds  
Glenda Dodds  
Desmond Fomety  
Ally Gibson  
Keith Gibson  
Richard Holley  
Steve Holman  
Melvyn Hunter  
Sue Kerr  
Lynda King  
Simon King  
Luke Makepeace  
Ken Owst  
Sara Owst  
Andrew Presland  
Nisha Slater  
Emma Smith  
Jeremy Smith  
Pete Squires  
Debra Thornton  
Geoff Watkin  
Karen Woolley

The following apologies were received prior  
to the meeting:

Irene Alford  
Ken Alford  
Hannah Barker  
Josh Benn  
Eve Bundock  
Matt Bundock  
Mandy Capewell  
Josh Clarke  
Kaia Clarke  
Nathaniel Doyle  
Jo Makepeace  
Rachel Murphy  
Carol Nash  
Amanda Newman  
Chris Shane  
Pete Shane  
Amanda Squires  
Celia Underwood