

**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING HELD ON MONDAY 15<sup>TH</sup> MAY 2023 FOR THE PARISH OF ST. JOHN THE DIVINE AND ST. CUTHBERT, LYTHAM AT 7.00PM AT ST. JOHN'S**

**Present**

Reverend Nick Wells in the Chair, Reverend Emma Swarbrick, Debbie Edwards, Susan Holman, Martin Edward Gunson, Richard H C Freeman, Jackie W Freeman, Paul Bedford, Edward Leyland, Margaret Wright, Sheila Storey, Joyce Packer, Rachel Leaper, Hilda Swindlehurst, Amanda Wooldridge, Michelle O'Neill, David Hyland, Linda Hyland, Alexandra Dalton, Bob Briscoe, Jacqui Briscoe, Beryl Matthews, David Matthews, Iain Ashcroft, Beverley Ashcroft, Diana Harris, Marianne Cottier-Brown, Liz Willis, Wendy Riley and Karleen Wilkinson.

**Welcome and Prayers**

Reverend Nick Wells welcome everyone to the meeting and Reverend Emma Swarbrick said prayers.

**Annual Vestry Meeting**

1. **Apologies for absence** – Rachel Higginbotham, Claire Rowlings, Linda Rowlings, Julie Webb, John Webb, Clive Barnes, Dawn Barnes, Kay Hopper, Angela Lee, Margaret Fisher, Andrea Tinker, Paul Olive, Jane Olive, Chrystine Butcher, Bev Wells, Tabitha Riley and Julie Smith.
2. **Approve minutes of the previous meetings** – these had been circulated and displayed in both churches for everyone to see and pick up a copy. It was agreed that the APCM dated 18<sup>th</sup> May 2022 was a true and correct copy. Proposed Susan Holman and seconded Liz Willis. All in favour. The extraordinary meeting which had been held on the 14<sup>th</sup> December 2022 on Zoom to accept Dave Hyland's resignation as churchwarden and agree for Debbie Edwards, the Deputy to step up was proposed by Wendy Riley and seconded by Susan Holman. All in favour.
3. **Report on the Church Fabric** - Susan Holman read the report for both churches which is attached. There being no comments or questions the report was duly accepted.
4. **Election of Churchwardens and Deputy Churchwardens** - Churchwardens Debbie Edwards (St. Cuthbert's) and Susan Holman (St. John's) were nominated and being no further nominations were duly elected. Deputy Churchwarden Andrea Tinker (St. Cuthbert's) and Tabitha Riley (St. John's) were nominated and there being no further nominations were duly elected. Nick thanked both Susan and Debbie for their hard work and support over the past year.

**Annual Church Meeting**

5. **Apologies for absence** – Rachel Higginbotham, Claire Rowlings, Linda Rowlings, Julie Webb, John Webb, Clive Barnes, Dawn Barnes, Kay Hopper, Angela Lee, Margaret Fisher, Andrea Tinker, Paul Olive, Jane Olive, Chrystine Butcher, Bev Wells, Tabitha Riley and Julie Smith.
6. **Approve minutes of the previous meeting** - These had been circulated and accepted as a true and correct copy. Proposed Richard Freeman and seconded Marianne Cottier-Brown. All in favour.
7. **Receive the electoral roll** - Diana Harris read the figures out and the electoral roll at the present time stands at 295.
8. **Receive Annual Report** - Wendy Riley said that it was agreed that the new parish of JC Lytham would use the CAF bank. An application was submitted in October 2022, but had

still not been opened by the close of the year and we were still working with Barclays and HSBC. However, the treasurer added that in February 2023 the CAF bank account had been successfully opened.

The Organ fund for St. Cuthbert's was closed on the 25<sup>th</sup> August 2022 and the balance of £11,656.32 was transferred to the St. Cuthbert's savings account.

Wendy went on to say that we are using a software package by Data Development to record our finances, this will future proof our recording of accounts and allow transfer of recording to be much more simple. The package was developed for church accounting and is set up with this in mind.

Nick said he had been very grateful to Debbie Thorn for all her assistance and help in producing the Annual Report. Nick also thanked Dean Cowell for looking after the accounts for St. Cuthbert's and Peter Martin for looking after the accounts for St John's for the first half of the year

Nick asked if there were any comments and one was raised by Martin Gunson regarding the when the funds were combined, it was confirmed this was on 1<sup>st</sup> July 2023.

Nick then suggested that the Annual Report and Accounts for St. Cuthbert's be accepted. Proposed Wendy Riley and seconded Liz Willis. All in favour.

Nick then asked if there were any questions regarding St. John's Annual Report and Accounts. There were none and these were duly accepted, proposed Wendy Riley and seconded Iain Ashcroft. All in favour.

The JC Lytham Annual Report and Accounts was then also accepted by the meeting unanimously, proposed by Wendy Riley and seconded by Kay Hopper.

Wendy was then thanked by Nick for all the work she is doing as our PCC Treasurer

- 9. Election to Kirkham Deanery Synod** - Representatives are elected every 4 years and not every year. Dependant on the size of the electoral roll decides how many representatives and JC Lytham can have 4. [The following four were all nominated and therefore duly appointed](#) Liz Willis, Wendy Riley, Debbie Edwards and Rachel Higginbotham.
- 10. Election to the Parochial Church Council** - With there already being 2 Churchwardens, 2 Deputy Churchwardens, 4 Deanery Synod Representatives and our Safeguarding Officer Linda Hyland and LLM Jacqui Briscoe (to be licensed on Sunday 21<sup>st</sup> May) and school representative Michelle O'Neill *ex-officio* members there are 6 vacancies (3 from each church). [Iain Ashcroft, Paul Olive, Alex Dalton, Karleen Wilkinson, Diana Harris and Julie Smith were all nominated and being no other nominations all duly appointed.](#)
- 11. Election of Sidespeople** – [The sidespeople elected at the 2022 APCM were nominated on bloc by Nick and duly elected.](#) Nick did mention that if anyone knows of anybody that would like to be a sidesperson to let him know as it is only a small group.
- 12. Election of Lytham Club Day Reps** - Julie Smith is happy to stay on the committee [on our behalf.](#)

13. **Election of the Churches in Lytham Reps** - There are vacancies. Nick explained that there are ecumenical meetings 4 or 5 times a year if anyone interested. The Chairman David Pope is being ordained as a Permanent Deacon in July.
14. **Appointment of Independent Examiner** - Debbie Thorn from Champions Accountants was [confirmed as our Independent Examiner](#).
15. **Report from Deanery Synod** - Debbie Edwards had produced a [report was circulated prior to the meeting in the booklet](#).
16. **Report from the Safeguarding Officer** - Linda Hyland had written the report [which was also circulated before the meeting and to be found in the booklet](#).
17. **Receive Other Reports** - Debbie and Fiona had produced the booklet for the following reports: Mother's Union, Bertie Bear Toddler Group, Deanery Synod, Lytham Church of England School, Fairtrade, Community Craft Group, Safeguarding, Sunday School, Lytham Rainbows and Brownies, and Sea Scouts, Cubs and Beavers.
18. **Vicar's Report** - Nick read his report which is attached.
19. **Any Other Business** – None

#### Annual Meeting of St. Cuthbert's Club

20. **Approve minutes of the last meeting** – Nick explained to those who did not know what the St. Cuthbert's Club was in that it was a legal way for St. Cuthbert's to serve alcohol in the hall with all those on the Electoral Roll being members of the Club. The minutes from last year were then approved. Proposed Richard Freeman and seconded Dave Hyland. All in favour.
21. **Election of St. Cuthbert's Club Committee** - It was agreed that the Vicar, Churchwardens, Treasurer and PCC Secretary should be the committee members.

The meeting closed at 7.40pm.

#### PCC Meeting

1. **Election of PCC Lay Chair, PCC Treasurer and PCC Secretary** - Liz Willis as Lay Chair, Wendy Riley as PCC Treasurer and Debbie Edwards as PCC Secretary. Proposed Nick Wells and seconded Iain Ashcroft. All in favour.
2. **Confirm Bank and Account Signatories** - It was [agreed](#) that the signatories would be Wendy Riley, Susan Holman, Debbie Edwards, Liz Willis and Andrea Tinker.
3. **Date of Next Meeting** - Monday 19<sup>th</sup> June 2023 at the new time of 7.30pm at St. Cuthbert's. Susan Holman has kindly offered to take the minutes for this meeting.

The meeting closed at 7.46pm with the Grace.