**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING of St Mark’s Church Coventry on Monday 24th April 2023 7.30pm at St Mark’s Coventry**

**THE ANNUAL CHURCH MEETING**

1. **Welcome and Prayer Worship**

Rev’d Ros Williams welcomed everyone to the meeting and opened in prayer & Worship Leader Andy Shelton opened the meeting with sung worship.

1. **Appointment of Churchwardens**

RW announced that Adam Lowe, nominated by Matt Hinch and Laura Sherry, and Andy Hall, nominated by Andy Bavester and David McCormack would remain standing as Church Wardens.

RW lead the church in prayer for both AL and AH.

**AGENDA OF THE ANNUAL PAROCHIAL CHURCH MEETING**

1. **Approval of Minutes from Last Meeting**

The minutes from the Annual Parochial Church Meeting from 2022 were presented, RW asked for questions relating to the minutes. Nat Hodges noted that item 3. Fabric report states that he presented the ‘2020’ finance report, however this should read ‘2021’.

RW asked the room to approve the minutes. Ebenezer Chinyati proposed & AH seconded. The room agreed unanimously to approve the minutes by a show of hands.

1. **Electoral Roll Report**

Fiona Laycock (Operations & Finance Manager) explained that as of April 2023, St Mark’s had 142 people on the electoral roll, which is a slight increase from the figure of 136 last year.

1. **Financial Report**

NH explained that he is co-treasurer alongside Andy Scott who was unable to attend the meeting.

NH apologised for the delay in making the finance report available for viewing, explaining that the delays were as a result of the accountants, Mark Harwood and Co.

NH walked the attendees through the contents of the 2022 Finance Report. The key points were as follows:

* Income received has increased from last year. Last year saw uncertainty as income was not matching our expenditure. NH explained that through a number of giving days we now have more stability; total income £359,000 approx. and total expenditure £267,000 approx. resulting in net income of £92,00. This has occurred largely due to an increase in monthly donations, and a decrease in staffing costs.
* NH explained that the 23/24 financial year may look different; St Marks received some notable one-off donations in 22/23, which cannot be expected and relied upon in the following financial year. 23/24 will also include the hiring of new staff (kids & youth), and some considerable building costs.
* We did not give away 10% of our unrestricted donations in this financial year but this has been noted to make up the charitable donation. Total giving, by St Marks, which relates to this financial year will be £33,500, which is 10% of the unrestricted funds received by St Marks.
* NH explained about the Mission’s Group and listed the partners we will be giving to as: Embrace, COH, CORD, Gui & Lorena, CAP, Open Doors
* NH explained that there is a lot of ‘cash in the bank’ due to increase in donations and decrease in staff costs. He shared that we are conscious not to sit on the money and not do anything with it. NH share that the PCC are trying to find a balance of being able to cover any ‘dips in giving’ whilst also using the money appropriately to enable the work of the church.

Various comments were made on the financial report, most notably:

* Ann Roberts expressed how great the charitable giving has been from the previous year.
* Jaspal Bahara asked whether we were pursuing grants as the grant funding this 2022 was less than 2021. Consequently, Emma Schoolar shared that we have recently recruited a fundraising team, of which she is a part of, to look specifically for grants over the next year for the building, which can free up finance to be used elsewhere in the church.
* JB thanked FL for her work in increasing the income from buildings lettings
* JB asked whether the decrease in staff costs has had a detrimental effect on staff who have had to take on extra responsibilities. NH shared that this was also a concern of the PCC.

RW thanked NH & AS for the work they do so faithfully for the church

1. **Fabric Report**

FL led the group through the building work which has been completed in the past year. This included:

* Carpet laying and aesthetic improvement of Connect Area, resulting in a clear point of contact for those new to the church and an uptake in Alpha, volunteering and Churchsuite sign-ups. FL thanked Andy Thatcher & Laurence Wickens for their involvement.
* General aesthetic & practical improvements including paint work and grounds maintenance. FL thanked Andy Bavester, Katie & Rob Hazelgrove and Sid Walker for their help.
* Boundary wall repair at the front of church, undertaken by Midland Conservation, in line with conservation regulations.

FL then listed the work proposed over the coming months:

* Flat roof replacement over connecting walkway between Hub & main church.
* Pipe work in the Hub – removing unsafe ‘dead leg’ pipes.

FL explained to the group that the focus for building works has revolved around two separate targets; a short term plan and a long term plan. Whilst the long-term plan has progressed less, the short-term plan has developed as follows:

* A building committee has been established and the group has met regularly since November 2022 to discuss current maintenance needs. FL thanked chairman AB, and members LW, Matt Lancaster and Matt Sandhu for the time and dedication.
* MS has led on creating a brief of the short-term plan, conducting 1-1 meetings with all user groups to identify where the current building and layout is not meeting our needs and then with the group, and using that feedback, came up with some initial plans. No plans were shown since they still require further discussion, costings and approval.

1. **Safeguarding Report**

LP started by reading the C of Es safeguarding policy statement ‘Promoting a safer church’ to the group.

LP shared how many safeguarding queries which had taken place in the last year, and shared that Nicola Lowe has joined the safeguarding team.

LP showed the group the safeguarding dashboard and explained the traffic light system. She walked the group through the ‘red’ items.

LP took the group through the next steps:

* Increase volunteer numbers who have completed online training
* Continue to work with FL on systems and processes
* Work closely with new childrens and youth worker to ensure a successful induction so that they are trained and ready to go from day 1

1. **Racial Diversity Report**

EC explained that the Racial Diversity sub group was created as an initiative of the PCC. EC walked the group through the members of the diversity sub group and encouraged people to sit in on their meetings as they would love to be encouraged and challenged.

EC read out the objectives of the group and shared the progress on these (information taken from report):

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| **Objective** | **Status** |
| Implementing a program to train and release people from diverse backgrounds into hosting Sunday Gatherings | Completed: training session ran on Wednesday April 19th to equip congregational hosts and to schedule them for upcoming services. Invitees were 50% POC. |
| Release Black and Brown preachers through representation at each ‘Talk-Tastic’ | Completed – a ‘Talk-Tastic’ was done in March and there was representation from black/brown congregation. |
| Aim to include ethnic minority representation in Worship and production at each service | In-progress – work continues to encourage more POC to join worship & production/ |
| Reform the subgroup, adding PCC & Staff representation | Completed – Group now has PCC & staff representation. |
| Invite a non-white guest speaker to preach at church. | In-progress - During the planning of the Summer Term, we invited 4 guest speakers who were from minority ethnic backgrounds. None of them said that they were able to come during the summer. Some offered September to December dates, but no precise detailed dates were given. |
| Explicitly encourage applications to staff posts from non-white backgrounds | Completed – job applications now have wording to encourage diverse applicants. |
| Have a Sunday dedicated to celebrating the different cultures in our church | In progress - Date decided is June 25th and a discussion will take place in due course on implementing proposed ideas from subgroup. |
| Host a lecture through St. Marks Academy on a topic related to racial diversity. | Not started due to practicalities of funding requirements and a re-organisation of St Marks Academy staffing going forward (specifically how the academy is funding through the diocese and Jenny Irvine leaving). |

Comments were made on the racial diversity report, resulting in these follow up actions :

* Subgroup to explore ‘lets talk about race’ 6 week course for lay people and ministers
* Subgroup to look into Church of England funding
* Possibility of running ‘unconscious bias training’ for those in leadership (not just staff/clergy).
* Church members asked to encourage and call out leadership potential in those of a non-white background, specifically to enter clergy training.

1. **Ministry Report**

RW encouraged the group to read through the ministry report

Videos were played from ES and members of her connect group who shared what they love about regularly meeting together mid-week. We also saw videos from a variety of St Marks kids, each explaining what they love about Sunday kids groups.

RW interviewed a church member\*, who gave his testimony and shared about the projects that he is involved with at both St Marks and church plant, St Peters.

We saw a final video from a variety of students who shared their experience of being a student at St Marks and what they love about the student ministry. Thanks was given to Nathan Leigh and Naomi Meek.

\*Name redacted for anonymity in public document

1. **Election of PCC**

RW shared that two members of the PCC, Cerys Matthews and Rachel Mander have decided to step down from their membership due to relocations. Both CM and RM shared about the roles that they were moving on to. RW lead the group in prayer for CM & RM and presented them both with a gift each to thank them for their involvement.

RW explained that there are three new places on the PCC, with three individuals standing:

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| **Proposed Individual** | **Proposed By** | **Seconded By** |
| **Emma Cholawo** | Emma Schoolar | Joy Sellars |
| **Toby Mills** | Will Leach | Thomas Hart |
| **Laura Sherry** | Pete Gardiner | Catherine Norrish |

RW briefly explained their background, involvement with St Marks and reasons for wanting to join the PCC.

**8. Appointment to PCC**

No vote was required therefore all three individuals were duly appointed.

RW and RK led the group in prayers for the newly appointed PCC members.

**9. Appointment of Independent Examiner**

NH proposed not to re-appoint Mark Harwood or Mark Harwood and Co due to the delays we have experienced this year which was a similar case last year. There was insufficient time to suggest a new independent examiner, therefore this will be proposed to the PCC at a later date for appointment.

Ros Ginn seconded.

1. **AOB**

IW thanked RW & RK for stepping into the kids ministry

No further questions were raised, but RW encouraged the group to approach the PCC should they have questions at any point throughout the coming year.

**11. Prayer & Close**

RW lead the group in prayer to finish.