



St Matthew's Church
The Parish of Edgeley & Cheadle Heath
APCM
Sunday 21st April 2024

Minutes of Annual Parochial Council Meeting

	Opening prayers Rev. Jeb Beatty lead the meeting and began in prayer.																		
	Present: Rev. Jeremy Beatty, Nicky Beatty, Norma Stowman, Heather Travers, Mary Mitchell, Audrey Mannion, Sylvia Parker, Arthur Bullock, Shum Goodwin, Grace Anderson, Margaret Phillis, Karen Perry, Karen Bailey, Heather Williams, Heather Adams, Jon Adams, Emese Vamosi, Stephanie Haynes, Graham Mitchell, Ian McGill, Ian Riley, Pam Robinson, Mark Goodwin Apologies: Ken Hazeldine, Mark Rushton, Julia Blundell, Lois Haslam																		
	Minutes of Previous APCM Held on Sunday 1 May 2023 Minutes of the previous APCM were circulated via email and proposed and seconded by Grace Anderson and Heather Williams.																		
	Appointment of Tellers: No need for tellers as there was no need to vote this year.																		
	Election of Church Wardens Of our current wardens, Mike Taylor is standing again and Mary Mitchell is standing down. Mike Taylor – Proposed: June Edgar; Seconded: Mary Mitchell - elected unopposed. Jeb explained that though Mary is to step down as Warden she is willing to stay on until the 31 st July when we have to have another warden in place. No objections from PCC. Thank you, Mary. So, before July Jeb will be talking to some people and is sure we will have a person in place by then. PCC proposed a vote of thanks should go to Mike and Mary for all they have done this year and a special thank you to Mary for all her hard work during some tricky and difficult years. All in favour.																		
	Election of Representatives for the PCC We require 12 members as we are over 100 congregation – Shum Goodwin is standing down, (a big thanks to her for her service over the last 3 years) leaving 1 position open. We need 5 members this year. <table border="1"><thead><tr><th>Proposed PCC representative</th><th>Proposed by...</th><th>Seconded by...</th></tr></thead><tbody><tr><td>Mary Mitchell (3 years)</td><td>June Edgar</td><td>Sylvia Parker</td></tr><tr><td>June Edgar (3 years)</td><td>Sylvia Parker</td><td>Mary Mitchell</td></tr><tr><td>Ken Hazeldine (3 years)</td><td>June Edgar</td><td>Sylvia Parker</td></tr><tr><td>Karen Perry (1 year)</td><td>June Edgar</td><td>Sylvia Parker</td></tr><tr><td>Ruth Windsor (3 years)</td><td>Ken Hazeldine</td><td>Mike Taylor</td></tr></tbody></table> Vote: All in favour, subject to finalising paperwork.	Proposed PCC representative	Proposed by...	Seconded by...	Mary Mitchell (3 years)	June Edgar	Sylvia Parker	June Edgar (3 years)	Sylvia Parker	Mary Mitchell	Ken Hazeldine (3 years)	June Edgar	Sylvia Parker	Karen Perry (1 year)	June Edgar	Sylvia Parker	Ruth Windsor (3 years)	Ken Hazeldine	Mike Taylor
Proposed PCC representative	Proposed by...	Seconded by...																	
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	Synod (ex officio on PCC) allowed 3 representatives. Mark Rushton and Julie Okundaye are remaining on as representatives. Without a third volunteer at present, we have a casual vacancy.																		
	Appointment of Welcomers/Sidespersons These are to be chosen by the PCC – Mike has previously explained that a Sidesperson is the correct name for the role and are not iust Welcomers. They are expected to go to the Arch Deacons visitation where Wardens																		

	are sworn in to post. Thanks go to all the current and newly added Sidespeople on the rota pinned in the vestibule – Mark Rushton, Christine Dawson, Ruth Windsor, Karen Perry, June Edgar, Tim Morley, Di Bebb, Karen Bailey, Mark Goodwin, Shum Goodwin, Sandra Lambourn, Ian McGill, Ken Hazeldine, Mike Taylor, Steph Haynes (especially for her help at Baptisms).
	Report on changes in electoral roll since last APCM Julie Johnson has gathered and updated the Electoral Roll, a copy of which will be kept in the safe and a name only list will be posted on the notice board. There are now 112 members on the Parish Electoral Roll up from 105 last year with 7 new members. 4 deaths last year (Fred Dean; Dorothy Mowbray; Alan Mycock; David Truman; We said a prayer in our hearts for all of them). 3 removed from the roll. New to roll: Hakeem Adediwuma; Maria Andrzejewska; Lois Beatty; Nicola Beatty; Susan Bowker-Reeve; Mary Crawshaw; Andrew Dawes; Thomas Dawes; Lawson Etoqmaike; Sunday Onibokun; Christiana Akomolafe; Ian Riley; Christine Watson; Lorraine Wildman. List of just names are to go up on the notice board - if anyone has any change of next of kin details to pass them on to her for her to update her files. Julie pointed out a discrepancy on the APCM report handout given in church and Jeb said he'd rectify it. Jeb thanked Julie on our behalf for all her work on the electoral roll.
	Safeguarding Policy: statement for Safeguarding Children, Young People, and Vulnerable Adults. As required, the policy statement that we have signed up to from the diocese was read by Jeb Beatty, as well as the national policy. He said we hope to be growing our work with children in church and this policy is an important policy to us all. The diocesan guidelines for safeguarding are on our website. The policy will need to be signed off by the PCC, and a poster will be put on the notice board. Safeguarding June Edgar took up the post of Safeguarding Officer this year. She said there are no incidents to report. Thanks go to June for her conscientious, hard work. <i>Heather Adams pointed out that Clergy and Readers do do the courses but June doesn't need to chase them up.</i> Jeb wanted to reinforce the point that safeguarding though difficult and sometimes tedious is a necessary and important process for our church members, our church and everybody that comes into contact with it. <i>Please note the Diocese now requires all Trustees of PCCs with charitable status to be DBS checked and certificated. New PCC Trustees are asked to apply for an enhanced DBS check and also to do basic safeguarding course and send the certificates to our Safeguarding Officer. There is also a HMRC Fit and Proper Persons Declaration as well as a PCC Member Trustee Eligibility Declaration to read and sign – if you haven't done so please see a Warden or Secretary about it.</i>
	Financial Review – year ending 2023 Arthur went through his report and explained a few points brought up in it. He said that the figures are not as bad as they seem – the shortfall of income over expenditure last year can partly be attributed to not having as many grants for CDM salary but doesn't take into account overlap of new grants coming in. There was also a drop in gift aid of circa £10K but that was because of a gift the year before. Arthurs Report See the Annual Report ----- Approval of Accounts passed by John Freeman Heather Williams: proposed Mark Rushton: seconded All in favour and none against Sylvia reminded us about the appointment of our financial examiner. John Freeman is still willing to do it for us and for free. Appointment of Independent Examiner John Freeman does it all for free and at his own expense. Proposal : that John Freeman be appointed independent examiner again for the current financial year Proposed – Mark Goodwin; Seconded – Shum Goodwin. Unanimously agreed.

	Thanks to John Freeman (auditor and advisor) for his continued support of our treasury team and agreeing once again to do it (free) for another year. And Julie J reminded us to thank all those who count and do the banking <i>Jeb to send a thank you card to John.</i> Mike T reminded us that the finances look complicated and we can get lost in the figures but it is obvious there is a shortfall. Jeb said that he would bring a presentation on giving to a Sunday service in the near future.
	Annual Report (separate doc) Thanks go to all involved in church life and all its activities. Proposed: Seconded: Grace Anderson ALL in favour
	The meeting closed around 12:45

Item 10 – Accounts

1. Church accounts for 2023 have been prepared, and were audited by John Freeman who approved them on 2 March 2024, with no outstanding issues. They were received and approved by PCC at its meeting on Tuesday 26 March.
2. There has been a significant decrease in donations of around £10k compared with 2022. Part of this apparent decrease was the result of a large one-off donation in 2022. The remainder of the decrease is mostly attributed to a decrease in the number of people donating, as opposed to a fall in typical amounts donated.
3. Our Community Development Manager received slightly over £10k worth of grants towards her work. This resulted in an apparent decrease of £13k in the restricted fund over the course of the year. This apparent decrease was partially the result of a £10k grant being received in November 2022. So far, the restricted fund for our CDM has remained reasonably solvent since its inception. Our community development manager was granted a backdated 6% pay rise from April; an amount comparable to clergy stipends. A long-term policy for determining pay rises during times of relatively high inflation rates has not currently been established.
4. The church building works programme was completed, its remaining oddments resolved, and the final payment (around £5k) made. We received a one-off donation of £600 towards the building works, although no other contributions towards this fund.
5. The apparent large £7k increase in utilities costs needs to be factored-in with the £4.4k energy rebate we received through the Parish Buying scheme. This indicates that, while energy costs have increased significantly, our effective increase has not been as severe as an initial inspection of the expenses may suggest.
6. There was a large one-off cost of £3.4k towards refurbishing the vicarage. The diocese carried out some refurbishment and redecorating of the property during the interregnum period and split the cost half-and-half with the parish.
7. The Financial Statements, Statement of Assets & Liabilities and the Bank Reconciliation are attached.
8. Questions are invited.

Receipt & Payment Accounts

		2023		2022	
Receipts		£	£	£	£
Incoming Resources from Donors					
	Gift Aid Giving		37246		47095
	Planned Giving		1835		2267
	Collections and other giving		3205		2411
	Restricted Collections for charity		1525		1296
	Income Tax recovered		11783		13987
			55593		67055
Voluntary Income from other sources					
Grants R*	Community Development Manager		10420		27715
	CDBF energy grant				1218
	Warm Spaces grant (activities/energy)		1620		
	High Sheriff Grant		500		
	Fund Raising events		1712		934
			14253		29866
Income from Investments					
	Interest		2430		663
			2430		663
Income from charitable and ancillary trading					
	Fees		1201		1166
	Church Booking Fees		2570		895
	Church House Booking		3265		3350
	Sale of furniture				200
	Printing				
	Cellnex		8875		11094
	SMBC council tax refund				455
	EIG				
	Sale of church brass		400		
	Sale of food		72		
			16383		17159
Other Income					
	Legacy				37263
	Sundry Receipts		1339		804
	Pure energy rebate		4440		
	Octopus energy rebate		1453		
			7232		38067
Buildings					
Grant R*	Reclaimed VAT (building work)				20753
Grant R*	SMBC (to mount memorial boards)				
Grant R*	Building work grants		600		14260
			600		35013
<u>Total Receipts</u>			<u>96491</u>		<u>187824</u>

Payments

	£	£	£	£
Grants				
Charitable Giving	1848		1330	
		1848		1330
Activities directly related to the work of the church				
Parish Share	58089		56397	
Ministry Expenses	5820		4855	
Church Running Costs	9042		8986	
Utilities	11809		4833	
Church House Running Costs	1797		997	
Cost of Services	0			
Grant R* part Salaries incl. NI & Pension	32228		30879	
Support costs & mission	0			
D* Children's church				
R* Warm Spaces activities/energy	1220			
R* High Sheriff Grant	315			
		120320		106947
Church Management & Administration				
Fund Raising Expenses	450		96	
Administration	1036		723	
Printing Costs	1355		1234	
		2841		2053
Other				
Flowers				
Sundry Payments				
Laptop for PCC secretary use	469			
Vicarage refurbishment contribution	3400			
		3869		0
Buildings				
Grant R* Roofing Project				
R* Church Refurbishment	5695		108253	
R* AV system laptop and projector bulb	584			
R* Church House				
		6279		108253
<u>Total Payments</u>		<u>135156</u>		<u>218581</u>

R*= Restricted Funds

D*= Designated Funds

Monetary Assets		£	£
Current Bank Account Edgeley & Cheadle Heath		1642	
Other Accounts			
St Matthew's Vernon Account		9424	
CBF Deposit		69707	
			<u>80774</u>
Designated Funds			
Legacies/ In Memory		22942	
Flowers		327	
Children's Church		578	
Restricted Funds and Grants			
Friends of the Holy Land		5	
Community Development Manager Donations		12833	
Warm Spaces		400	
High Sheriff grant		259	
Buildings			
Restricted	Church Refurbishment and Maintenance	21762	
			<u>59106</u>
			21668

Edgeley Cheadle Heath Accounts 2023

Bank Account Reconciliation		Current Account	
Balance as per statement			
	31/12/2023		1,749.23
Add Uncleared Lodgements			
	03/01/2024	Collections	428.20
	04/01/24	Collections	100.00
			2,177.43
Less Unpresented Cheques			
201503	31/12/2021	Childrens Society	200.00
201501	31/12/2023	Assigned Fees	300.00
201460	31/12/2023	Verger fee	35.00
			535.00
Balance as per cash sheets			<u>1,642.43</u>
All Accounts			
		Current Account	1,642.43
		Vernon Account	9,424.46
		CBF Account	69,706.85
	31/12/2023	<u>Total</u>	<u>80,773.74</u>
Restricted funds			
	Church refurbishment and maintenance		21,761.66
	Grants for Community Development Manager		12,833.25
	Friends of the Holy Land		4.97
	Warm Spaces grant		400.00
	High Sheriff grant		259.00
Designated funds			
	Oil Candles (on order David will have bill)		-
	Flowers		327.02
	Childrens Church		578.39
	Hardship fund		
Unspent Legacies(unrestricted)			
	Used for Pam's pension		22,942.00
	other uses eg parish share need PCC permission		
	Total restricted/designated funds		59,106.29
	GENERAL RUNNING COSTS IN CURRENT A/C		21,667.45

**Independent Examiner's Report to the members/trustees of the Parish of Edgeley and
Cheadle Heath Parochial Church Council**

I report on the accounts for the year ending 2023 which are set out on the attached sheets.

Respective Responsibilities of the PCC and the examiner

As trustees of the charity, the members of the PCC are responsible for the preparation of the accounts. They consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) that an independent examination is needed.

It is my responsibility to:-

Examine the accounts under section 145 of the 2011 Act

Follow the procedures laid down in the General Directions given by the Charity Commissioners section 145(5)(b) of the 2011 Act; and

State whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a view of the accounting methods kept by the charity and a comparison of the accounts presented with these records. It also includes consideration of any unusual items or disclosures in the accounts seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in a full audit, and consequently I do not express an audit opinion of the accounts.

Independent Examiner's Statement

In connection with my examination, no matters have come to my attention which give me reasonable cause to believe that accounting methods were not kept in accordance with section 130 of the 2011 Act; or the accounts do not accord with the accounting methods.

I have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.



J.J.C. Freeman

Stable Court

20a Leigh Way

Weaverham