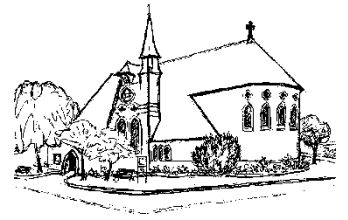


St John the Evangelist Bromley

www.saintjohnsbromley.com



Annual Parochial Church Meeting Minutes – 2021

Minutes of the Annual Parochial Church Meeting of St John the Evangelist Church, Park Rd, Bromley, Kent held on Sunday, 9th May 2021 at 11.08 am in the Church.

There were 33 members present: Revd Andrew McClellan (Chairman), Fiona Bentley, Jess McClellan, Moira Morgan, Peter Morgan, Ken Baigent, Duncan Cameron, Janet Alldread, Nathan Killington, Ray Sims, Tony Bentley, Anthony Westall, Margaret Westall, Alison Dixon, Andrew Dixon, Roger Budds, Moira Budds, Tomi Odukomaiya, Edward Mason, Emma Kerr, Doris Sweet, Amanda Kirk, Simon Kirk, Liz Bostock, Lesley Pyle, Katherina Hill, Chandima Wanniarachchi, Patrick Brinson, Caroline Thomas, Keith Buckley, Celia Tucker, Muriel King and Glynis Murton.

1. Apologies for Absence

There were 5 apologies:

Roz Barber, Alice Bentley, Anne Burger, Sue Buckley, Jonathan King.

2. Minutes of the Annual Parochial Meeting held on Sunday, 18th October 2020

These Minutes were available immediately following the meeting last year and have been available on the church website and by post if requested in the weeks prior to this meeting. There being no amendments required to the Minutes these were proposed for acceptance by Tony Bentley and seconded by Alison Dixon and agreed to by the meeting. Signed by Rev McClellan as a true record.

3. Electoral Roll Report

Celia Tucker expressed her delight at being back in St John's after what has been a difficult year and reported that since last October when we last updated the Electoral Roll one of our members has sadly died. (Paddy Todd) and with no new members our Roll now stands at 104.

She could not continue in her usual manner to persuade members to join the many groups which make up our St. John's family, but hoped when 'normal' does eventually return there will be members queuing up to help in some way or another.

The Vicar expressed thanks to Mrs Tucker for her hard work in keeping these records and he asked the congregation to keep her updated with any changes in their address or telephone details.

4. Presentation of the Annual Accounts

Copies of the accounts had been available prior to the meeting via the church website, with hard copies available on request in the 3 weeks prior to this meeting. These are attached to and form part of these Minutes.

Lesley Pyle presented the report on the 2020 Annual report and Accounts.

Unlike 2019, the accounting timetable has returned to normal this year. COVID 19 significantly impacted St John's as with the rest of the church, the country and the world. While this APCM is for reporting 2020 I will include some updates on the financial position for the current year.

First, I would like to thank Simon Kirk for again undertaking the examination of the accounts at no charge to St John's. Simon has agreed to undertake the 2021 accounts examination.

The Report (pages 1 to 5) contains the statutory information relating to the PCC, the electoral role, the financial review and accounting policies plus the Vicar's review.

The overall picture in 2020 was optimistic has turned out much more favourably than was feared in the first half of 2020 following the first lockdown. The outturn, particularly in relation to income, has been more than we might have hoped/prayed for. This has largely been as a result of the tremendous support of members of St John's and helped by the lifting of some restrictions which allowed, at least, the Montessori School to return from early summer 2020.

Normally I would compare the budget the PCC set for 2020 (which was done in November 2019 with actual outturn but by the end of March 2020 we had to undertake a radical review of budgets which were carefully reviewed each month as new information became known. Steps were taken to reduce expenditure where possible and the PCC kept under review our ability to meet our pledge to the Diocese.

The PCC postponed all but essential projects (except those financed through our Repair Fund). As the year progressed we saw that we were able to maintain our pledge payment to the Diocese (their income was also suffering as smaller or less well-off churches were struggling to pay their pledges) but as we moved to late autumn with more lockdowns looming we had to reduce our giving away. However, once we got to the year-end we were able to assess actual outturn and in total gave away 8.8% rather than 10% of income.

I referred to projects that are paid out of our Repair Fund. This is a "savings" fund required by the Diocese to pay for larger projects, particularly those identified in the quinquennial review. I will leave Ray to say more about projects but in the end the only major project originally planned for 2020 had to be delayed by the builder so we haven't withdrawn from the Fund in 2020.

In 2020 our accounts show a new item of Grants from the Diocese. We received £5,000 towards our building project (the perimeter wall) and £2,419 for a new

initiative (also delayed) which Daniel Whiffin (the Curate) is taking forward. All but a few pounds of grant funds remained in our bank account at the year-end.

Turning to the Statement of Financial Activities on page 7 – this is effectively the profit and loss account. Most of St John's income and expenditure is under unrestricted funds i.e for general purposes. Restricted Funds are those given to St John's for a specific purpose e.g. service collections for specific charities. Endowment funds represent the investment gain on a legacy left to St John's more than 50 years ago (see notes 5(b) and 9(ii)).

A breakdown of the figures on page 7 is given in the notes on pages 11 and 12 which I will come back to. The Balance Sheet is on page 8. This is a snap shot on one date of the values of St John's assets and liabilities which for St John's is 31st December. We did not add any new fixed assets during the year. The reduction in tangible fixed assets is as a result of depreciation, whereas an investment we hold increased in value. (I'm happy to explain these items further at any time if needed). The current assets show that the vast majority of St John's assets are held in cash either at the bank or in church based savings/investment accounts. Funds are split into 3 pots (more details are in note 10, page 14): Restricted funds are those which are held for a specific purpose. Designated funds are our Repair Fund which can be used for church and church room repairs. This is where the money for the external church repairs previously mentioned was drawn from. We also top this fund up each year. Unrestricted funds can be used as required. Out of these unrestricted funds St John's has a Reserves Policy to hold 4 months of unrestricted expenditure in reserve for unforeseen events – currently set at £33,320.

Our Accounting Policies are on pages 9 and 10. These remain largely the same from year to year. On pages 11, 12 and 13 are more detailed figures to show a breakdown of figures in the statement on page 7 and the balance sheet on page 8. Notable figures for income (page 11) are:

1. Despite Covid-19 Note 2(a) total voluntary income up by over £1,500 on 2019.
2. Fundraising was obviously lower as all in person events from mid-March were cancelled;
3. Church Hall lettings were lower because of lockdown restrictions.

As stated before, these excellent results reflect the generosity of church members. It's not generally appropriate to disclose individual giving but I would like to highlight the continued support of the Girdlers' Company (a livery company) who this year supported St John's with donations totalling £3,600. For those of you who remember the late Colin Elliott, last but one vicar of St John's, we received a small legacy from his estate.

Some of you may find this pie chart (powerpoint slide shown) easier to digest than the various numbers expressed verbally.

After a brief description of the chart LP moved on to the Expenditure Pie chart. Our biggest expenditure is the Pledge to the Diocese. Apart from points I have already made regarding the reduction in expenses where possible and the reduced giving away this pie chart shows the split of expenditure:

Before moving to questions I want to say something about this year's finances. As stated before, the PCC sets the following year's budget in November. While we took a more cautious view of 2021, we did not factor in the extended lockdown for the first 3 months so we are having to adjust down church hall lettings and car park donations further. However, with the Nursery still running during the latest lockdown the impact is not as great as the 2020 first lockdown. At this stage we are blessed that church members have continued in their support but we continue to pay close attention to budgets each month. The project delayed from last year and another major project relating to the church floor have now gone ahead but both are being funded from our Repair Fund and the previously mentioned grant of £5,000 received last year. It is hoped that we will get close to break-even again this year.

One final thank you before I finish is to Laura Mason who has acted as co-treasurer since the end of 2019. She stepped back for a few months with the birth of her daughter in October but I thought that was only fair!

Can I ask if anyone has any questions on the 2020 accounts and then I will answer any questions on the 2021 current position.

Question from Andrew Dixon: Where do the grants mentioned come from? LP responded that they have both come from the Diocese. Presumably there is a fund through the Church of England for these major projects.

There being no further questions Rev McClellan expressed enormous thanks to Lesley and Laura Mason for all their hard work and they were thanked by the meeting with a round of applause.

5. Appointment of an Independent Examiner.

Simon Kirk as agreed to undertake this role if appointed. He was proposed by Glynis Murton seconded by Anthony Westall. All were in favour.

6. Appointment of a Safeguarding Officer for Children and Vulnerable Adults

Rev McClellan reminded the meeting that the appointment to this role is done in two stages; first here at the APCM and then confirmed by the new PCC at their first meeting. Caroline Thomas, who has fulfilled this role for a number of years now, has kindly agreed to continue with Simon Kirk as Deputy.

Their continuation in this role was acclaimed by all present for another year and will be confirmed at the next meeting of the new PCC i.

7. Elections of Parochial Church Councillors.

Rev McClellan explained that each year the PCC loses 4 of the 12 lay members. This year there is an additional vacancy following Nick Hill stepping down. Tina Hill has kindly offered to stand for one year to complete his 3-year term. All those who have come to the end of their term are eligible to stand again If they wish.

Nominee	Proposer	Secunder
Katherina Hill	Fiona Bentley	Janet Alldread
Duncan Cameron	Andrew Dixon	Moira Morgan
Alison Dixon	Moira Morgan	Glynis Murton
Emma Kerr	Anthony Westall	Moira Morgan
Keith Buckley	Alison Dixon	Duncan Cameron

There being no other nominations Katherina Hill was elected for 1 year and the other 4 were elected for 3 years.

Rev McClellan reminded the meeting that the first meeting of the new PCC is on 18th May and will be held over Zoom. We are hopeful of returning to live meetings in July. Members of the congregation are encouraged to speak with PCC members with any ideas or concerns that could be brought to the meeting for discussion.

8. Report on the Fabric of the Church

Ray Sims reported to the meeting that the members during 2020 were Moira Morgan, Fiona Bentley, Patrick Brinson, Clive Nash, Jonathan King, Nick Hill and himself.

The year of Covid 19 did not mean Fabric Committee was inactive. Surveillance of the building and contents is necessary and our response to any problems that occur. During the year the following have been noted in the Log Book:

- Repair of the door to the cabinet by the South Door
- Repair of the broken shelf in the Sanctuary
- Inspect of Lightning Protection System
- Upgrade to the lighting in the South-west porch, vestry and church rooms
- Screening of the ladders stored in the South-west porch
- Boiler service and new pilot light fitted
- Painting of the dado rail in the church rooms
- Electrical upgrade

Detailed planning for proposed and approved projects is a constant for committee members. This includes research, arranging visits with contractors, securing quotations, ensuring these and the companies concerned meet the guideline standards we have set to reach approval. Then presenting these for consideration by

Finance Committee and the whole PCC. Subsequently we have to oversee any work. Sometimes tasks will be carried out by committee members rather than contractors. We are always concerned that costs are born by donations from our congregation. All this requires time and commitment from our members for which we are truly thankful.

As we moved into 2021 we saw the results of some of this work in the refurbished church floor and boundary wall but these will be included in next year's report. The grant of £5,000 from the Diocese was for the boundary wall.

A huge thanks to my colleagues on the committee and all the members of the congregation who work behind the scenes to keep our building and its contents in good order. RS was pleased to confirm that with his election to PCC, Duncan Cameron would be joining the Fabric Committee for the coming year.

The meeting offered their thanks by a round of applause.

9. Vicar's Report

Rev McClellan's report of the year was published in the Annual Report and Statement of Accounts which are attached to and form part of these Minutes and were available prior to the meeting and he was not going to read it out here. He did however, want to register his thanks to the church wardens who have helped him throughout lockdown not to feel lonely and to the whole of the PCC. He expressed his gratitude to Doris Sweet for her time on the PCC and for her continued work in the garden, to Tony Bentley for his efforts in keeping the grass under control, to Moira Budds and the band members for the music, to those who are ready and willing to join the coffee rota as soon as we are able to reintroduce the service, the welcome team (sidespersons), to Glynis Murton for her assistance with various administrative tasks and for the co-ordination of the COVID cleaning team, the Events team for their organization of a full programme throughout a challenging year, to John and Joyce Ilson who continue to join us and offer support even though they have moved away and finally to Daniel Whiffin, without whom we would not have been able to offer the many and varied online opportunities for worship through lockdown. He has shared his talents freely and I could not have had a better colleague.

10. Any other Business

None had been advised prior to the meeting and there was nothing from the floor of the meeting.

12. Closing Prayers

Rev McClellan expressed thanks to all for attending and to those who had given reports. He then closed the meeting with the Grace at 11.46am.

..... (Chairman)
Signed as a true record

.....
Date

