

**MINUTES OF THE ANNUAL PAROCHIAL CHURCH MEETING  
OF TRINITY CHURCH, LEWES,  
HELD ON 25<sup>th</sup> APRIL 2018 AT 7:40PM  
IN THE TRINITY CENTRE, ST JOHN SUB-CASTRO**

**Present:**

133 members attended the Annual Parochial Church Meeting.

Jeremy Bamber opened the meeting. Jeremy introduced Tim Charman acting as Secretary for the meeting. Jeremy presented the members of the PCC since the creation of TRINITY in January. Jeremy drew attention to the biography sheet for those now nominated to the PCC.

**1. Minutes of the Meeting 7th January 2018**

Jeremy Bamber presented the minutes of the Special Parochial Church Meeting, which were made available prior to this meeting.

Approval of accuracy of the minutes of the Special Parochial Church Meeting on 7<sup>th</sup> January 2018:

Proposed by Richard Jayawant, seconded by Anne Almond  
Agreed (1 abstaining)

**2. Apologies for Absence**

Jeremy Bamber listed those who he was aware had sent their apologies, and further apologies were forthcoming. In total, there were apologies from 48 members.

**3. The Electoral Roll**

Amanda Daughtery presented the totals from the electoral roll, having merged the three prior electoral rolls. The new TRINITY electoral roll lists 502 people. There have been nine people added, five removed as they have died, and two removed as they have moved away.

**4. Appointment of Independent Examiner, Deputy Churchwardens and Stewards**

Jeremy Bamber noted that the Independent Examiner is responsible, on the charity's behalf, for reviewing finance statements produced by the treasury team. Details about this role can be found in the TRINITY Ministry Reports 2018 booklet, on page 40, made available before this meeting.

Approval of appointment of Steve Brentnall as the Independent Examiner for TRINITY:

Proposed by Richard Jayawant, seconded by Milly Murphy  
Agreed (1 abstaining)

Jeremy introduced a new convention for the PCC to approve the appointment of deputy churchwardens, stewards, and welcomers.

Approval of the convention that the PCC approves the appointment of Deputy Churchwardens and Stewards / Welcomers:

Proposed by Ruth Jayawant, seconded by Carol Taplin  
Agreed unanimously

**5. Election to Parochial Church Council and Deanery Synod**

Jeremy Bamber introduced a new convention for limiting continuous membership of the PCC. It was pointed out that the convention should only apply to elected members, not members of the Deanery Synod and not ex-officio members.

Approval of the convention that if an elected PCC member stands for more than one year, they are ineligible to stand for the year following the end of their term:  
Proposed by Marcus Taylor, seconded by Ian Graham  
Agreed (1 abstaining)

Jeremy thanked Amanda Burgess and Hilary Buxton for their service as members of the PCC, as they have now stood down.

Joy Shave and Michelle Hammond were nominated to be members of the PCC.

Jeremy thanked those nominated for election to the PCC for standing, as follows:

- Jean Pengelly, for one year, representing South Malling
- Trevor Pearce, for two years, representing South Malling
- Michelle Hammond, for three years, representing South Malling
- Joy Shave, for one year, representing St John's
- Lucy-May Tarafder, for two years, representing St John's
- Tim Charman, for three years, representing St John's
- Ann Voigt, for one year, representing Southover
- Richard Jayawant, for two years, representing Southover
- Carole Darling, for three years, representing Southover

There being no other nominees, they were all duly elected.

Going forward, each open elected position on the PCC will be open to any TRINITY member, not to those from a specific TRINITY location.

Jeremy thanked Keith Dance for his service to the PCC and Deanery Synod, as he has now stood down.

Deanery Synod representatives are:

- Ian Taplin
- Ian Rothery
- Milly Murphy
- Anne Almond
- Sharon Philips

It was noted that the Deanery Synod members are elected every three years by deanery and are automatically members of the PCC.

## **6. Presentation of Accounts and Financial Report for the year ended 31 December 2017**

The following documents were made available prior to this meeting:

- The TRINITY Ministry Reports 2018 booklet was made available before this meeting, particularly the Financial Review on page 40.
- Parochial Church Council of St John's, Southover, Lewes Charity No. 1131526 Statement of Financial Activities For the Year Ending 31 December 2017
- Church of St John Sub Castro, Lewes, Annual Report and Financial Statements of the Parochial Church Council for the Year Ended 31st December 2017

- Trustees Annual Report and Financial Report of The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Church, Southover For the year ended 31st December 2017
- Parochial Church Council of St Michael's, South Malling, Lewes, Financial Statements for the Year Ended 31st December, incorrectly referenced as 2016

Derek Hull presented an overview of the 2017 accounts.

Derek highlighted that overall, Southover has seen an increase in voluntary income, but a year-on-year drop in planned giving. Expenses, particularly ministry and staff costs, and church tower repairs, have increased. Income for Southover in 2017 was £445,916, expenditure was £451,278.

With regard to St John Sub-Castro, Derek highlighted that the PCC has borrowed £300,000 from the diocese to cover building work. Examined 2017 year-end accounts are available for St John Sub-Castro.

With regard to St Michael's South Malling, Derek highlighted that income and expenditure have decreased, though this year's bell project will appear in the 2018 accounts. Income for South Malling in 2017 was £59,280, expenditure was £42,305.

Due to the time taken on the examination of the St John Sub-Castro accounts, the accounts for Southover and South Malling are draft and have not been independently examined.

Derek presented the main activities of the finance team.

The roll over to the Parish Giving Scheme, which is still ongoing, and Derek encouraged givers using standing orders to move over to the Parish Giving Scheme.

The new budget for TRINITY has been drawn up and all assets merged.

Monday Club and Southover Counselling accounts are fully incorporated into Southover accounts, and consequently the opening balances for 2017 have been adjusted compared to the closing balances in the 2016 accounts.

Derek thanked all involved in the finance teams.

On the recommendation of Richard Jayawant, Steve Daughtery presented a proposal to accept deferral of the accounts of Southover and South Malling until a later date.

Approval to accept deferral of accounts of Southover and South Malling to a later date:  
Proposed by Richard Jayawant, seconded by Derek Hull  
Agreed unanimously

A question was asked regarding whether all money given through the Parish Giving Scheme (PGS) is received by TRINITY, including the Gift Aid element. Richard Jayawant answered PGS is supplied at no charge to TRINITY, that gift aid is collected on TRINITY's behalf, and all money is received by TRINITY. Richard also pointed out that it is correct that gifts up to £20 fall within the Gift Aid Small Donations Scheme, and so such giving attracts gift aid (regardless as to whether the anonymous donor paid tax), but this must be administered.

## **7. PCC Results**

As the PCC was elected in item 5, there was no need to present election results in this item.

## **8. Our Priorities for 2018**

The TRINITY Ministry Reports 2018 booklet was made available before this meeting.

An extract from the Church's Trustees Annual Report, entitled TRINITY Report for 2017/2018 was made available prior to this meeting.

Steve Daughtery presented TRINITY's activities over the last year, highlighting:

- The pastoral ministry across the six congregations and into the town
- Outreach activities
- Mission partners
- Infrastructure and support

Steve praised the finance team as unsung heroes.

Steve thanked Zoe Tompsett for her work as the bookings secretary, as she is moving to be café manager. Steve welcomed the new bookings secretary, Jenny Evans.

Steve thanked Martin Dyer for the work he has done with media and communications.

Steve thanked everyone who has served in the church over the last year.

Steve highlighted the major successes:

- TRINITY was born
- The Parish Giving Scheme was adopted
- TRINITY Centre has opened and Love in Action activities have started
- The repair work at St John Sub-Castro has completed

Steve highlighted priorities for the coming year, categorising as:

- UP, our relationship with God
- IN, our relationship with each other
- OUT, our relationship with our community and the world

Steve stated that we should focus on doing more of what we should be doing, and do it better.

There were no questions.

## **9. "The TRINITY Centre" and Love in Action**

Jules Middleton presented highlights of Love in Action activities:

- Building relationships with the community, particularly with Landport
- Hosting the Big Conversation regarding poverty generally and food poverty in-particular
- Helping to run Lewes Open Door's homeless day centre, and hosting the day centre at St John Sub-Castro in April

Going forward, Jules talked about being able to provide advocacy support, and to better support our volunteers, missional outreach and projects.

Jules presented the TRINITY Centre launch weekend, mentioning that the open day was well attended, the litter pick in conjunction with Litter Free Lewes, and the Bishop on a Sofa.

TRINITY Centre will participate in Artwave this year.

Cafe12/31 will have a soft launch on 16<sup>th</sup> May, with a public launch on 30<sup>th</sup> May. The name Cafe12/31 refers to Mark 12:31, love your neighbour as yourself.

Jules asked for prayer for the following prayer points:

- Community relationships

- Lewes Open Door
- Cafe12/31
- TRINITY Centre

A question was asked what the bridge is for. Martin Dyer answered that it is an open office environment for the leadership team, and that there will be more in Martin's presentation.

## **10. Children & Families Ministry**

Neil Chisnall presented the types of activity of the children and families ministry, giving specific examples of the activities, and illustrating them by building a wall. These included:

- Supporting the schools linked to TRINITY
- Lunch Bunch, Boogie Bunch, Inspire and CAMEO
- The first TRINITY Christingle at St John Sub-Castro
- Sunday Clubs
- XCite
- Holiday Club

Neil thanked the helpers and leaders.

A question was asked how we maintain a relationship when babies and children are baptised. Neil reported that each child is given a bible, and the family is told about the church and its activities, but no follow-on contact is made.

## **11. Youth Ministry**

Dianne Hamilton presented highlights from the youth ministry:

- The HUB
- Sunday evening youth led services
- House Party
- Pathfinders
- Soul Survivor

A question was asked regarding Christian Union at Sussex Downs. Steve Daughtery and Dianne Hamilton reported that they had investigated the possibility but nothing came from the investigation.

## **12. Safeguarding across TRINITY**

Steve Daughtery made the following report:

Last year there were no incidents regarding Safeguarding of Children and Vulnerable Adults.

We completed all the outstanding actions following from our last external review which we commissioned; and we have commissioned another external review later on this year to ensure that all our policies and procedures are at the highest level of protection and are being implemented safely.

Our lead Safeguarding Officer Kirsty Stannard has stepped down from her post. Our deputies have taken over her duties for now. They are Jenni Taylor for Vulnerable Adults and Amanda Burgess for Children.

We hope to appoint a new Safeguarding Lead at our May PCC.

Steve thanked Kirsty for her work.

There were no questions.

### **13. Contemporary Worship, Prayer, Administration and Communication**

Martin Dyer presented highlights of his activities:

- Launch of the new TRINITY website
- Organizing worship
- Lewes Sings Gospel
- Trinity Creative
- Prayer Ministry
- Daily bible readings
- New flyers, signage, and identity as TRINITY. Advertising in the toilets

Martin explained that the bridge in TRINITY Centre is a shared working space for the leadership team. He encouraged visits.

A question was asked whether the church office will be moving from Church End to the bridge. Steve Daughtery answered that a new office administrator will be hired as Amanda is retiring, and that opportunity will be taken to move the office to the bridge.

A question was asked regarding accessibility of the office after the move. Steve answered that someone will continue to be available at the office at Church End at specific times, but generally will be at TRINITY Centre.

### **14. Questions about TRINITY and Ministry Reports**

There were no questions.

Andrew White gave a vote of thanks for Steve and Amanda Daughtery.

### **15. Closing Prayer**

Steve Daughtery closed the meeting in prayer.