

Parish of Alexandra Park, London N10 Diocese of London – Appendix

Meeting of Parishioners: 1 April 2007 at 11.30am in St Andrew's Church

Agenda

1. Minutes of Meeting of Parishioners held on 9 April 2006
2. Election of Churchwardens

Annual Church Meeting: 1 April 2007 at 11.35am in St Andrew's Church

Agenda

1. Apologies for absence
2. Minutes of the Annual Church Meeting held on 9 April 2006
3. Report on the renewal of the Electoral Roll
4. Annual report on the proceedings of the PCC & the general activities of the Parish
5. Examined Financial Statements:
 - a. Annual Financial Report for year ending 31 December 2006
 - b. Presentation of Examined Accounts for year ending 31 December 2006
 - c. Examined statement of the funds & property remaining in the hands of the PCC
 - d. Appointment of Independent Examiner to the PCC
6. Report on Fabric, Goods and Ornaments of the Church
7. Report on the proceedings of the Deanery Synod
8. Further Reports:
 - a. Parish Organisations
 - b. Muswell Hill Christian Council
9. Elections:
 - a. Lay Representatives to the PCC (*up to nine*)
 - b. Sidespeople
10. Vicar's Report
11. Any Other Business

Items for consideration under AOB must be notified to the Secretary in advance.

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Minutes of the Meeting of Parishioners held in St Andrew's Church on Sunday 9 April 2006

The Meeting began at 11.35am. - Fr A. F. Pybus in the Chair.

1) Minutes of the Meeting held on 20 March 2005

'That these minutes be signed as a correct record of that Meeting' was proposed by Mr J. Robson, seconded by Mrs L. Rose and carried unanimously.

2) Election of Churchwardens

Two nominations were received:

Mrs C. Barnwell
Mr J. Robson

p. Mrs N. Linsey
p. Miss J. Plaister

s. Mr G. H. Garnsworthy
s. Mrs N. Linsey

There being no other nominations, Fr. Tony declared that Mrs C. Barnwell and Mr J. Robson are duly elected and thanked them both.

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Minutes of the Annual Church Meeting held in St Andrew's Church on Sunday 9 April 2006

Fr A. F. Pybus was in the chair - 39 Parishioners present.

1) Apologies for absence

Apologies were received from Mr J Abrey, Dr C Bell, Miss J Fletcher, Mr L Goodwin, Mr D Gabriel, Mrs E Gabriel, Miss J Graham, Mrs E Lawrence, Mr M Lawrence, Miss C Linsey, Mrs J Linsey, Mr M Linsey, Mrs F Maynard, Mr A Smith, Mrs N Soultanian, Mr Z Soultanian, Ms J Stuart, Mr D Terwey, Miss D Wilson, Mr R Wilson.

2) Minutes of ACM held on 20 March 2005

'That these minutes be signed as a true record of that meeting' was proposed by Mrs N Linsey, seconded by Mr D Hogg and carried unanimously.

3) Report on changes to the Electoral Roll since the last ACM

Mrs L Rose, the Electoral Roll Officer, reported that three names were removed during the year, four new names were added, and that the Roll now stands at 116. Fr Tony thanked Linda Rose for all the work she has done in her capacity as Electoral Roll Officer during the past year.

4) Annual report on the proceedings of the PCC and general activities of the parish

This report, copy in the Minute Book, prepared by the PCC Secretary, Jean Plaister, was presented to the Meeting. Fr Tony thanked Jean Plaister for preparing the report and Christine Barnwell for standing in as acting PCC Secretary until the post was officially filled in November.

Arising from the report, Fr Tony noted that the Development Campaign. Demolition of the small hall and associated buildings was complete and tenders were nearly ready to go out for the refurbishment of the main hall and office complex. Before this work could begin, asbestos would need to be removed and this was scheduled for the end of April.

5) Examined Financial Statements

- a. Annual Financial Report for year ending 31 December 2006
- b. Presentation of Examined Accounts for year ending 31 December 2006
- c. Examined Statement of Funds and Property remaining in the hands of the PCC

All these reports were presented to the Meeting. The Treasurer explained that the general accounts showed a deficit of some £40,000. The situation would be aggravated in 2006 by the lack of income from the hall until the refurbishment is completed.

Fr Tony expressed his thanks to Mr H Garnsworthy, Treasurer, for his work and to Miss J Plaister for her assistance.

Thanks were also recorded to Mr Mark Hill, our Independent Examiner. Fr Tony pointed out that Mr Hill would continue as Independent Examiner, and he wished the Meeting to record its debt of gratitude.

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6) Report on fabric, goods and ornaments of the church

The report which was prepared by the Churchwardens (copy in Minute Book), was presented to the Meeting. Mr J Robson explained that both the Churchwardens have recently gone through the inventory and that everything is present and correct and also that the logbook is up to date. He reported that there had been water ingress damage during the demolition work which would be paid for through the builders insurance. A temporary notice board had been erected, pending the completion of the refurbishment, when a new one would be erected. Fr Tony thanked John Robson and Christine Barnwell for their work over the past year.

7) Deanery Synod report

This report on the work of the Deanery Synod by Christine Barnwell, Deanery Synod Representative, was presented to the Meeting (copy in Minute Book). Fr Tony thanked Mrs C Barnwell and Mr A Smith for continuing to represent the parish on the Deanery Synod.

7) London Diocesan Synod report

This report, which was prepared by Christine Barnwell, London Diocesan Synod representative, was presented to the Meeting. Fr Tony thanked Mr C Barnwell and expressed regret that she was unable to continue in this office.

8) Further reports:

a. Parish Organisations

Fr Tony thanked all those who had prepared the reports and all those responsible for organising these groups, which play such an important role in the life of the Parish.

b. Muswell Hill Christian Council

This report was presented to the Meeting (copy in Minute Book). Fr Tony thanked Mr D Hogg for all the work he does in connection with the MHCC.

9) Method of electing PCC lay representatives, terms of office and minimum age - *change to regulations*

Fr Tony reported that a number of changes agreed by General Synod come into force this year:

a. Preparation of new Electoral Roll - the next year for the preparation of a new Electoral Roll will be 2007 and subsequent preparation of new rolls will be every six years.

b. Number of lay representatives on PCC - formula now in force:

Number on Electoral Roll	Number to be elected
50 or less	6
51 – 100	9
100-200	12
over 200	15

Fr Tony proposed '*that the parish should retain the existing system of electing annually up to 12 lay representatives to the PCC*' and this was approved unanimously.

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c. Term of office of elected lay members - change of term from one year to three years with a third of the PCC to be elected each year unless the PCC decides to retain the existing system of annual elections of PCC. Fr Tony proposed '*that the PCC should retain the system of annual elections*' and this was approved unanimously.

d. Age for election to the PCC - the permitted age of those standing for election to the PCC and Deanery Synod is lowered from 18 years to 16 years.

10) Elections:

a. Lay Representatives to the PCC (*up to 12*)

Mr L Ade-Browne	p. Ms K Blackett	s. Miss J Plaister
Mrs L Dudley	p. Mrs R Garnsworthy	s. Mrs E Lawrence
Mr H Garnsworthy	p. Mrs C Barnwell	s. Miss J Plaister
Mrs R Garnsworthy	p. Mr J Robson	s. Mr V Shadare
Miss J Plaister	p. Mr H Garnsworthy	s Mrs C Barnwell
Mrs L Rose	p. Mr D Hogg	s. Mrs C Barnwell
Mr V Shadare	p. Mr J Robson	s. Mrs L Rose

Fr Tony declared the above duly elected to serve on the PCC until the next ACM and thanked everyone for their willingness to stand.

c. Sidespeople

List for 2006-2007

Mr L Brockbank, Mrs C Fuller, Ms C Jenkins. Mrs N Linsey, Mrs M Pearce, Mrs M Roberts, Mrs L Rose, Mrs R Shadare, Mr A Smith, Mrs G Wilson

'That the above list be elected en bloc' was proposed by Mrs C Barnwell, seconded by Mr H Garnsworthy and carried unanimously.

10) Vicar's Report.

Fr Tony wanted to record his thanks to Mrs June Atherton who resigned at the end of November. There was a need to make a new appointment this year.

A Welcome Pack is to be produced this year, and the Mission Action Plan needs to be updated and slightly altered.

A Hall Management Committee is to be appointed to manage the refurbished hall complex and to market the use of the hall.

A Parish Retreat is to be held at the end of September

10) Any other business

Mr H Garnsworthy reported that the SADS AGM had agreed that they would 'hibernate' until work on the hall development was complete.



PAROCHIAL CHURCH COUNCIL

Financial Procedures Statement

It is sadly true that all of us are tempted, even if, mercifully, few actually succumb. However, it is only responsible to ensure that at all stages in the handling of the PCC's funds, from collections to payments, there are mechanisms in place that can help decrease the risk of fraud and increase the transparency of the PCC's management of the sums for which it is the trustee. These measures will also assist in defining the 'audit trail', so that whoever completes the audit of the annual accounts will find their task made much easier.

- The following should be taken in conjunction with the Diocese of London's policy and guidelines (*Parish Finance Booklet*)
- two people should check cash receipts and sign clear records of this.
- bank credits should link with these records.
- all payments should be made by cheque with a separate petty cash system in accordance with the *Parish Finance Booklet*.
- cheques received should be payable to the PCC or the church, not to individuals.
- there should be at least two signatories for cheques paid out, and cheques should not be signed in advance of being made out.
- collections taken during services in church must be kept locked in the safe when unattended.
- the PCC members should be involved in the monitoring of what is, after all, their money – for example let the Churchwardens have sight of the bank statements from time to time (perhaps when the Treasurer is on holiday). Financial statements should be presented regularly to the PCC, preferably at each meeting. These should show the figures for the year to date, compared with the estimates (or budget) and the figures for the same period in the previous year.
- only those PCCs with an annual figure for income or expenditure of over £250,000 need to use a professional auditor. Below that sum, and thus for the great majority of parishes, the audit can be undertaken by an 'independent examiner', who, while not professionally qualified, should be financially competent and experienced.
- the independent examiner must not be a member of the PCC and ideally should be external to the parish, and his/her report should be in accordance with the Charities Act 1993 and the Church Accounting Regulations 2006
- This policy will be reviewed by the PCC every three years

Adopted by the PCC 16 January 2007