PARISH OF IFIELD
ANNUAL PAROCHIAL CHURCH MEETING
held on Wednesday 17th April 2024 at St. Margaret's Church

Present: Revd. Christine Spencer, Chair of the meeting
Clergy: Revd. Dominic Desouza-Campbell, Revd. Canon Doris Staniford
Laity: Mr. Blake Edwards, Mr. Chris. Bell, Mrs. Jill. Bell, Mrs. Jane. Binmore, Mrs. Kim Davis-Gray, Mr. Andy Ironside, Mr. Kevin Lawler, Mrs. Joan Lloyd, Mrs. Mary Pedlow, Mr. Carl Peirce, Mrs. Lindsey Plunkett, Mr Robert Pudney, Miss Ann Rice, Mr. Michael Shultz, Mrs. Rita Strutt, Mr. Trevor Strutt, Ms. Jo-Ann Silk, Mrs Clare Wilson, Mrs. Heather Woolsey, Mrs. Nicola Wood,

Welcome: The Rector welcomed all to the Annual Meeting of Ifield Parish.

The meeting opened with prayer led by Revd. Spencer.

VESTRY MEETING - ELECTION OF THE CHURCHWARDENS

Mr. Andrew Ironside was nominated as Churchwarden, proposed by Mr. Robert Pudney, seconded by Mr. Chris Bell. Mr. Kevin Lawler was nominated as Churchwarden, proposed by Mrs. Jill Bell, seconded by Mrs Mary Pedlow. With all in favour, the Parish Wardens were duly elected.

Revd. Spencer gave a vote of thanks for all that the Parish Wardens have done to support her over the last year, particularly with the building works.

ANNUAL PAROCHIAL CHURCH MEETING

1. Apologies for absence
Mr. David Clipperton, Mr. Brian Eastman, Mr. Craig Edwards, Mr. Martin Hull, Miss Veryan Nicholls, Mrs. Sarah Ward, Miss Amy Wilson

2. Minutes of the Annual Parochial Church Meeting of 26th April 2023 There were no comments or questions regarding the minutes. Revd. Spencer proposed that they be accepted, seconded by Mr. K. Lawler. With all in favour, Revd. Christine Spencer signed the minutes as a complete record of the meeting.

3. Matters arising from the Minutes of the meeting 26th April 2023
There were no matters arising which had not already been resolved.

4. The Annual Reports:
All the reports were made available prior to the meeting in a documentation pack in church, and attendees at the previous meeting and PCC members had received them by email. Unfortunately the trustee, finance and communication reports had been reproduced with poor clarity within the document pack, but more clearly printed 'clean' versions of these documents was available at the meeting.

a) Trustees Annual Report for 2023 – Revd. Christine Spencer and James May
Revd. Spencer gave her thanks to James May, in his absence, for all his help on preparing the report. This report, and the finance report, had been approved by the PCC at their last meeting. No questions were raised regarding this report.

b) Finance report for year ending 2023
Revd. Spencer advised that she was not aware of any questions being raised, but that she would pass these on to James May if needed. Kevin Lawler noted that the 200 Club income has not been recorded. This is because the income goes into the buildings fund income, however, James May is aware of this and plans to show this separately in future reports. Revd. Christine gave thanks to Mr. James May and all the team who support him with finance matters – Mike Shultz and Mave Eshun. The report was approved by the PCC at their March meeting and has been independently examined.

c) Electoral Roll 2024 – Mrs. Clare Wilson, Electoral Roll Officer
There are 135 names on the updated electoral roll: an increase by two since last year. In 2025 the Electoral Roll will be renewed and all those currently on the roll will need to reapply. Good notice will be given of this. This ensures that the roll is current and contact details are relevant. Rev. Christine gave thanks to Clare Wilson for keeping the roll up to date.

d) Fabric Goods & Ornaments / Property report and Parish Wardens report – Mr. Andy Ironside and Mr. Kevin Lawler
There were no queries on the report. Kevin Lawler explained that the quinquennial inspection has now happened, and a detailed report has been received from the architect. This will be presented to the PCC and Buildings Committee in due course. Rob Pudney asked for an update on CCTV installation in order that the church can be kept open for longer. Andy Ironside advised that the Parishwardens will look into this, together with the Buildings Committee. Trevor Strutt advised that he has spoken to Ifield Barn Theatre about their CCTV system and is happy to share their contact. Lighting and CCTV were going to be done together in church, but a faculty was required. The Inspecting Architect has now been appraised of these plans, by Revd. Spencer, when he carried out the quinquennial. CCTV will be followed up.

Action: Parish Wardens and Buildings Committee

Revd. Spencer gave thanks to Andy and Kevin for their report and for all their help on the buildings and for taking this forward.

e) Deanery Synod report – Mr. Robert Pudney
Rob Pudney had provided a cut down version of the minutes of Deanery Synod meetings held during 2023. There were no questions regarding this report. Rob advised that Revd. Richard Poole is the new Rural Dean and that things are moving forward positively. Rob was thanked for his report, and for typing the Deanery minutes. Rev. Spencer gave thanks to Mary Pedlow, Trevor Strutt, Rob Pudney and Chris Bell who are our Deanery Synod representatives. Rob Pudney is also Deanery Synod Lay Chair and Secretary.

f) Safeguarding Report – Miss Amy Wilson

Amy was thanked, in her absence, for her report. There were no questions on the report. Amy is standing down as Safeguarding Officer at today's meeting. Mr. Andy Ironside has volunteered to become responsible for DBS checks and the recruitment aspect of the role, but we will need to find someone to take on the Safeguarding Advisor role If anyone feels compelled to take this on, or would like more information, please speak to Revd. Spencer. Revd. Spencer **Action: Safeguarding volunteer**
Revd. Spencer thanked Amy for her report and for all that she has done in the role, ensuring that we have remained compliant.

g) Mission Committee and SMITCH report – Jill Bell and Robert Pudney

Kevin Lawler said that he had found this an enlightening read; it is helpful to know what is going on and all the varieties of mission. Chris Bell said that it shows that we are doing mission, and it is incumbent on us all to do our part. Revd. Spencer gave thanks to all who support mission in our church. Rob Pudney gave thanks to Sue Gilbert for the Easter Team deliveries every two weeks, and also to all who donate to this.

h) Buildings Report – Mr. Martin Hull

Martin had given his apologies to the meeting. Kevin Lawler advised that someone would be coming on 18th April with a view to quoting for a deep clean of the whole church, including at height. Revd Spencer said it is impressive to see what is happening and thanked the working parties. Thanks were given to Jo-Ann Silk for painting in Lychgate Cottage. She and Martin have done this quietly, and they are appreciated very much.

Rob Pudney asked whether priorities need to be determined for building projects following the quinquennial. Kevin Lawler advised that the architect has provided a detailed report with a suggested table of work, and quotes can be obtained as contacts have been given for roofing. Revd. Spencer confirmed that the DAC have been informed that we have a new inspecting architect.

i) Youth and Children Reports, including FIISH, Junior Youth Club (JYC) / Above Youth Club (AYC), Holiday Club, Little Dragons and JAM – Miss Veryan Nicholls and Revd. Christine Spencer

Jill Bell asked that it be noted that the holiday club had taken place over three days (not one week) during 2023 and that the dates for holiday club 2024 should be 29th July until 2nd August, not as stated in the report.
Revd. Spencer thanked all who help with Little Dragons. JAM (Jesus and Me) club is going well at the school and they will need to find a bigger room for this, due to the numbers now attending. Naomi Gater left in December 2023, and we are very grateful for all that she did. Jill Bell thanked Revd. Christine for all that she has taken on in keeping youth and children's work going.

j) House Group report – Mrs. Jill Bell

There were no questions regarding this report. Revd. Christine thanked all those who lead the house groups and provide hospitality. If anyone would like to join a house group, please speak to Trevor Strutt or Jill Bell about developing discipleship.

k) Men's Fellowship – Mr. Robert Pudney

Rob advised that the men are trying to do more activities. Revd. Christine wished them all a great time, whatever they do.

Clare Wilson has recently activated the SMILE Women's fellowship email and has sent out details on Facebook and in the news sheet asking ladies to get in touch if they are interested. Email smile@ifieldparish.org Jill Bell will put details in Buzz too. A mailing list will be set up and events and activities will be considered.

l) Choir and Music – Mr. Stephen Horsman, Director of Music

There were no questions or comments regarding Stephen's report. Revd. Spencer gave her thanks to Stephen and to all those who provide the music, especially on special occasions, such as advent.

m) St. Margaret's Scouts – Mr. Craig Edwards

Apologies had been received from the leaders for this evening's meeting. Revd. Christine advised that they are a very active group and that they now have two Squirrel drays for 4 – 6 years old, and are one of the first troop in the area to have this. There was a very good presence in church on Mothering Sunday. Their services can be considered mission, and are held at least four times a year.

n) Communication report – Mr. Carl Peirce

Chris Bell asked that, in the light of all that goes on with social media, whether the Facebook content was being monitored. Carl Peirce advised that we have three active admin and that all posts need to be pre-approved; they cannot be posted straight to the page. Comments are monitored too. Fr. Dominic noted that his name had been incorrectly spelt in paragraph three of the report. Revd. Christine gave thanks to Carl for all that he does for the Parish website and thanks also to the people who do post to Facebook.

o) Flower arranging team – Mrs Patricia Upham-Hill

There were no questions on the report. Revd. Spencer gave thanks to all the helpers, and those that support them on occasions, for all that they do to provide the wonderful flower arrangements, particularly on high days and holidays.

p) PCC Meeting summary and attendance – Clare Wilson, PCC Secretary

There were no questions on the report. Thanks were given to Clare for providing this information.

q) Rector's Report – Revd. Christine Spencer

Kevin Lawler expressed that this report shines a light on the huge amount of work that Revd. Christine is doing, and the range of activities that she does, in addition to all the activities that she has taken on since Naomi Gater has left. Many thanks were given to Revd. Christine.

5. The Elections and Appointments

a) Election of Deanery Synod representatives – two for a two-year term
We still have two vacancies carried forward from last year. There were no nominations for these posts. Revd. Spencer advised that Ifield Parish is well represented at Deanery Synod as there are five people, including herself, attending the meetings. This will change next year when Chris Bell stands down as Diocesan Synod Lay Chair.

b) Election of Parochial Church Council representatives
Ifield Parish can have twelve trustees. There are six vacancies for PCC representatives currently. The following were nominated to stand as PCC representatives -

Mrs. Heather Woolsey was proposed by Mrs. Sarah Ward, seconded by Mr. Karl Ward.
Mrs. Kim Davis-Gray was proposed by Mrs. Jill Bell, seconded by Mr. Chris Bell.

With no objections or abstentions and with all in favour, these two representatives were all duly elected for a three-year term.

There are three PCC members standing down this year – Martin Hull, Naomi Gater left in December 2023 and Ellis Barton resigned in 2024.

Revd. Spencer proposed that Martin Hull be co-opted back onto the PCC for a year, as he can support the PCC with buildings matters. Martin Hull has agreed to this. All were in favour.

Revd. Christine gave thanks to all other PCC Trustees. Returning as PCC representatives for their final year are Lindsey Plunkett, Rob Pudney and Sarah Ward

Three PCC representatives returning for two years are Veryan Nicholls, Jo-Ann Silk and Clare Wilson,

That left three PCC vacancies unfilled. There were no additional nominees for these posts.
Post meeting note: Mrs. Rita Strutt was nominated for co-option at the PCC meeting, which left two vacancies remaining. Nicola Wood had not been asked to complete an updated PCC nomination form, having been co-opted in 2023 and will be nominated in 2025.

c) Appointment of Independent Examiner Mr. James May has recommended Richard Place Dobson for a further year. All were in favour of this appointment.

6. Any Other Business
There were no additional items to discuss.

7. Date of APCM 2025:

It was agreed that the next Annual Parish Church meeting would take place on a Wednesday in April or May 2025, but not in Holy week and would be after Easter, but that the actual date would be confirmed in January 2025. Revd. Christine proposed that we make this a more sociable event with fellowship and suggested that we celebrate what we have been doing, perhaps with cheese and wine prior the meeting. It may help more to attend if this were held this after the service on a Sunday, with a lunch.

8. The close

Revd. Spencer thanked all those who have attended tonight's meeting.
The meeting closed with the Grace at 19.45.

Signed..Revd Christine Spencer.....Dated...27th April 2025

Ifield Parochial Church Council (PCC) – Code of Conduct

1. Discussions at PCC meetings should be considered confidential and not disclosed to others until the minutes have been formally approved.
2. One person to speak at a time and all to listen.
3. Justify the reasons for making a point
4. Respect one another and give all a chance to speak.
5. Stick to the point and keep things brief.
6. We don't make it personal.
7. It's okay to disagree.
8. Once a decision is made – corporate responsibility ensues. The PCC is collectively responsible for that decision. There should be no dissention / further discussion outside the meeting
9. Avoid side discussions during the meeting – direct discussion via the Chairperson.
10. Important topics will be categorized as for information, for discussion, for decision or for review
11. These are public meetings – make it clear when an item is not to be minuted
12. Any other business needs to be agreed beforehand. Requests for AOB need to be made a week before the meeting.
13. If something urgent needs to be included, the PCC will agree an item to carry forward to the next meeting
14. Start on time and finish on time – finishing at 9:30 at the latest
15. Reports should be submitted to the secretary at least a week beforehand for circulation in good time (at least a week) prior to the meeting.
16. The paperwork needs to be read prior to the meeting.
17. Any issue of concern needs to be raised directly with the Rector or Parish Wardens, and not via email to all PCC members.

Approval and Review
This PCC Code of Conduct will be reviewed on an annual basis at the APCM to ensure continuing appropriateness.

Signed..... **Date**.....
Chair of the PCC – Revd. Christine Spencer

In this meeting we aim to discern God's will; work well together; take action for the future; and to operate to our Code of Conduct

Last Updated 29/09/2021. Reviewed 17/4/24 Review 27/4/25