

APCM Meeting 2025 - AGENDA

Meeting of Parishioners (Vestry Meeting)

1. Prayer
2. Minutes of Meeting (*from Previous year*)
3. Election of Churchwardens
4. Prayer for new Churchwardens

Annual General Meeting

1. Apologies for absence
2. Minutes of Meeting (*from Previous year*)
3. Matters Arising
4. Reports -
 - Electoral Roll
(*written by the electoral roll officer, with a copy available for inspection at the meeting*)
 - Churchwardens –
(*Report on the proceedings of the PCC and the parish in general*)
 - Fabric
(*on the good and ornaments of the Church written by the Church Wardens*)
 - Treasurer –
(*this must be independently audited and published for at least 7 days - including a Sunday service before the mtg*)
 - SGPN Report
 - Governor's report
 - Deanery Synod
(*Report on the proceedings of the Deanery synod written by the Deanery synod representative*)
 - Safeguarding Report
 - Vicars Report
5. Elections:
 - Deanery Synod Rep –
(*elected for a 3yr term, 1 if electoral roll is less than 50 2 if up to 100*)
 - Election of PCC Members –
(*upto 6 if electoral roll is less than 50, 9 if 50-100, 12 if 100-200*)
 - Ex-officio (Chair), Churchwardens, Deanery Synod Rep, ALM's
6. Appointment of Independent Examiner
7. Safeguarding review of Policy
8. Parishioners' Questions
9. Date of next APCM

PCC mtg following the APCM:

1. Apologies for absence
2. Election of PCC officers
 1. Lay-Vice Chair
 2. Treasurer
 3. Secretary
 4. Electoral Roll Officer
 5. Safeguarding officer (local independent person)
3. Signing of "Fit and Proper" declaration by all PCC members (including CW's, Deanery synod reps etc)
4. Dates of PCC mtgs for the coming year (please bring diaries)

Claypole Benefice Combined Vestry Meeting & Annual Parochial Church Council Meeting 11:45am, Sunday 7th April 2024 at St Peter's, Claypole

Attendees : Bridget Rosewell (BR) (Chair),
Fiona Libby (FL), Mike Libby (ML), Catherine Thornton (CT),
John Padley (JP), Tony Tucker (TT), Linda Tucker (LT), Helen Donger (HD), Barbara White (BW), James White (JW), Martin Parnell (MP), Steve Jarman (SJ),
Aubrey ??, Paul and Rosemary ??
Libby Mason (LM),
Dick Loynes (DL), Lynda Loynes (LL)
Mavis Arnold (MA), John Lawrence (JL)

Agenda Item Action

Welcome

1. Apologies - Apologies were received from :
Daphne Streets, Oli Phillips

Vestry Meetings

2. Appointment of
Wardens

Prior to this meeting :

St Martins, Stubton - ML was re-elected.

At this meeting :

St Peter's, Claypole - JP and BR were re-elected

All Saints, Fenton - LM was re-elected.

All Saints, Westborough - MA and JL were re-elected

St James', Dry Doddington - DL was re-elected.

APCM

3. Minutes of Previous Meeting and Matters Arising. Were circulated prior to this meeting and all present voted in favour of them being a true record.

There were no matters arising.

4. **Electoral Roll** The numbers on the Electoral Roll for the 5 churches are as follows :

St Martins, Stubton - 43 (Officer - ML)

St Peters, Claypole - 47 (Officer - BR)

All Saints, Westborough - 8 (Officer - JL)

All Saints, Fenton - 12 (Officer - LM)

BR asked if the congregation could join the St James electoral role to improve the ability to form a PCC. This resulted in the following :

5. Wardens Reports

Copies of written reports were received from St Martin's, All Saints Fenton and All Saints Westborough and passed to FL. Any relevant highlights were expanded upon in the meeting.

6. Treasurers Reports Treasurers reports were circulated from St Peter's, All Saints Fenton, St James, All Saints Westborough and from St Martin's. Discussion around finances again raised the question as to whether the pooling of all church funds may lead to better returns...It was proposed that CT should work closely with OP to resolve finance processes.

7. Deanery Synod No report

8. Safeguarding There were no issues reported from any of the parishes at this meeting.

9. Ministers Report No report

10. PCC Elections

St Peter's

BR and LM proposed Helen Donger for the PCC

BR and SJ proposed Tony Tucker for the PCC

Both were duly elected.

St Martin's

ML and CT proposed Ian Phillips to join the PCC.

He was duly elected.

11. Independent Financial Examiners

All parishes were happy with their current independent financial examiners.

12. Fit & Proper Person Forms

All PCC members need to complete a form and give it to FL who is maintaining a list and will follow up with those yet to provide.

13. Any Other Business

The suggestion was made that we move toward having one PCC covering all 5 churches rather than 5 separate PCC's. To be discussed further.....

14. Close -

The meeting closed at 12:15pm

Westborough 2025 REPORTS

Electoral Roll

A new Electoral Roll has been compiled and there are 8 members:

- Mavis Arnold
- Murray Arnold
- William Arnold
- John Lawrence
- Margaret Lawrence
- Jane Ford
- Ann Lund
- Emily Marris

Church Wardens/Fabric Report

No issues to report this year. Andy Cousins has again assisted with cutting the grass in the Churchyard.

PCC

Westborough PCC met four times during the year . A summer concert has been arranged at the Church.

Inventory

There has been no change to the contents of the Church during the year.

Treasurers Report

INDEPENDENT EXAMINER'S REPORT TO WESTBOROUGH PAROCHIAL CHURCH COUNCIL

I report on the accounts of the Trust for the year ended 31 December 2024, which are set out on pages 1 to 3.

Respective responsibilities of trustees and examiner

As members of the PCC you are responsible for the preparation of the financial statements. You consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records 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 accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

I report on the accounts of the Westborough Parochial Church Council for the year ended 31 December 2024, which are set out on pages 1-2

RESPECTIVE RESPONSIBILITIES OF THE PAROCHIAL CHURCH COUNCIL AND THE EXAMINER

The Parochial Church Council, are responsible for the preparation of the accounts. You consider that an audit is not required this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- 1) examine the accounts under section 43 of the 1993 Act;
- 2) follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- 3) state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S REPORT

My examination was carried out in accordance with the general Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Parochial Church Council and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as the Parochial Church Council concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below


INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention:

- 1) which gives me reasonable cause to believe that, in any material respect, the requirements:
 - a) to keep accounting records in accordance with section 41 of the 1993 Act; and
 - b) to prepare accounts which accord with the accounting records
 have not been met; or
- 2) in which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

MARSHALL WALKER
Accountants
THE CROFT EARN
SYERSTON
NEWARK
NOTTS NG23 5NE

Date 10/04/25



(2)

WESTBROUGH PAROCHIAL CHURCH COUNCIL

RESTORATION FUNDS FOR THE YEAR ENDED 31 DECEMBER 2024

2023	2024	2023	2024
11,575.80 Balance at Bank, Brought Forward	12,087.77	0.00 Transfer to Current Account	0.00
0.00 Vat Refund	0.00	0.00 Transfer to Reserve Account	0.00
0.00 Donations	0.00	Building repairs	0.00
0.00 Transfer from Current Account			
211.84 Interest (Net)	250.06	12,087.77 Balance at Bank, Carried Forward	12,478.53
12,087.77	£12,478.53	12,087.77	£12,478.53

Approved on:

Treasurer

Church Warden

(1)
WESTBOURGH PAROCHIAL CHURCH COUNCIL
RECEIPTS & PAYMENTS ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024

2023 RECEIPTS	2024	2023 PAYMENTS	2024
1,400.21 Balance at Bank, Brought Forward	802.20	47.36 Electricity	192.78
230.00 Collections	355.41	30.00 Diocese of Lincoln	30.00
445.44 Tax Returns	0.00	240.99 Rector's Expenses	254.33
1,601.35 Wedding and Funeral Fees	900.50	1,198.75 Insurance	1,228.05
1,366.00 Donations	1,152.00	500.00 Parish Share	1,000.00
75.00 Parish Council	75.00	0.00 Lincs Churches Trust	0.00
0.00 Funeral expenses	0.00	0.00 Pensions weddings	341.00
0.00 Music in Quiet Places	0	48.00 Bank charges	0.00
0.00 Bank fee refund	24.00	175.52 Weymans and greaves bin	184.00
100.00 T/T Reserve A/c	300.88	1,700.00 Transfer to Reserve Account	0.00
		0.00 Transfer to Restoration Account	0.00
		532.25 Balance at Bank, Carried Forward	485.22
<u>4,743.26</u>	<u>3,699.94</u>	<u>4,743.26</u>	<u>3,699.94</u>

(2)
WESTBOURGH PAROCHIAL CHURCH COUNCIL
RESERVE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2024

2023	2024	2023	2024
5,001.12 Balance at Bank, Brought Forward	6,072.40	100.00 Transfer to Current Account	360.00
1,700.00 Transfer from Current Account	0.00		
0.00 Transfer from Restoration Account	0.00		
<u>71.23 Interest (Net)</u>	<u>30.60</u>	<u>6,072.40 Balance at Bank, Carried Forward</u>	<u>6,483.37</u>
<u>6,772.40</u>	<u>6,763.98</u>	<u>6,772.40</u>	<u>6,763.37</u>

Deanery Synod Report

The last meeting I attended was 27th March at Caythorpe which was poorly attended. We seem to go over the same ground at every meeting, ie very few services and still expected to pay for many of us, a large amount of Parish Share.

It was noted that Archdeacon Justine is moving on after 10 years in our deanery, but no mention was made of who is to take her place.

We were reminded that there should be a Deanery representative from every church in the Benefice as some churches are not represented at meetings and it is important that all are aware of the latest news from the Diocese.

The Local Mission Partnership Poster is to be updated as some church situations have changed.

The new Loveden areas are, **Loveden West** comprising Long Bennington, Claypole (these two being Hub churches), Community churches at Sedgebrook, Allington, Foston and Stubton; Festival churches at Dry Doddington, Fenton and Westborough. The local priest is Rev Jon Speirs-Davies.

Loveden Central comprising Hub churches at Welbourn and Caythorpe; Community churches at Marston, Hougham, Hough on the Hill, Fulbeck and Brant Broughton; Festival churches at Carlton Scroop with Normanton, Brandon, Leadenham, Beckingham and Stragglethorpe. The local priest is Rev Sara Davies

Loveden East with a Hub church at Ancaster; Community churches at Belton, Syston, Barkston and Wilford; Festival churches at Honington, Kelby, Rauceby, Welby and Heydour
The local priest is Rev Georgie Machell.

Rev Georgie Machell and Rev Sara Davies need licensing to cover the extra churches that have been added to their original parishes. They have been ministering to these churches but it needs formalising. If agreed there would be one PCC for each groups and a DCC for each church for general organising and maintenance.

Each parish would operate as now but Rev Georgie and Rev Sara would be fully licensed. This was voted on and the motion carried, so licensing will now happen.

The Bishop has requested that all priests should have 36hrs rest per week. Individual priest to work out and implement this.

A training course To love and serve the Lord will start in September in Grantham. Everyone is invited to join if they feel a calling.

The APCM's dates are set.

Churchwardens can request help from churchwardens in other parishes if needed at any time. No date has been set yet for the Churchwarden Visitation Service.

The Church Electoral Roll has to be accurate, so notes on the form must be followed. Safe storage of the forms is required.

PCC members have to be confirmed and take Holy Communion at least three times a year This led to interesting discussion about losing PCC members if the rule is enforced.

There is a lay vacancy at the Diocesan Synod if anyone is interested. This should be raised at the APCMs. They must be on the electoral roll and a communicant.

As the Deanery Rep should only be in post for three years and I've now been a rep for Claypole and Fenton for 11 years, I am not prepared to carry on and so would be grateful if someone else took on the role.

Report from Libby Mason (Claypole & Fenton)

Safeguarding Report

No safeguarding issues were raised across the church group during the year. Each Parish has a nominated local Safeguarding contact and Mike Libby is the Safeguarding Officer for all of the Parishes.

All those nominated safeguarding contacts have either undertaken – or are in the process of undertaking – the designated training. Efforts are made locally to track both the PCC members and the Safeguarding team through the training.

DBS applications have been processed across the West Loveden LMP churches for all those identified as requiring them – all PCC members, Messy Church helpers, Safeguarding team.

There have not been any significant problems identified during the processing of DBS clearances and the process of utilising the thirtyone:eight online system is working well.

Vicars Report

It's a joy to write this first report for West Loveden Church, having arrived in the parish in August and been formally licensed in September. Since then, it has been a season of settling in, building relationships, and beginning to discern what God is already doing among us—and how we might join in.

A Season of Beginning and Welcome

My first few weeks were full of welcomes. I'm so grateful for the kindness, patience, and hospitality extended by so many across our villages. The early part of my time here was marked by our Harvest celebrations. In many ways, a perfect opportunity to meet lots of people around our parishes, not just at the core of our worshipping community but also those who support and cheer on our endeavours in a broader sense. From school services to traditional harvest suppers, I was struck by how much goodwill and care flows through these villages. I particularly enjoyed how relaxed and joyful each celebration was—and my youngest clearly agreed, dragging me to the front for a boogie.

Next was the season of remembrance and, again, this occasion was marked with evident care and attention. Of the many examples of this, the way the various scouting and guiding groups were enabled to participate at the service in Foston beautifully captured the sense of togetherness that was clear across all the West Loveden services. It was a wonderful picture of the community coming together and filling the church to honour those who took seriously the call of Christ that there is no greater love than this: to lay down one's life for one's friends (John 15:13).

As we moved into Advent and Christmas, I was again encouraged to see so many come and participate in the carols and celebrations marking the birth of Christ—some perhaps for the first time in a while, some regularly, and others for the first time ever. I have to congratulate all those who planned and presented such unique and special carol and Christingle services. It felt like such an encouraging picture of our path forward with everyone enabled, encouraged and emboldened to get stuck in and share together. Instead of nine identical carol services (which is likely what I would have been able to manage on my own), each service, whether quiet and reflective or joyful

and bustling, helped tell the story of Christ's coming, and I want to thank everyone who played a part in making that season beautiful and meaningful.

Other particular highlights were some of the very popular events that saw our buildings packed. The Cranwell Military Wives Choir concert at St Swithun's Long Bennington was packed with people enjoying the choir's wonderful talent. Also, the gospel music concert at St Peter's Claypole so joyfully led by the Sing It Bold Community Gospel Choir was a massive success. Thank you to all who put in the time and effort to plan and organise those and other events throughout the year.

Looking Ahead Together

A key theme emerging in our conversations and shared work has been that of *becoming more God's church across West Loveden* as the legacy groups of Saxonwell and Claypole continue to grow closer together in mutual support and communion. Each parish community brings something different to the table—different traditions, gifts, and styles of worship—and part of our calling now is to explore how we can cherish that diversity while growing together into something more united. Not “one-size-fits-all,” but one family of faith made up of many parts. As is repeatedly stated in the scriptures, “We, who are many, are one body in Christ, and individually we are members one of another” (Romans 12.5). To be the Church, the Body of Christ, is to confidently assert that we are each valued and important while also humbly elevating others and encouraging them that they are just as important and valued.

This isn't about efficiency for its own sake or streamlining for administrative tidiness - it's about deepening our shared identity as the Church in this place and becoming more able to support one another in worship, mission, and care. I've already seen signs of this taking root, and I'm hopeful about where God is leading us next. As the Apostle Paul wrote in his disarming digression instructing the early church, “The eye cannot say to the hand, ‘I don't need you!’ And the head cannot say to the feet, ‘I don't need you!’” (1 Corinthians 12:21). If I may add, the wonderful thing about being human - rather than just a body part - is that we can be and do many different things. As we stand shoulder-to-shoulder at the foot of the cross, nothing is beneath or above anyone and everything is an opportunity and a blessing.

Gratitude

I want to say a heartfelt thank you to the bellringers, churchwardens, cleaning crews, flower arrangers, ministry leaders, musicians, pastoral visitors, PCC members, priests, readers, refreshment servers, school contacts, and so many others who faithfully serve—often behind the scenes. Your work is deeply appreciated. Thank you also to those who have simply taken the time to talk, to pray, or to offer advice and context—it's made a huge difference.

A special thanks to all who give, tithe, and financially invest in the life of our worshipping community.

As well as being generous with time and skill, it's a joy to witness such a widespread response to God's invitation to worship in generosity. It's so clear how, by pooling our carefully stewarded resources, we are enabled to reach out with the gospel together better than any of us could on our own. I want to particularly acknowledge the sizeable and generous legacy left in a parishioner's will for the church in Allington. This money has been prayerfully invested in accessibility for the building with a ramp, kitchen and toilet facilities as well as more space for gathering and fellowship. A final special thanks to those who source and secure grant funding that is so vital in helping to maintain the building heritage that we steward. It's such a blessing to be part of such a generous community. Thank you.

2025 and Beyond

As we step into 2025, I'm looking forward to deepening relationships across the parishes and continuing to explore what it means to be one Church in many places. I hope we can build rhythms of worship and life that sustain our congregation and help us engage meaningfully with those beyond our church walls.

God is already at work in our villages. Our task is not to invent something new but to pay attention to the Holy Spirit and unleash the creativity God has placed within each of us. As we grow in confidence and faith, let's keep inviting others into the life of Christ. Please keep praying—for our church, for our villages and for one another.

Rev'd Jon Speirs-Davies