

ST LUKE'S CHURCH, SWAY
Minutes of the Annual Parish Meeting and
Minutes of the Annual Parochial Church Meeting
held on Wednesday, 7th May, 2025 at 7pm in Church

Present: Rev Jane Mitchell Vicar
 Sandra Clarke Church Warden
 Peter Blick Church Warden
 Geraldine Hawkes PCC Secretary
 Sara Willis Parish Administrator and Electoral Roll Officer
 Merilyn Christian-Edwards LLM PCC member
 Canon Michael
 Christian-Edwards Permission to Officiate
 Rev Chris Guinness Permission to Officiate

Total number present: 45

Annual Parish Meeting

1) Opening Prayer

Jane welcomed everyone to the meeting to support the governance of St Luke's Church and opened with prayer. Jane explained that this meeting was open to all those resident in the Parish of Sway.

2) Election of Churchwardens

Geraldine presented the nominations for the two positions of churchwarden as follows:

Sandra Clarke proposed by Andrea Janssens, seconded by Janet Kirk; and

Russell Fry proposed by Wendy Collyer, seconded by Sandra Clarke.

As there were no other nominations, Sandra and Russell were duly appointed.

Jane thanked Sandra and Peter for their contribution and commitment to church life for the past year and cards and gifts were presented.

This concluded the Annual Parish Meeting.

Annual Parochial Church Meeting

1. Jane welcomed everyone to the APCM and explained that only those on the electoral roll are eligible to vote in this meeting.
2. **Apologies**
Apologies had been received from: Malcolm Clayton, Ellie John, Debbie Hull, Heather Andrews and Diane Platt Higgins.
3. **Approval of Minutes**
The minutes of the APCM held on Thursday, 20th April, 2024 were circulated beforehand.
Proposal by Ian Andrews to adopt the minutes as a clear and correct record, seconded by Hazel Gillett and unanimously approved.
4. **Matters Arising**
None
5. **Church Finances** – as Ian Burnham had been unavoidably detained, this was discussed under item 11 below.
6. **Presentation of the Electoral Roll**
An electoral roll report was presented by Sara Willis, the office administrator and PCC appointed Electoral Roll Officer.
The number of names entered in the church electoral roll as revised for the 2024 APCM held on 16th April 2024 was 163. This year the electoral roll is being completely revised as required every 6 years.
As of 14th April 2025 the number of names entered in the church electoral roll for the 2025 APCM is 112.
As required by law the names of the current roll were displayed in church at least 14 days before the APCM.
Jane thanked Sara for her work as Electoral Roll Officer and Parish Administrator.
7. **Reception of Reports**
Jane thanked everyone for their written reports. There were no questions.
8. **Election of Officers**
 - (a) Deanery Synod Representatives – there is one vacancy out of three and no nominations.
 - (b) Members of the PCC
Jane thanked those who served, particularly Andrea Jansenns and Lucy Howlett who contributed so much during their time on the PCC.
Four Nominations were received:
Janet Kirk proposed by Marilyn Christian-Edwards seconded by Malcolm Clayton
Lizzy Smith proposed by Sandra Clarke and seconded by Ken Naylor

Lesley Willey proposed by Marilyn Christian- Edwards and seconded by Andrea Janssens

Peter Blick proposed by Janet Kirk and seconded by Lesley Willey

As there were more places available on the PCC than nominations received all were duly thanked and elected.

(c) LLMs (Licensed Lay Ministers)

Marilyn Christian- Edwards LLM was unanimously voted on to the PCC and thanked for her valuable contribution to church life.

9. Vicar's report

Highlights for the year included completion of significant building works, launching the Praise and Prayer initiative and The Church Times award for looking after our beautiful church grounds. It is a joy that many people are taking up diocesan training to support lay ministry in church life that will support ongoing ministry in Sway.

There have been challenges during the year including the unexpected death of Jane Nicholson, our church administrator. This was a shocking and a sad time. Subsequently we recruited Sara Willis who has found her feet very quickly and has been a great asset. There was a round of applause in appreciation of her help.

We are currently waiting for professional advice on how to move forward regarding church land.

Our goal is to remain faithful to God and love one another. Jane finished with prayer and asked for questions from the floor:

Janet Lealan found refreshments in church at the beginning of the 11am service distracting and felt we should consider those who would like quiet sanctuary to pray. It was felt the hospitality table generally worked well and this issue could be addressed by adjusting timings. **Action: The PCC to review.**

There was a vote of thanks to Lesley for all her work with setting up the hospitality table.

Chris Guinness gave a big thank you to all those who worked on the Youth Centre project and asked the PCC to make it a priority to answer the letter from Sway Parish Council. Jane assured Chris that advice is being sought and the PCC will prioritise this issue.

11. Finance – Ian Burnham apologised that he had been delayed.

(a) Receive the Annual Accounts for 2024 – the accounts had been circulated in advance.

(b) Appointment of Examiner for the 2025 accounts.

Jane proposed Sue Finnimore, seconded by Geraldine Hawkes, unanimously agreed. Jane recorded her thanks to Sue for examining this year's accounts.

(c) Accounts for the year ended 31st December 2024

Peter Blick drew attention to the error on page 6 – major and minor repairs should have been distinguished and this had been corrected.

The forecast of a significant deficit had not materialised and there was a small surplus. Parish giving is reducing by about 15% each year. The reasons for this are the ageing demographic and some people moving away or to another church. However, legacies of just under £20,000 were received. Also, the appeal to raise funds brought in £11,000 and we were blessed in many ways as people responded to the appeal.

Bank balances were in good shape at the end of 2024 at £190,000 which is £18,000 up on the previous year. Cash balances of £190,000 are encouraging, of this £70,000 is restricted and has to be spent on youth ministry. £30,000 is held as a buffer against unexpected circumstances. £90,000 of free reserves can be spent whenever the PCC determine.

Assuming there are no legacies, we will run a deficit this year, but there are no major concerns about that. The monthly accounts for 2025 up to the end of March show a surplus of £14,500 in that period, including £10,000 match-funding by the Diocese.

Thanks to all those who continue to support our ministry, especially Leslie Willey managing all the online finances. There was a round of applause in thanks.

Also thanks to Sue Finnimore who carried out an independent examination of the accounts.

Proposal to adopt the accounts for the year ended 31st December, 2024, proposed by Sue Cornwell, seconded by Merilyn Christian-Edwards, all in favour.

Jane thanked Ian Burnham for all his work and support during the year and the floor responded with a round of applause. Questions were invited from the floor.

Andrea Janssens was concerned that CMF giving had been reduced by the PCC and understood we would go into benefice if it is not paid in full. Jane assured her that this is not the case and Ian assured Andrea that both the general and youth funds are in good stead.

Jonathan Elliott-Jones asked how a considerable legacy had been spent this year and felt it should fund significant development projects. Jane confirmed it had effectively been spent on building work. One family had previously asked for a lighting project with a legacy but changed their minds and requested it went into general funds.

Jenny Denman questioned why the CMF was not being paid in full and Ian explained income had dropped and it was a PCC decision.

There were no other questions.

11. Prayers and Blessing

Sandra thanked Jane for all her work during the year, it had been a pleasure to support her in ministry and a delight to see how the Lord is working in our church. Jane was presented with flowers as a gesture of appreciation.

Jane thanked everyone for attending and closed the meeting with prayer and we gave thanks singing "Great is thy Faithfulness."

Signed.....

Date.....

Next APCM meeting:

Tuesday, 28th April, 2026 at 7pm in Church.