

**TRINITY CHURCH ANNUAL GENERAL MEETING  
SUNDAY, 14th April 2019 at 11:30am  
MINUTES**

**Chair:** Dianne Berry

**Minutes:** Catherine Jackson

**Present:** 49 members and 5 adherents

1. **Welcome:**

Dianne Berry welcomed everyone and the meeting was opened in prayer by Jon Salmon

2. **Minutes of Last Church Meeting (20<sup>th</sup> January 2019):**

Accepted as a correct record of the meeting

3. **Actions from previous meeting:**

None.

4. **Matters arising not on the agenda:**

None.

5. **Any other business:**

Update on marketing project from Jon already notified.

6. **Elections and Appointments:**

Catherine Jackson took the meeting through the appointments after thanking everyone for everything they did for Trinity in a voluntary or employed capacity.

a. **Gift Aid Secretary:** Gill Newton

Proposed by John Medcraft; Seconded by Sandy Catchick

**Unanimously agreed by the meeting**

b. **Librarian:** Lisa Waite had agreed to look after the library until such time as someone volunteers to take over as librarian.

It was deemed unnecessary to vote her into that position.

c. **Christian Aid Officer:** No one had come forward and it may not be possible to hold house to house collections for Christian Aid in May 2019 if someone is not appointed soon. (12 – 18 May.)

**ACTION: Catherine Jackson promised to keep everyone informed of developments with respect to a Christian Aid Officer.**

The meeting then convened in the Parishioners' Session for the Church of England

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There were three main areas of business

- d. **Electoral Roll:** Jon advised that this needs to be completed from scratch once every 6 years. He said that although Trinity membership was increasing not everyone had signed up to be on the roll. He submitted the electoral roll for the Parish of Earley Trinity for acceptance by the meeting and advised that the Electoral Roll Certificate would subsequently be displayed for 14 days from 15<sup>th</sup> April 2019 and further copies would be sent to the Diocese and Synod.

**The electoral roll was endorsed by a show of hands.**

- e. **PCC/Church Council:** Jon read out the current list of members of Trinity's Church Council and asked those on the electoral roll to endorse them as members of Trinity's PCC,

**Trinity's Church Council was endorsed as members of the PCC.**

- f. **Church Wardens:** Jon asked that those on the electoral roll endorse the Church Secretary, Chris Edgar and the Senior Steward, Bethan Jones as Church Wardens, **This was agreed.**

The meeting was then returned to the A.G.M. format.

- g. **Chair of Trustees:** It was noted that while Dianne Berry had agreed to become Head of Trustees, this had yet to be formalised at an A.G.M. The A.G.M. was asked to vote for Dianne Berry to formally be appointed as Head of Trustees.

**This was agreed unanimously; no abstentions.**

### 7. Finance/Giving:

- a. **Finance Update:** Sandy Catchick took the meeting through a series of PowerPoint slides which explained the current income and expenditure position for the 7 months ended 31<sup>st</sup> March 2019.

Total income for the 7 months was £98,554.04 excluding deposit interest; total expenditure £91,334.75 and the balance £7,219.29. She commented on the following:

- Standing order/CAF giving was slightly up on the previous year, but this was unlikely to be maintained as people who had left the previous year or in the current year would be stopping giving from 31<sup>st</sup> March 2019.
- Cash and general giving was down on the previous year when there had been a Gift Month.
- Other income, other than charity income which was paid out again, was slightly up on the previous year.
- There had been a slight increase, around 1% in assessments for the parent churches from January 2019.
- Staff costs were higher than in the previous year, when the Youth Worker had only been employed from 1<sup>st</sup> December; and there had been increases in other costs like pension contributions, which would be increasing again from 6<sup>th</sup> April 2019.
- Overall, the surplus at 31<sup>st</sup> March was lower than in the previous year, but the balance remained was healthy at 31<sup>st</sup> March 2019
- With people leaving we are no longer covering the cost of the Pastoral Worker's additional hours. Sandy had emailed all those still contributing to the pastoral worker designated fund to ask them if they were willing to treat their donations as on the general

fund, which had to pay the difference anyway, so the shortfall would not continue to grow.

- Trinity ceased employing a cleaner in April 2018, so building costs had risen as we now employed contract cleaners who did more hours but appeared to be doing a good job of keeping the church clean.
- Mobile phones had been donated for Jon, Ann and Sam and the church had recently entered into SIM only contracts for these.
- We received a £3,000 rebate from the Diocese, much higher than the usual £600 rebate this year.
- The cost of refreshments (in particular coffee) had more than doubled compared to the previous year.
- Any strategic building work had not been included in the y/e 31.8.19 budget for y/e 31<sup>st</sup> August 2019.

**b. The Parish Giving Scheme:**

Sandy explained that she believed it would be good for Trinity to join the Parish Giving Scheme.

- The scheme was set up to allow church members to give to the PGS charity monthly, on the 1<sup>st</sup> of each month, by direct debit, which meant donors would be protected by the direct debit guarantee.
- Donors could choose to increase their donations annually by the Retail Price Index, but this was not a requirement.
- The Charity would administer all donations set up for Trinity under the scheme and pay a single payment to Trinity for all donors, saving a lot of administration – as we currently had around 135 to 160 transactions a month.
- Donors could let PGS know of any changes in their circumstances and stop giving at any time they chose to do so.
- Anyone joining the scheme and setting up a new direct debit would need to cancel their current standing order once their direct debit was set up.
- Plenty of additional literature would be provided if we go ahead and join the scheme.

Sandy saw the benefits as:

- There was no cost to Trinity or individuals in joining the scheme
- The number of transactions to be dealt with would be greatly reduced.
- The administrative burden of gift aid associated with PGS donations would be relieved as PGS would deal with this.
- Donors would have the security and convenience of paying by direct debit with their personal records held securely by the scheme.
- Cash flow would be improved, as all PGS donations would be received by Trinity around the 10th of the month, and associated gift aid would be returned to us monthly as soon as processed by HMRC.
- The problems associated with static giving, where church expenses go up with inflation but giving does not, would be relieved with respect to those donors willing to opt in to an annual inflation increase with respect to their donations.

Sandy asked if the Church Meeting would agree to Trinity registering to join the PGS Scheme.

**Proposed by Sandy Catchick, Seconded by Jon Salmon**

**Agreed, 49 in favour, 2 abstentions**

**ACTION: Sandy Catchick to arrange for Trinity to join the Parish Giving Scheme.**

**8. Strategic Use of the Building:**

This was discussed at the October and January church meetings, and additional consultation meetings. Jon thanked all who had contributed to the process.

Jon Salmon read out the proposal which would create an opportunity to open up the more visible end of the church, making a more welcoming entrance and make the chapel the church office creating an improved working environment for our staff and volunteers.

To move the chapel into the vestry plus to have part of the library in there, creating an opportunity for the library to be used more and to make different use of that part of the building, opening the current office and crèche to provide more space for junior church.

He stressed it would:

- Simplify and improve our safeguarding compliance.
- Provide better access to the library.
- Provide space for a pop up crèche.
- Improve storage across the church – creating an opportunity to be tidier.
- Didn't involve structural change or associated costs.
- Retained the disabled toilet by the front door.

Jon explained the background. Trinity had changed since the last building changes 12 years ago. It is our vision to make the church more welcoming for ourselves and for others and improve team working for our staff and volunteers.

He recognised there were concerns regarding a change of purpose for the chapel but believed this was a renewed purpose.

It would require an investment in furniture and believed £3000 would cover it.

There was strong agreement from the meeting of a need to tidy the existing space and that it would need helpers to do this. It would be important not to transfer any mess to a new working environment.

The meeting supported the need to be welcoming and improve the team working environment. Jon advised that he was starting to feel dislocated working separately from the rest of the team. The proposal would allow him to work more in the church. Ann advised that the proposal would give her a quiet dedicated space which allowed for confidential discussions.

Voting boxes would be available and left at the back of the church until the 10 o'clock service on 28<sup>th</sup> April 2019. It would be a straight majority decision.

**9. Other Business:**

Jon updated the meeting on the marketing project. He said that Trinity had agreed with Tiger Finch, a local marketing company. They were about to go into consultation; there would be

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some would be one to one meetings with others drawn in. Grainer Leyton-Smith was leading that process.

**ACTION: Jon asked anyone with questions about the marketing project to talk to him.**

Veronica Elleson closed the meeting in prayer at 1.00 p.m.

<b>Action Table Action Number</b>	<b>What</b>	<b>Who</b>	<b>By when</b>	<b>Update</b>
<b>190414 – 01</b>	<b>Update re Christian Aid role</b>	<b>Catherine Jackson</b>	<b>5 May 2019</b>	
<b>190414 – 02</b>	<b>Arrange for Trinity to join Parish Giving Scheme</b>	<b>Sandy Catchick</b>	<b>14 July Church Meeting</b>	
<b>190414 – 03</b>	<b>Anyone with questions about marketing project to speak to Jon Salmon</b>	<b>Jon Salmon</b>	<b>Ongoing</b>	