

**MINUTES OF THE ANNUAL VESTRY MEETING  
of St Mark's South Norwood  
held on Sunday 11<sup>th</sup> October 2020  
During the 10.00 am Parish Mass in the Church**

**Present:** The Parish Priest (The Revd Mother Roxanne Hunte) in the Chair.  
Cicelyn Hinds, Josh Dumbrill, Jan Dumbrill, Margaret Hall, Norma McKnight, David McKnight, Ann Squirrell, Patsy Mitchell, Mtr. Susan Wheeler-Kiley, Fred Kiley, Sylvina Butler, Marcia Bogle-Mayne, Sabine Bowling, Beverley Herbert, Pauline Domingo, Donald Ferguson, Clover Ferguson, Raymond Davies, Simon Driscoll, Lola Stevens, Genevieve Irono, and Peter Irono.

**Those present via Zoom:** Penny Smith-Orr, Peter McGill, and Opal Davies.

**1. Appointment of Secretary for Annual Vestry and APCM**

Cicelyn Hinds was proposed by Mother Roxanne and unanimously agreed by those present, as Secretary for the Annual Vestry and APCM.

**2. Election of Churchwardens 2020/21**

Donald Ferguson was proposed and seconded as per his nomination form.

**3. Parish Priest's Confirmation of Election**

Mother Roxanne confirmed that Donald Ferguson was elected as Churchwarden for 2020/2021. Simon Driscoll agreed to assist Donald during the coming year.

Mother Roxanne thanked Donald for his services as Churchwarden over the last year and thanked Simon for his assistance at services as deputy churchwarden.

There being no further business, the meeting was closed.

Signed ..... Dated .....

**MINUTES OF THE 99th ANNUAL PARISH MEETING  
of the Parochial Church Council of  
St Mark's South Norwood, held on Sunday 11<sup>th</sup> October 2020  
During the 10.00 am Parish Mass in the Church**

**Present:** The Parish Priest (The Revd Mother Roxanne Hunte) in the Chair.  
Cicelyn Hinds, Josh Dumbrill, Jan Dumbrill, Margaret Hall, Norma McKnight, David McKnight, Ann Squirrell, Patsy Mitchell, Mtr. Susan Wheeler-Kiley, Fred Kiley, Sylvina Butler, Marcia Bogle-Mayne, Sabine Bowling, Beverley Herbert, Pauline Domingo, Donald Ferguson, Clover Ferguson, Raymond Davies, Simon Driscoll, Lola Stevens, Genevieve Irono, and Peter Irono.

**1. Minutes of the previous meeting**

The minutes were accepted as an accurate record of the previous meeting and were therefore signed by the Chair.

**2. Matters Arising from the Minutes**

None

**3. Secretary's Report**

Report produced by Cicelyn Hinds and is on file. There were no questions and the report was accepted by the congregation. Mother Roxanne extended her thanks to Cicelyn and also to Josh for helping with the production of the booklet, which is a joint effort.

**4. Vicar's Report**

Report produced by Mother Roxanne, is on file. There being no questions, the report was accepted by the congregation and those on Zoom.

**5. Election of PCC 2020/2021**

The following were proposed and seconded as per the nomination forms and duly elected:

**Ann Squirrell, Jan Dumbrill, Josh Dumbrill, Patsy Mitchell, Penny Smith-Orr and Peter Irono** onto the PCC.

Mother Roxanne reported that the PCC still needed more members and encouraged the congregation to come forward and have their say in the running of their church.

The following will also serve on the PCC:

<b>Priest in Charge:</b>	Mother Roxanne Hunte
<b>Assistant Priest:</b>	Mother Susan Wheeler-Kiley
<b>Churchwarden:</b>	Donald Ferguson
<b>Lay Reader:</b>	Cicelyn Hinds

**6. Election of Sidespersons 2020/2021**

The following were proposed and seconded as per Nomination Forms and duly elected:

**Margaret Zebedee, Patsy Mitchell, Simon Driscoll and Julie Roberts.**

Mother Roxanne thanked the Sidespersons for their work over the year. She also thanked those for returning to this important role in church life - this is the first 'face' that new/regular members see to make them feel warm and welcome. She encouraged the congregation to come forward and join the Sidespersons rota.

**7. Election of Deanery Synod Representative 2020/2021**

Penny Smith-Orr and Cicelyn Hinds were duly re-elected to remain as Deanery Synod Representatives for the coming year.

**8. Election of Christians Together South Norwood ('CTSN') Representatives 2020/2021**

Beverley Herbert and Cicelyn Hinds were duly re-elected to remain as CTSN representatives for the coming year.

**9. Electoral Roll Report**

Cicelyn Hinds reported that there are 57 members on the Electoral Roll.

**10. Churchwarden's Report**

The annual inspection of the fabrics and ornaments was conducted by the Venerable Chris Skilton. All the registers were found to be in order and were duly signed. The gas safety certificate, the electrical inspection report, the health and safety review and the fire safety check were all up-to-date. The insurance certificate was displayed. The Inventory was checked by the churchwarden(s) and was found to be in order. The urgent repairs outlined in the Quinquennial report were undertaken by myself and Simon. Works on the roof of the ladies' toilets are still ongoing. Mother Roxanne thanked Donald, Simon, and Josh for attending to all ongoing jobs in the Church.

**11. Report on Parish Finances: Annual Accounts for 2019**

The Accounts for the period up to the year-end 31<sup>st</sup> December 2019, the statement and the report are both on file. Margaret queried what do the PCC fees in the sum of £1,480.52 relate to? Penny explained that these are fees which are paid to the Diocese in relation to wedding and funeral fees.

Ray also queried why the accounts were submitted so late, as in practice they should have been circulated one week or so before the meeting. Penny stated that these were sent to Cicelyn, but she wasn't sure that these were in the amended form, and apologised for the late submission. Ray and Margaret also raised another query as to why the accounts hadn't been audited. Penny stated that she had notification from the Diocese just before the lockdown to submit the accounts unverified. She also stated that if anyone had any further queries please contact her. Beverley asked Ray if he could therefore audit the account. Ray stated that due to the fact he travels quite a lot, it wouldn't be possible for him to take on that task, but he will endeavour to find someone to audit the accounts.

The accounts were therefore adopted for 2019/2020, with 2 abstentions, namely from Ray and Margaret, who were not satisfied that the accounts had not been audited. Mother Roxanne thanked Penny for her work as Treasurer and for preparing the annual accounts.

**12. Adoption of PCC Accounts for 2019**

The Accounts for the year to 31<sup>st</sup> December 2019 were proposed by Cicelyn Hinds seconded by Jan Dumbrill, and unanimously agreed.

### **13. Election of Independent Examiner for 2020**

Mother Roxanne proposed that Margaret Hall be elected as our Independent Examiner for 2020. However, Margaret declined, and stated she will give this more thought. She also stated that it would be preferable to have someone outside of the church to fill this role.

### **14. Report on proceedings of Deanery Synod**

This report on the Deanery Synod produced by Penny Smith-Orr was accepted and is on file.

### **15. Reports from Parish Organisations**

Reports were received from the PCC Sub-Committees in the 2019 Annual Review booklet and further noted below:

**Christians Together in South Norwood (CTSN)** – Mtr. Susan Wheeler-Kiley Cicelyn Hinds – report on file.

**Gift Aid** – Ann Squirrell – report on file. Ann also stated that giving via standing order is still the preferable donation and that as many members as possible should gift aid their donations. She also stated that you can still gift aid your donations through the family purse scheme, if that is your preferred option - do speak to her regarding this. Mother Roxanne thanked Ann for her work as Gift Aid Secretary.

**Hall Committee** – Cicelyn Hinds, Convenor and Jan Dumbrill, Hall Secretary – reports on file. Mother Roxanne thanked them for all their hard work over the year.

**Family & Education** – Penny Smith-Orr – report on file. Mother Roxanne thanked the Family & Education Committee for their work over the year.

**Sunday School** – Ann Squirrell – report on file. Mother Roxanne thanked Ann and her team noting the children have done really well at Sunday School. Grateful thanks were also extended to all those who attended the pantomime and helped with the children, and also for the encouragement given to the children during their production etc. The children also did something special for Black History Month, with the help of Olusola, Reader in training, who did her placement with us. They were taught “Wading in the water” complete with actions.

**Mothers’ Union** – Ann Squirrell/Norma McKnight – report on file. Ann asked that we remember in prayer the work of the Mothers Union not just here in the UK but worldwide.

Mtr Roxanne also thanked Ann, Norma and all members of the Mothers’ Union for their hard work during the past year.

**Magazine & Publicity** – Josh Dumbrill report is on file. The committee – Josh Dumbrill, Jan Dumbrill, Rod Dumbrill and Colin Smith – were thanked for their contributions and for producing the magazine. This could not be achieved without the contributions from the congregation and others. Please continue to provide us with articles. Grateful thanks were also extended to those who collate the magazine.

### **16. Date of Next PCC Meeting**

Wednesday 4<sup>th</sup> November 2020 at 5pm in the Church.

### **17. Any Other Business** - None

There being no further business, the meeting closed with the Grace.

Signed ..... Dated .....