Annual Parochial Church Council report 2021 to 2022

**Ten** (including March) meetings were held this year, **six** PCC and **four** standing committee. Attendance was (**70%)** for PCC meetings and **100%** for standing committee meeting.

Matters discussed, in alphabetic order, were:

* **Annual reports:** to receive and approve the annual reports;
* **Appointments and reappointment**s: vice-chairman, treasurer, secretary, electoral roll officer, auditor/independent examiner, the Deanery Synod representatives; PCC and the Standing Committee;
* **Church re-opening:** preparation; discussion on number of services to be held, days, times; combination of physical and online services; raising profile; including STML flyers/flags for advertisement;
* **Common Fund:** discussed and agreed on matching last year’s contribution;
* **Conflict of interest:** confirmed at the start of every meeting that members are not conflicted when discussing/considering the agenda at hand;
* **Fabric:** updates on side Chapel floor, projects and repairs; including works on chandliers, Church bells and other essential building works; description of defects to be fixed and proposed changes; maintaining regular contact with architect;
* **Finance:** adopted 2021 budget, received regular updates on income and expenditure; including investments; church rates; rental income;
* **Giving:** update on methods of online and in-person giving; including lepton app, JustGiving page, tap-to-give card reader;
* **Health & Safety**: reviewed and approved H&S policy to encapsulate CoE latest policy i.e. to ensure activities are carried out safely and do not pose a risk to the welfare of STML employees, volunteers, congregation, visitors and others who may use the church, churchyard or any building we are responsible for. Nominated H&S Trustee.
* **John Rice Charity:** reappointment of Trustees;
* **Rector updates**: lockdown status; restrictions; church re-opening and precautions taken to protect staff and worshippers, progress updates; including Monday morning Prayers; Men’s Breakfast, carol services etc.
* **Safeguarding**: including policy review, renewal, DBS checks, safeguarding training to be compliant with CoE mission requirement, newly created safeguarding email address for safeguarding correspondence.
* **Social Media**: ad-hoc group set up, reported on growth and increased engagement across the different platforms, livestream services onto our YouTube channel; Twitter usage to promote services and videos to engage local interests and businesses, future plans to advertise on Facebook/ Instagram, and keeping website up-to-date.
* **Technical updates:** Wi-Fi upgrade; audio visual equipment for both online and physical services, including Faculty application for the works;
* **Quinquennial Report**: 2019 report received and works identified, list of works drawn, those done and those needing urgent attention including e.g side Chapel floor.

Monica Buckle, as PCC secretary

13 March 2022