

Holy Trinity Church, Headington Quarry

Minutes of the Meeting of Parishioners for the Election of Churchwardens & the Annual Parochial Church Meeting

held on Wednesday 14th May 2025 at 7.30 pm in church

Present: Margaret Taylor (meeting chair, in her capacity as vice-chair of the PCC), Revd Prof Rob Gilbert, together with an estimated 45 parishioners

Meeting of Parishioners for the Election of Churchwardens

1. Opening worship was led by Rob Gilbert.

2. Apologies for absence: Linda Davies, Helen Dancer, Flora Alexander, Ian Alexander, Lionel Tarassenko, Anne Tarassenko, Tom Crook, Stephanie Meeson, Elizabeth Knight

3. Election of churchwardens to serve for the year 2025–2026

The following, being the only nominees as churchwardens, were duly elected:

- Margaret Taylor, proposed by David Smith and seconded by Adrian Wood
- Linda Davies, proposed by David Smith and seconded by Richard Stoneman

Annual Parochial Church Meeting

1. Approval of minutes of last meeting held on 22nd May 2024

The minutes of the previous meeting, held on Wednesday 22nd May 2024, having been circulated, were approved unanimously. This was proposed by Pat Whitehouse and seconded by Helen Day.

2. Election of 5 parochial representatives of the laity to the PCC

The following, being the only nominees as members of the PCC, were duly elected:

- Andrea Taylor, proposed by Helen Dancer and seconded by Felicity Wallendszus
- Hilary Rollin, proposed by Tom Crook and seconded by Joan Jones
- Richard Churchill, proposed by Judith Tarrant and seconded by Helen Day
- Anna Williams, proposed by Janet Foot and seconded by Lucy Vickers

As no nominations were received, either in advance of or during the meeting, for the 5th available place for a lay representative to the PCC, this will be filled as a casual vacancy per Church Representation Rules.

3. Annual financial statement January 2024 to December 2024

3.1 Annual financial statement

Richard Stoneman (PCC treasurer) provided an overview of church finances in 2024, emphasising that these were much more favourable than they could have been, due in no small part to the management of Laura Biron-Scott throughout the church extension building project. Notable points include that:

- The church broke even on unrestricted funds in 2024, with a minor loss of £177, against a budgeted loss of £5,000.
- With funds raised and the 20-year loan, the church was able to finance building project costs comfortably.
- There is still approximately £90,000 of building project expenditure to be paid out, due to pending final costs from Kingerlee and joinery for the west end cabinets. There are ample resources to meet those costs and cover loan repayments for the next 3 to 5 years.
- The PCC has established a Finance and Strategy Group, with activities that have included the regular giving appeal during Lent 2025. The Group is now exploring medium- to long-term strategies both for repaying the balance of the loan and enabling Holy Trinity to meet its future aspirations fully.

Per a written query from a member of the church received earlier in the day, it had come to the PCC's attention that the church building extension should not, in fact, have been added to the approved 2024 financial statements as an asset because it was part of a consecrated building. This means that some figures in the accounts will need to be changed significantly; however, this will not have a material effect on the church's financial state. Richard will revise the annual financial statements in consultation with the accountant. The PCC will take advice from the diocese about how to proceed, which will likely mean re-approving the updated 2024 trustees' report at an upcoming PCC meeting.

Richard will be stepping down as PCC treasurer after six years in office, while continuing to serve as chair of the Finance and Strategy Group. Margaret thanked Richard on behalf of the church. Raj Patel added further thanks to Richard for his outstanding leadership of the Finance and Strategy Group.

To a query about a successor for Richard, Diane Mason has volunteered to serve as PCC treasurer until Christmas, after which Anna Williams will assume the office.

3.2 Appointment of independent examiner for the year 2025

Svetlana Duncalf was reappointed as independent examiner for a further year. This was proposed by Richard Carling, seconded by Andrea Taylor, and approved unanimously.

4. Receiving reports

4.1 Report of changes to the electoral roll since the last Annual Meeting

Joan Jones reported that there were 176 people on last year's roll; this year's has 144. Since the closure of the roll, Joan has received three additional application forms, which will be added to the roll once it reopens after the meeting.

Margaret thanked Joan for her work on the electoral roll.

4.2 Report of church activities in 2024 and Wardens' report on the Fabric, Goods and Ornaments of the church

Margaret provided an overview based on the compiled report of church activities and the churchwardens' report. The most notable events in 2024 were Laura's departure as vicar and the long-awaited completion of the building project. Margaret thanked the many volunteers who have offered their time and skills to enable the church's many activities throughout 2024, especially

those whose efforts ensured that church services continued uninterrupted throughout the building project.

Helen Day expressed a special statement of thanks to the exceptional churchwardens and to all other volunteers who tirelessly serve the church.

4.3 Report of the proceedings of Deanery Synod

Janet Masters reported on the Deanery Synod. Points noted included the encouraging stories shared by neighbouring parishes, significant changes in clergy throughout the deanery, and continual discussion about the deanery share. In the next year, the Cowley deanery share will increase by 5% to £530,809. Janet noted that giving to Holy Trinity also supports other parishes in the deanery and the wider church.

5. Matters for general discussion

Questions and comments were as follows:

- Will the prior shelving and storage in the vestry be restored and, if so, when?

Margaret noted that there is currently inadequate storage space in the vestry, but much of this will be rectified once the west end joinery is in place.

- How much does the church pay for the cleaning company? Is this necessary given volunteer cleaners?

Margaret replied that the professional cleaners currently come to church once a month, which costs approximately £80 each time. Janet Masters noted that additional volunteers could mean further reductions in spending on professional cleaners. Richard Stoneman noted that our professional cleaning costs have reduced dramatically since the pandemic.

- Would it be possible to have additional bicycle racks in the church?

Margaret replied that this can be discussed further by the PCC together with the new incumbent. Hilary Rollin noted that the Eco Group are working on various options for this, and that there are additional racks at the Coach House.

- On the vacancy process

Margaret noted that interviews for the new incumbent took place on Monday 12th May. This is still an ongoing process. Once further information is available, it will be shared with the congregation. In the meantime, she requested that the confidentiality of the process be respected.

6. To set the date for the Annual Parochial Church Meeting 2026

The date for the next APCM was set for Wednesday May 13th 2026 at 7:30pm.

Dates of the PCC meetings in 2025/26 will be circulated to PCC members, posted in the church porch, and on the church website.

- Date of the next Standing Committee: Wednesday June 25th 2025 at 7:30pm (Zoom)
- Date of the next PCC meeting: Wednesday July 9th 2025 at 7:30pm (meeting room)

Margaret noted in closing that she and Linda very much welcome any input from members of the church community.

7. Closing prayers Rob Gilbert closed the meeting with a moment of silent prayer and the grace.

Signed:

Date: