



## ST MARY THE VIRGIN, WESTERHAM

Wednesday 20th May 2026 at 7.30pm  
in the John Fryth Room

### AGENDA

#### Annual Parochial Church Meeting (APCM)

1	Apologies for absence received
2	Minutes of previous APCM (15 <sup>th</sup> May 2025)
3	Matters arising
4	<p>Reports from the PCC</p> <ul style="list-style-type: none"> <li>• Changes in membership of Electoral Roll following revision (Electoral Roll Officer)</li> <li>• Financial Statements (Revd Dave/Ebru Walker)</li> <li>• Report on PCC Activities (PCC Secretary)</li> <li>• Report on Fabric, Goods, Ornaments and Churchyard (Churchwarden)</li> <li>• Report on proceedings of Deanery Synod (Deanery Synod representative)</li> </ul>
5	<p>Elections and Appointments (Written nominations to be given to Chair prior to meeting)</p> <ul style="list-style-type: none"> <li>• Members of PCC (10 positions available for election for 3 years)</li> <li>• Co-option of clergy member to PCC</li> <li>• Election of 2 Deanery Synod Representatives (for 3 years)</li> <li>• Election of 1 member of the Joint Parochial Church Council</li> <li>• Appointment of Independent Examiner</li> </ul>
6	The Incumbent's View
7	Any other business
8	Next PCC meeting – follows immediately afterwards
9	Closing Prayers



## ST MARY THE VIRGIN, WESTERHAM

Wednesday 15<sup>th</sup> May 2025

### MINUTES

#### Annual Parochial Church Meeting (APCM)

<b>Present:</b> Revd Dave Fox-Branch (Chair), 15 parishioners and Alyson Coughlan (PCC Secretary)	
1	<b>Apologies for absence:</b> Barbara Humphrey, Mike Humphrey, Alison Nuttall, Bruce Nuttall and Ebru Walker.
2	<b>Minutes of previous APCM:</b> Agreed as a true and accurate record.
3	<p><b>Matters arising</b></p> <p>Appointment of a new Treasurer – Ebru Walker.</p> <p>Westerham and Crockham Hill became a Benefice on 1 July 2024. We are currently advertising for an Associate Minister. In the latest round of applications, two were received, but an appointment was not made.</p>
4	<p><b>Reports from the PCC</b></p> <p><b>Changes in the Electoral Roll since last APCM:</b> this year the Electoral Roll was completely revised. The total number is down, but this is to be expected and will increase over the next few years. Westerham's number is similar to that of Crockham Hill.</p> <p><b>Financial Statements:</b> Ebru Walker, our new Treasurer has worked very hard on the 2024 accounts. The version presented to the meeting was a draft document as they are not quite ready to be submitted to the Independent Examiner. We are now in a better financial position with a much lower deficit. It was previously £25K and is now around £5K. This is due to reduced costs and increased fundraising. We cashed in £45K from investments in 2023, but only £10K in 2024.</p> <p>The meeting was asked to accept the accounts as a draft, pending completion and inspection by the Independent Examiner. We will need assistance from the</p>

Diocese to finalise the accounts and estimate that they will be ready to submit to the Independent Examiner in two weeks.

Various points were raised in relation to the organ fundraising:

- a running total to be included in the newsletter
- two members of the Flower Guild are producing information boards on the organ
- the Heritage Trust will consider a donation to the organ fund.

The Parish Office did not spend £93K.

**All in favour of accepting the draft 2024 accounts.**

**Report on PCC Activities:** no comments or questions.

**Report on Fabric, Goods, Ornaments and Churchyard:** David Booker reported that the 2024 Quinquennial Report highlighted a few areas of maintenance to be addressed. These are reviewed at Fabric Committee meetings.

Work was carried out on the organ console as the first phase of the organ repairs.

Investigations regarding the ownership of the collapsed wall are ongoing.

Reordering at the back of the church is being considered. This will provide a more flexible space for events and refreshments after services.

The exterior lighting is being upgraded by Westerham Town Council. There are also discussions about solar panels. There is a listed church in Sevenoaks which has already installed some. There would be initial capital outlay, but this would be more sustainable in the long-term.

Concerns were raised from a health and safety perspective about wires under the pews. These will be investigated.

We have reduced the amount of contract mowing in the churchyard, with the top and bottom areas being mown monthly. We are fortunate to have assistance from the Community Payback team.

**Report on proceedings of Deanery Synod:** unfortunately, neither of the representatives were present. Revd Dave stated that little is happening in the Synod. The Area Dean is now Revd Tim Edwards. The Synod is lacking a Deanery Secretary and communications are quite poor, but the situation is being addressed.

5	<p><b>Elections and Appointments</b></p> <p><b>Members of PCC:</b> Judy Duffield and Kevin Willcox were duly elected. Ben Preston had resigned and Rachel Preston's membership had lapsed. We thank them all for their service.</p> <p><b>Co-option of clergy member to PCC:</b> Revd Wendy Harvey was coopted to the PCC as a clergy member.</p> <p><b>Appointment of Independent Examiner:</b> Brian Downs was duly appointed.</p>
6	<p><b>The Incumbent's View</b></p> <p>Revd Dave stated that 2024 had been a year of consolidation. The church is definitely not in decline as the congregations maintain stable numbers. The 2<sup>nd</sup> Sunday services have now run for a whole year and the congregation includes people who are not regulars at other services. This is reflected in a sense of love and fellowship where everybody's smiling. The Holy Spirit is really moving amongst us. Going forward, we need to go out and offer worship and we can develop this with the new Associate Minister.</p> <p>Revd Dave then thanked all those who contribute to life at St Mary's in whatever they can, large or small. He said that there are far more people involved in making the community live, embodying Christ in this place at the heart of Westerham. Everybody brings something that cannot be measured.</p>
7	<p><b>Any other business</b></p> <p>Revd Dave was thanked for his work on the finances during the period when we were without a Treasurer. He thanked the Churchwardens for their good humour.</p> <p>Helen Ogden stated that a second quotation is being sought for the organ works, which the Heritage Trust has agreed to fund. The works will take several weeks in 2026. There is a limited number of grant-giving bodies.</p> <p>More information was requested from PCC meetings.</p>

**The meeting closed in prayer at 8.37pm**