

The Team Parish of Elstree and Borehamwood

*All Saints * Holy Cross * St Michael and All Angels * St Nicholas*

'Four Churches, One Vision'

Annual Parochial Church Meeting

Sunday, May 17th at 11:40 am at All Saints Church: Minutes

Item	Information / Decision / Action	Actions / By whom	By when
1. Welcome and Introduction	Welcome from Revd Steven and introduction to the meeting.		
2. Opening Prayer	Led by Revd Steven		
3. Appointment of Clerk of the Meeting	Alana Davenport appointed Clerk of the Meeting		
4. Present and Apologies	Present: Revd Steven Young, Revd Louise Collins, Pat Clarke, Pam Kubica, Alana Davenport, Linda Lawler, Andrew Lawler, Angela Colyer, Francis Colyer, Hazlyn Hazel, Greer Fleetwood, Sue Everett, Grace Silvera, Andrew Whittington, Elaine Scott-Blount, Dean Scott-Blount, Valerie Jackson, Christine Vincent, Stephen Vincent, Thomas Wilkening. Apologies: Jane Dyer, Melita Lee, Terry Lee.		
5. Approval of the Minutes of the Annual Parochial Church Meeting held May 18 th 2025, and Matters Arising	Verified as a true account of last year's meeting by Pam Kubica.		

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	<p>four years. In the interim, the Finance Committee has supported Trustees in fulfilling their shared financial responsibilities. On the committee's recommendation, the PCC engaged MYKE Accountants to prepare the 2025 annual accounts.</p> <ul style="list-style-type: none"> ● Key Operational Achievements (2025): <ul style="list-style-type: none"> ○ Handled day-to-day financial administration, including processing correspondence, invoicing, banking, clergy expenses, transaction records, and wedding/funeral fees. ○ Managed core church liabilities, including insurance premiums and regular budget updates. ○ Liaised with external bodies, including the Diocesan Board of Finance (DBF), district gift aid officers, and MYKE Accountants. ○ Managed the year-end financial process, including independent examination, PCC approval, presentation at the APCM, and timely statutory returns to the Charity Commission and St Albans Diocese. ○ Supported the Stewardship and Giving campaign. ● Parish Share: The PCC successfully met its target, paying 90% of the 2025 Parish Share. <p>g) Deanery Synod Report (Feb 2024 – Oct 2025) The Deanery Synod met three times over the period, rotating across various diocesan churches. Key business included:</p> <ul style="list-style-type: none"> ● 12 Feb 2024 (Holy Trinity Lyonsdown): Guest speaker Ven. Janet Mackenzie (Archdeacon of Hertford) spoke on spiritual renewal and gifts. Received an update on Barnet Deanery's 2025 Year of Spiritual Renewal participation. Revd Stefan 	<p>Grace Silvera</p>	

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	<p>Chrysostomou was commissioned as Area Dean of Barnet.</p> <ul style="list-style-type: none"> ● 20 May 2025 (St Mark's Barnet Vale): Guest speaker Richard Jackson presented on Parish Income Generation. Canon Richard Osborn provided an update on the appointment process for the next Bishop of St Albans. ● 14 Oct 2025 (St Mary's East Barnet): Guest speaker Revd Alec Corio (Diocese Interfaith Advisor) presented on Interfaith Community Collaborations. ● Next Synod Meeting is 21st May, 7:30 pm at the 96 Building, Shenley Road. 		
7. To receive the independently examined Parish Financial Statements for the year ending December 31st 2025	Moved to item 12	Revd Steven	

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<p>8. Update on Safer Recruitment and Charitable Status of DCCs</p>	<p>1. Charitable Status of District Church Councils (DCCs)</p> <ul style="list-style-type: none"> ● Governance Clarification: It was noted that a DCC does not possess independent legal or charitable status. ● Legal Entity: The Parochial Church Council (PCC) remains the sole body corporate and registered charity. ● Financials & Contracts: The DCC operates under the PCC's delegated authority. The DCC cannot independently enter into contracts or hold property, and its financial accounts must be consolidated into the main PCC annual return. <p>2. Safer Recruitment Compliance</p> <ul style="list-style-type: none"> ● Local Implementation: While ultimate legal accountability rests with the PCC, the DCC is responsible for implementing Safer Recruitment steps for local staff and volunteers working with children or vulnerable adults. ● Mandatory Steps: All local appointments must strictly adhere to the House of Bishops' Guidance before commencing duties, including: <ul style="list-style-type: none"> ○ Complete the application and Confidential Declaration forms. ○ A formal interview or structured discussion. ○ Securing two satisfactory references. ○ Verification of a clear, relevant DBS certificate. ○ Completion of mandatory safeguarding training modules. <p>Revd Steven has said that he is willing to assist those who are not able to use computers effectively in meeting the training criteria for all who need them.</p> <p>Role Descriptions</p>	<p>Revd Louise</p>	<p>July PCC</p>

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	<p>Part of the safe requirement is for all Church Officers to have a role</p> <p>description outlining what the role involves.</p> <p>To date we have already drafted some of the main role descriptions:</p> <ol style="list-style-type: none"> 1. PCC member 2. DCC member 3. Churchwarden 4. Deanery Synod Rep 5. PCC Treasurer 6. DCC Treasurer 7. Deputy Safeguarding Officer 8. Children and Youth Worker 9. Home and Care Home Visitor 10. Warm Space Volunteer 11. PCC Secretary 12. Sidesperson (Welcomer) <p>There are quite a few still to do, for example:</p> <ol style="list-style-type: none"> 1. Parish Safeguarding Officer 2. Electoral Roll Officer 3. Deputy Churchwarden 4. Church cleaning 5. Verger 6. Sacristan <p>The suggested process for rolling out the role descriptions (no pun intended) is as follows:</p>		

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	<p>1. Role Descriptions to be drafted</p> <p>2. Church officers (post holders) will be invited to comment on their own relevant role description(s) while they are still at the draft stage</p> <p>3. PCC will review and agree on role descriptions</p> <p>4. Church officers to be invited to go through and sign their role descriptions (e.g. in groups according to role, i.e. all DPSOs together, all sacristans together, etc)</p>		
<p>9. To elect 12 Lay Representatives to the PCC (nominated at the ADCMs)</p>	<p>Election of PCC Trustees for 2026/27</p> <p>HOLY CROSS: Stephen Vincent</p> <p>ST MICHAEL: Hyacinth Scott-Blount</p> <p>ALL SAINTS: Jane Dyer</p>	<p>Proposer Hazel McAullife Seconder Gloria Jeffer</p> <p>Proposer Pat Clarke Seconder Margaret</p> <p>Proposer Kate Ellis Seconder Greer Fleetwood</p>	
<p>10. To elect 4 Lay Representatives to Barnet Deanery Synod</p>	<p>ALL SAINTS: Alana Davenport</p> <p>ST MICHAEL: Grace Silvera</p> <p>ST NICHOLAS: Melita Lee</p>		

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11 . To receive a report from St Albans Diocesan Synod rep	<p>Grace gave a report on the work of the St Albans Diocesan Synod: Key Focus Areas.</p> <ul style="list-style-type: none"> ● Safeguarding and Finance: The Synod maintained a core focus on reviewing and strengthening diocesan safeguarding practices alongside managing the annual financial budget. ● Youth and Discipleship: Bishop Alan Smith noted a shifting interest in the Church among younger generations, prompting discussions about developing intentional training pathways for children and youth ministry. ● National Funding Applications: Members engaged in strategic planning for a major funding bid to the national church, which faced timeline adjustments into late 2025 to secure clearer financial clarity. ● Welcoming New Members: The year marked the beginning of a new triennium, requiring the onboarding of numerous newly elected lay and ordained members to the governance body. ● Community Transformation: The Synod consistently centred its discussions on its three core pillars: going deeper into God, making new disciples, and transforming local communities. 	Grace Silvera	
12. Chair's Remarks And Finances	<p>The Chair reported that the independently examined financial statements for the year ending 31 December 2025 had not been available for the required seven-day period before the APCM under Rule M5(7) of the Church Representation Rules. The APCM therefore did not receive the accounts. The completed accounts will be considered and approved by the PCC once finalised, signed as required, published and circulated thereafter.</p>		
13. Closing Grace	12:30 pm		

