



Draft – Subject to approval at the next AMP and APCM

Minutes of the Annual Meeting of Parishioners and Annual Parochial Church Meeting held at St John's Church on Sunday 23rd March 2025 at 11am

A. Annual Meeting of Parishioners

Present: Fr Rob Marshall (Chair), Lee Pocha (Secretary), Michael Barron, Mary Barron, Michael Irish, Alistair Munro (Parish Treasurer), Janet Chapman, Diane Ayerst, Geoffrey de Villiers, Tracy Tann, Mandy Clements, Kelvin Clements, Heather Yuill, Colleen Moore, Pauline Morgan, Margaret Washington, Karen Byer, Lucy Gravitt, Selina Evans, Hedley Evans, Rose Lloyd, Joan Scales, Mirvel Brodie, Pamela Turner, Doug Turner, Marilyn Jones, Esther Dean, Nick Johnson, Peter Field, Fr Mike Shaw, Sandra Ward, Richard Ward, Steven Povey, Bola Sowemimo and Tobi Sowemimo.

1. Welcome

Fr Rob welcomed everyone to the meeting.

He explained the structure and purpose of each of the meetings for those who are attending for the first time or are not familiar with the set up.

2. Apologies for absence

Apologies were received from Jo Peacock.

3. Minutes from last meeting held on 17th March 2024

The minutes from the last meeting on 17 March 2024 had been distributed ahead of the meeting. There were no comments, therefore it was unanimously RESOLVED that the minutes be approved.

Proposed by: Mandy Clements

Seconded by: Rose Lloyd

4. Revocation of s3 of the Churchwardens' Measure 2001 (Disqualification after 6 years of office)

Under s3 of the Churchwardens' Measure 2001, the maximum continuous period of service of a churchwarden in a parish is six years. The meeting of parishioners may pass a resolution agreeing that this six-year period does not apply to churchwardens in their Parish. This resolution can be revoked at any time.

It was unanimously RESOLVED that s3 of the Churchwardens' measure 2001 does not apply in Digswell Parish, allowing churchwardens to serve for more than six continuous years. This



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resolution will have immediate effect and will apply to churchwardens being elected later in this meeting.

5. Election of 2 Parish Churchwardens

It was noted that nomination/consent to serve forms for Tracy Tann and Michael Barron had been received ahead of the meeting.

The following were appointed as Parish Churchwardens:

- Tracy Tann (nominated by Heather Yuill and seconded by Pamela Turner)
- Michael Barron (nominated by Mandy Clements and seconded by Doug Turner)

Fr Rob thanks both Tracy and Michael for agreeing to take on the roles of churchwarden for another year. Lee will arrange and submit the relevant paperwork to the Diocese.

6. Close

There was no other business, so the meeting was closed.

B. Annual Parochial Church Meeting

Present: Fr Rob Marshall (Chair), Lee Pocha (Secretary), Michael Barron, Mary Barron, Michael Irish, Alistair Munro (Parish Treasurer), Janet Chapman, Diane Ayerst, Geoffrey de Villiers, Tracy Tann, Mandy Clements, Kelvin Clements, Heather Yuill, Colleen Moore, Pauline Morgan, Margaret Washington, Karen Byer, Lucy Gravitt, Selina Evans, Hedley Evans, Rose Lloyd, Joan Scales, Mirvel Brodie, Pamela Turner, Doug Turner, Marilyn Jones, Esther Dean, Nick Johnson, Peter Field, Fr Mike Shaw, Sandra Ward, Richard Ward, Steven Povey, Bola Sowemimo and Tobi Sowemimo.

1. Welcome

Fr Rob welcomed everyone to the meeting.

2. Apologies for absence

Apologies were received from Jo Peacock and Selina Evans

3. Approval of minutes of the meeting held on 17 March 2024

The minutes from the last meeting on 17 March 2024 had been distributed ahead of the meeting. There were no comments, therefore it was unanimously RESOLVED that minutes be approved.

Proposed by: Mandy Clements

Seconded by: Rose Lloyd





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5. Appointment of PCC representatives

Lee read out the proposed composition of the PCC for the coming year. The following were appointed as lay representatives of the PCC:

- Karen Byer (nominated by Pamela Turner and seconded by Ally Munro)
- Geoffrey de Villiers (nominated by Tracy Tann and seconded by Coleen Moore)
- Lee Pocha (nominated by Tracy Tann and seconded by Heather Yuill)
- Mandy Clements (nominated by Heather Yuill and seconded by Margaret Washington)
- Alistair Munro (nominated by Lee Pocha and seconded by Mandy Clements)
- Lucy Gravitt (nominated by Karen Byer and seconded by Coleen Moore)
- Nick Johnson (nominated by Michael Barron and seconded by Alistair Munro)
- Tobi Sowemimo (nominated by Geoffrey de Villiers and seconded by Kelvin Clements)

All appointees had confirmed that they are happy to serve on the PCC. The appointments were approved for a period ending at the completion of the next Annual Parochial Church Meeting.

It was noted that only one vacancy for a lay representatives remains.

It was also unanimously RESOLVED that Rose Lloyd, as a result of her position as licensed Reader in the Parish, be elected to the PCC.

Considering the above and also noting the number of ex officio members, Churchwardens and those who are PCC members by virtue of their membership of the Deanery Synod, the number of PCC members was approved.

6. Review of the 2024 Parish accounts (which are yet to be independently examined) and appointment of independent examiner

The Treasurer's report and the 2024 consolidated Parish accounts were prepared by Ally Munro and it was noted that these were available for review in advance of the meeting.

Ally noted that the 2024 Parish accounts have been fully consolidated and submitted to the Diocese and are now with the independent examiner.

It was noted that, subject to final sign off by the independent examiner, the PCC had approved the 2024 consolidated Parish accounts at their last meeting. There were no questions or comments on the 2024 consolidated Parish accounts.



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Ally proposed that Pomroy Associates Limited (chartered accountants in Welwyn Garden City) be re-appointed as independent examiners (seconded Mandy Clements). There were no objections so this was approved.

Fr Rob thanked Ally as well as Nicky (CtK treasurer), Eddie (St John's treasurer), Doug Turner, Michael Irish and Mandy Clements for all their work on the finances of the Parish.

7. Annual report on the proceedings of the PCC as well as the activities of the Parish.

The report was available in advance of the meeting. Some of the highlights were shared by those who contributed to the report. There were no questions or comments

Lee thanked everyone for all the work that was put in to compiling this. It is a lovely overview of the work that goes on in the Parish.

A few points to note:

- Pamela Turner (PSO) gave a brief update on what had been a very busy year on the safeguarding side
- Fr Rob noted the planned retirement of Bishop Alan (Bishop of St Albans). It was agreed that a card would be sent from the Parish and noted that the PCC had agreed to send £100 towards his leaving present
- Tracy and Michael gave an overview on the church building, noting particularly the current work going on at CtK Hub
- Fr Rob emphasized how much the Parish relies on the financial support of Parish members and encouraged all those on the electoral roll to give what they can
- Fr Rob thanked Selina for the enormous amount of work she puts in and it was noted the need to ensure that all her expenses are fully covered

11. Any other business

Fr Rob noted the conversations that are currently ongoing to ensure that local CofE churches through-out Welwyn and Hatfield are working collaboratively together and supporting each other.

No other business was raised.

12. An Act of Worship

Fr Rob gave a closing blessing.



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Chair