

**APCM for the Parish of Holy Trinity, Hazlemere
Minutes of the Meeting held on 29th April 2025
at 7.45pm at Holy Trinity Church, Hazlemere**

Key Decisions and Action Points

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| • <i>Appointment of Wyatt & Co as Independent Examiners for 2025</i> |
| • <i>Acceptance of the Annual Report and Statement of Accounts 2024</i> |
| • <i>Acceptance of the Minutes of the APCM dated 30th April 2024</i> |
| • <i>Election of the following lay representatives to the PCC: Trish Harding, Mark Olsen, Peter Green</i> |
| • <i>Election of the following Churchwardens: James Hazelton and Steven Walters</i> |

| | Item |
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| Item 1 | Welcome The APCM opened in prayer. |
| Item 2 | Approval of Minutes of the Last APCM The Minutes of the APCM dated 30th April 2024, reviewed by the PCC on 24th June 2024, were formally agreed as an accurate record with no matters arising. |
| Item 3 | Report of the Electoral Roll Figure The Electoral Roll figure was reported as 212. |

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| Item 4 | <p>Presentation of the Safeguarding Report</p> <p>See Appendix 1 for a full copy of the Safeguarding Report.</p> <p>The church was reminded of the PCC's commitment to work in compliance with the Church of England (House of Bishops) Safeguarding Policy and Practice Guidance in order to promote a safer environment for all those in the life of the church, in particular children, young people and vulnerable adults.</p> <p>The roles of Parish Safeguarding Officer (PSO), DBS Administrator and PCC Safeguarding Representative were explained. Alison Tuddenham and Sue Butler were thanked for their time working as Parish Safeguarding Officers.</p> <p>128 volunteers, together with key leaders, are currently safeguarding trained to the appropriate level. Role descriptions for volunteers working with children, young people and vulnerable adults have been written.</p> <p>10 new safeguarding concerns were reported to the PSO & clergy since the last APCM, 3 of which were directed to the Diocesan Safeguarding Advisor for additional support.</p> <p>The church website contains copies of the current Parish Safeguarding Policy and further safeguarding guidance. Other safeguarding policies are available on request from the church office.</p> <p>Safeguarding training, safer recruitment and people management all remain a priority going forward.</p> |
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| <p>Item 5</p> | <p>Election of Lay Representatives to the PCC</p> <p>Roger Simmons and Steve Whitmore stepped down and were thanked for their time on PCC.</p> <p><i>Secretary's post meeting note: Charlotte Wood also stepped down from the PCC.</i></p> <p>Election of PCC Members</p> <p>The following lay members were re-elected to the PCC:</p> <p>Trish Harding (Holy Trinity) - nominated by Sarah Green and seconded by Steve Walters</p> <p>Mark Olsen (CGS) - nominated by Peter Fish and seconded by Gaby Aboud</p> <p>Peter Green (Manor Farm) - nominated by Mike Cross and seconded by James Hazelton</p> <p>There is one more lay space available on the PCC. No new lay members were elected.</p> <p>There were no casual nominations for election to the Deanery Synod.</p> <p>The PCC were prayed for.</p> |
| <p>Item 6</p> | <p>Meeting For the Election of Churchwardens</p> <p>The two Churchwardens, James Hazelton and Steve Walters, were thanked and honoured.</p> <p>They were both re-elected to office:</p> <p>James Hazelton (Fabric) - nominated by Malcolm Walters and seconded by Mark Moorcraft</p> <p>Steve Walters (Finance) - nominated by Rowena Croft and seconded by Jane Montgomery</p> <p>The newly elected PCC members and Churchwardens were prayed for and thanked for their faithful service to God and to Hazlemere Church.</p> <p>This was the end of the Meeting for the Election of Churchwardens</p> |

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| <p>Item 7</p> | <p>Finance Report</p> <p>See Appendix 2 for full transcript of the Finance Report and accompanying slides.</p> <p>Income totalled £577k in 2024 with a notable increase in regular giving and an excellent response to Gift Day. Total costs were £585k in 2024 including a one-off cost of £33k to repair the roof at Good Shepherd.</p> <p>The Atrium café balanced all its operating costs.</p> <p>A balanced budget has been set for 2025 including a faith goal of £50,000 for Gift Day 2025.</p> <p>The current cash position is around £300,000. Within this, amounts have been set aside for reserves and structural work at Church of the Good Shepherd and Church House leaving a restated cash position of £185,000. This is available for any major expenditure requirements.</p> <p>The church gave thanks for God’s provision in 2024 and prayed for wisdom in stewarding resources in 2025.</p> <p>The Treasurer and Finance Subcommittee were thanked for their dedication and careful stewardship of the PCC’s financial resources.</p> <p>Finance Subcommittee and Treasurer enable us to have a confidence to plan mission and ministry. We are aware that the cost of ministry is increasing. We are carefully managing our finance but we believe God is wanting to lead us onto a new season of growth. Currently our finances are stable but when we want to grow we will need our resources to keep in step. We aim to increase our regular giving by 5-8 % in 2025 to cover our next steps in ministry. We will continue with gift days and review our regular giving.</p> <p>There was a time of prayer for the church finances.</p> |
| <p>Item 8</p> | <p>Appointment of Independent Examiners for 2024</p> <p>Wyatt and Co were appointed as Independent Examiners for 2025 by majority with no objections.</p> |
| <p>Item 9</p> | <p>Acceptance of Trustees Report and Accounts 2024</p> <p>The Trustees Report and Accounts, approved by the PCC via email on 16th April and signed off by Wyatt & Co, was accepted by majority with no objections.</p> <p>This was the end of the APCM</p> |

The next PCC Meeting is on Monday 28th April 2026 at 8pm at Holy Trinity