

**Aldeburgh Parish Church St. Peter and St. Paul
Annual General Meeting**

**Minutes of the Annual Vestry Meeting held on 25th
May 2025 at 12.30 pm in the Church Hall**

1. Welcome, Prayers and Apologies

Revd Sarah du Boulay welcomed the parishioners and opened the meeting with a prayer.

Apologies were received. There were 32 parishioners in attendance.

2. Minutes of the last Annual Vestry Meeting on 22nd May 2024

The Minutes of the previous Annual Vestry Meeting held on 22nd May 2024, which had been circulated before the meeting, were unanimously accepted by the attendees of the meeting.

3. Presentation of Electoral Roll

Presentation of Electoral Roll: There are 93 electors, 13 of whom live outside the parish. Revd Sarah du Boulay thanked Claire Turner, the Benefice Administrator and Electoral Roll Officer, for her cheerful and willing management of the roll. This was unanimously accepted by the meeting attendees.

4. Election of two Churchwardens

Election of Churchwarden: Mr. Kenneth Smith pointed out that he had resigned from the post of Churchwarden two years ago but had continued to undertake the responsibilities, as unfortunately, nobody had come forward for either the role of Churchwarden or Deputy Churchwarden, which remain open.

5. There was no further business, and The Revd Sarah du Boulay formally closed the Annual Vestry Meeting at 12.37 pm

Minutes of the Annual Parochial Church Meeting held on 25 May 2025 in the Church Hall

1. Acceptance of the Minutes of the Annual Parochial Church Meeting held on 22 May 2024

The Minutes of the previous Annual Parochial Church Meeting had been circulated before the meeting.

It was suggested from the floor that perhaps next year, the documents could be posted on the church website before the meeting, so that all attendees would have time to familiarise themselves before the meeting commenced.

The minutes were unanimously accepted and signed off by Revd Sarah du Boulay.

2. To receive and adopt the Financial Statement and Annual Reports for year ended 31st December 2024

The DRAFT Financial Statement and Annual Financial Report had been appraised by the PCC before the meeting. These were distributed to attendees before the start of the meeting.

Revd Sarah du Boulay provided a brief overview of the church's financial position, emphasising that Mr. Adrian Brown, our previous Treasurer, had retired from the office two years ago but had continued to oversee the financial aspect, reporting back to the PCC, while a new Treasurer was being sought. Mr. Robert Flemming has now assumed this position and is in the process of a handover. Regrettably, the situation has been compounded, as we have lost our Independent Examiner, Mr. Perry Hunt, who has recently and sadly passed away.

Revd Sarah du Boulay thanked Adrian Brown for his dedication in overseeing the handover and welcomed Robert Flemming to his new role.

The Diocese is aware of our position and has agreed that we can present Draft accounts at the APCM. However, due to a significant legacy, gratefully received, the accounts will need to be fully audited.

The PCC had examined and accepted the Draft accounts with the provision that the PCC will need to approve them once again, when a new Independent Examiner has audited the accounts.

There was a question from the floor regarding staff costs & Revd Sarah explained, the Benefice Administrator, undertook work for all four parishes, who paid her salary proportionately to the work undertaken in each parish. Currently, the money owed from each parish has not yet been transferred.

There was also a query stating that Gift Aid was not shown on the accounts; this is a matter being followed up.

The Fairfield Centre. Revd Sarah explained that the Fairfield Centre stood independently and had produced its own accounts at its AGM in April; these had been presented to the PCC for their information.

There were no further questions from the floor.

Revd Sarah du Boulay proposed that the Draft Financial Statement is not accepted until it has been audited, which is likely to occur in September. This was agreed unanimously.

3. Full audit of Financial Statement & Financial Reports for year ended 31st December 2024

Our new Treasurer, Robert Flemming, is seeking a full audit of the Financial Statement & Financial Report for year ended 31st December 2024, due to a significant legacy received. The Diocese is aware.

4. Report on church fabric, goods and ornaments etc.

(see circulated Church Group Reports, for a more detailed document).

Our parish church has been without a Churchwarden and Deputy Churchwarden for two years. Kenneth Smith our ex-churchwarden, has continued to pick up the majority of work, in anticipation of finding a new churchwarden. The roles of Churchwarden and Deputy Churchwarden were redeemed and put to the floor, but there was no response to the request, so the vacancies remain open.

Without an elected churchwarden, the PCC must assume the responsibility of the churchwarden's various duties and accept the responsibility for the terrier of lands and buildings, the logbook of all alterations, additions, and repairs, plus a complete inventory of all articles appertaining to the church.

The church building is structurally sound, but we have considerable work to undertake over the next few years. There is water ingress on the roof. The PCC has agreed to fund the replacement of the roofing material on both the North and South aisles and is working with the church architect to obtain approval for this work from the Diocesan Advisory Council. There is also ongoing work required to repair flint walls and window masonry. Additionally, the west wall of the choir vestry continues to show signs of dampness, and the plaster affected needs replacing. There are indications of insect damage to wooden beams and floors in the church tower.

Ongoing issues with the church organ have prompted the PCC to form an Organ Working Group to discuss all options and investigate the overhaul and restoration of the organ.

Reports and estimates have been obtained from two national and one local organ builder for the required work. The PCC maintains the organ as breakdowns occur, and major fundraising efforts will be necessary to cover this significant expense. The PCC has established a Legacy Committee to provide recommendations to the PCC on the prudent use of a portion of legacy funds.

The Churchwarden's Report was accepted unanimously.

5. Report from the Rector

The Annual Review was distributed to all PCC members and all those attending the meeting.

What a wonderful year we have had, and how many blessings God has poured down on us in Aldeburgh.

Red Sarah thanked her dedicated ministry team, both lay and ordained, who had been such a support. Revd Sarah also thanked her tireless team of volunteers, the Sacristans, Cleaners, Sides people, Bell Ringers, Flower Team, PCC, Coffee Team, Choir, Rota Organiser, Church Hall Team, Organists, Panel Members, and people who pray so faithfully, and many others who give of themselves, their time and their resources so freely. A huge thanks was bestowed upon Claire, whose administrative duties also support the other clergy, as well as the church in general.

In May, we hosted a deanery confirmation service led by Bishop Mike, which included 4 people from Alde Sandlings being confirmed. We have had our usual commemorative services, Advent, Lent and major festival services, to which we always welcome a large number of visitors as well as our usual worshippers. We also hosted a phenomenal Festival Service and Civic Service, as well as the Carnival Songs of Praise (where we also walked in the parade), and continue to enjoy excellent ecumenical links with our Catholic and Baptist brothers and sisters. Our Crib Service on Christmas Eve was a particular highlight as we welcomed nearly 400 people into church alongside the Britten Pears Chamber Choir and our favourite sheep friend!

The church-owned Fairfield Centre is having a great year, ably managed by Linda Lumpkin. The centre is being used more and more by the community and is improving its financial situation. We look forward to prayerfully working out how

best to use the centre for mission in the future, for the purpose for which it was originally purchased.

Please join me in praying for our church, and our parish of Aldeburgh; that over the next year we can prayerfully discern God's calling to us and continue to spread the Good News of the Gospel throughout His kingdom, joyfully loving God and loving each other as He would have us do.

Derek Cook has decided to step down from his role as Church Hall Chairman and asked if anyone would like to volunteer to take on this role; however, there were no offers from the floor. Revd Sarah thanked Derek for the hard work he had put in over a long period of time and said that he would be sorely missed.

6. Election of Deanery Synod representative(s) 2 vacancies

Mrs Carola Spence is currently our Deanery Synod representative and has reported back on the meetings she has attended during the year.

The Deanery Synod meets face to face three times during the year and has two vacancies.

The first meeting was held on 27th February at Darsham Community Hall, with the June meeting taking place in the Riverside Centre, Stratford St. Andrew. The last meeting was held on 15th October in Aldeburgh Church Hall.

Dr. Gill Thomas who sings in the choir, has volunteered her services to represent the Deanery Synod. Gill will need to be co-opted onto the PCC at the next meeting on 16th July. Gill would like to help build relationships within Aldeburgh, the benefice and the Deanery.

Revd Sarah du Boulay, thanked Carola for her involvement and attendance, reporting back to the PCC throughout the year.

7. Election to the Parochial Church Council

Due to the total membership of the Parochial Church Council Electoral Role, the maximum number of elected lay members to the PCC is nine.

These members are:

Ken Smith	Rod Linsell	Derek Cook
Julian Worster	Andrew Scrivens	Ros Blackburn
Karen Thackray	Simon Cobbin	Cheryl Smith
	Jenny Digby	

To remedy the issue of there being more than nine PCC members, Ken Smith resigned his membership on the PCC.

Ken Smith told the meeting that of the current nine PCC members, five members will finish their term in 2026, and four members will finish their term in 2027. He said that the APCM should follow the Church Representation Rules and ensure that one third of the elected lay members to the PCC, finish their three-year term each year. This would ensure that there are a balanced and periodic replacement of PCC members.

Ken Smith raised the issue that the church electorate had not in recent memory set a limit on the numbers of terms that lay members of the church could be consecutively elected to the PCC and that the meeting should consider deciding a limit on the number of terms a person can serve on the PCC. He said that two or three terms should be the maximum limit.

Simon Cobbin proposed that:

- 1) PCC members should be limited to two three-year terms. One-third of elected PCC members should finish their three-year term each year. This would ensure that there is a balanced and periodic replacement of PCC members.
- 2) There should be two sessions of a three-year term, with the option to undertake a further three years, followed by a one-year break.

The proposals were seconded by Valerie Wallace, with one abstention, and the motion was passed by the PCC.

8. Any Other Business

None

9. Date for 2026 APCM

TBA

Revd Sarah du Boulay closed the meeting at 1.25 pm

**Minutes of Special Meeting of the Parochial Church Council
Held on 25th May 2025
Following the Annual Parochial Church Meeting**

Present: The Revd Sarah du Boulay, Revd Nicky Winter, Mr Derek Cook, Mr Simon Cobbin, Mrs Karen Thackray, Miss Ros Blackburn, Mr Julian Worster, Mr Andrew Scrivens, Mrs Cheryl Smith, Mr Rod Linsell, Mrs Jenny Digby (PCC Minutes Secretary), Dr. Gill Thomas

Apologies: Mrs Carrie Spence, Revd Mary Brown

1. Co-options to the PCC: Mrs Fran Smith (Safeguarding Officer), Mrs Carola Spence (Deanery Synod), Dr. Gill Thomas (Deanery Synod)
Mr Robert Flemming (Treasurer) will provide reports and attend where possible.

2. Appointment of PCC Officers:

a) Vice Chairperson Ros Blackburn

Proposed: Karen Thackray Seconded: Rod Linsell

b) Secretary Jenny Digby

Proposed: Julian Worster Seconded: Andrew Scrivens

c) Treasurer Robert Flemming

Agreed unanimously by PCC

d) Sides-persons

Adrian Brown	Jill Brown	Eve Calvert
Derek Cook	Ian Henderson	Susan Henderson
Roderick Linsell	Richard Rapior	Frances Smith
Kenneth Smith	Cheryl Smith	Valerie Wallace
Jan Chard	Karen Thackray	

3. Appointment of Electoral Roll Officer:

a) Claire Turner, Parish Administrator

Agreed unanimously by PCC

4. Appointment of Standing Committee:

The Standing Committee consist of the Priest, the Church Wardens and at least 2 other members of the PCC elected by the PCC

Revd Sarah du Boulay
Ros Blackburn
Julian Worster

Agreed unanimously by PCC

4. Confirmation of periods of office of PCC members

(Until 2026)	Mr. Julian Worster	(1 st term)
(Until 2026)	Mr. Andrew Scrivens	(1 st term)
(Until 2026)	Mrs. Jenny Digby	(1 st term)
(Until 2026)	Mr. Derek Cook	(1 st term)
(Until 2026)	Mr. Rod Linsell	(1 st term)
(Until 2027)	Mrs. Karen Thackray	(1 st term)
(Until 2027)	Mrs. Cheryl Smith	(1 st term)
(Until 2027)	Mrs. Rosalind Blackburn	(1 st term)
(Until 2027)	Mr. Simon Cobbin	(1 st term)

A.O.B

Legacy Committee findings

Revd Sarah suggested the Legacy Committee present their findings to the PCC so that the PCC can agree where some of the legacy will be spent.

The role of the Legacy Committee is to gather information and prices of suggested work to be undertaken, and the PCC will then decide whether to agree or not to agree.

PCC Secretary to arrange a date in June

Organ overhaul

Large report received requiring high finance for this project. The PCC need to agree how to raise money to go ahead with the project.

PCC Secretary to put on Agenda for next PCC Meeting

Fairfield Centre

Fairfield Centre accounts as presented at their AGM in April 2025, need to be appraised by the PCC at the next PCC Meeting.

PCC Secretary to ensure all PCC members have copy of these accounts.

There was no further business, and the Revd Sarah du Boulay formally closed the meeting with the Grace.

Revd. Sarah du Boulay closed the Meeting at 1.50 pm