

The Catford (Southend) and Downham Team Ministry

DRAFT - Minutes of the Annual Parochial Church Meeting 2025Held on 18th May 2025 at St Luke's Church, Downham**Present**

Name	Team Church	NAME	Team Church
Revd Peter ORGAN (PO)	Team Rector	Lucie WALSH (LW)	St Luke & St Mark Parish Safeguarding Officer
Fr Stuart LECK (SL)	Vicar St Barnabas	Cynthia HARDING (CH)	St John
Revd Nick WALSH (NW)	Vicar St Luke & St Mark	Amos EKA (AE)	St John
Dave HARDING (DH)	St John	Anne-Marie ORGAN (AMO)	St John PCC Secretary
Alice RUHINID-EKA (AR-E)	St John – Reader	Norman FLEMMING (NF)	St Luke
Frankie TURNER (FT)	St John	Dave McKLOW (DM)	St Luke
Felicia ASANTE	St Luke	Julie ROCHEFORT (JR)	St John
Janet HAYLER	St Barnabas	Janet HURST	St Barnabas

Apologies Received From

Revd Brown OLISA	St John		
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Documents provided at the meeting

1	Agenda
2	Minutes of the previous APCM held on 21st July 2024
3	Annual Report for the year ending 31st December 2024
4	Parish Scheme

Ref: APCM / 2025	Item Presented / Discussed / Resolutions	For Action by
1	Welcome and Apologies PO opened the meeting by welcoming all present and asking for any apologies (see table above).	
2	Minutes of the Team APCM meeting 2024 held on 21st July 2024 Those present who had attended the respective meeting were asked to check the draft minutes for accuracy and completeness.	

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	<p><i>Amendments are Alice's surname, 2024 electoral roll numbers a name of accountant as AMO's laptop had died and the draft minutes circulated were an earlier version and incomplete</i></p> <p>Motion: With the above amendments, to accept the minutes of the APCM as a complete and accurate record. Proposed: <i>Dave McKlow</i> Seconded: <i>Stuart Leck</i> In favour: <i>all present (of those who had been at the previous meeting), no objections, no abstentions.</i> Resolved: <i>motion carried.</i></p>																									
3	<p>Matters Arising from Previous Minutes:</p> <p>Elections of officers (see 10 below)</p>																									
4	<p>Verbal report on changes to the Roll since the last annual parochial church meeting – the Electoral Roll was completely re-set this year</p> <table border="1" data-bbox="240 819 1307 1229"> <thead> <tr> <th data-bbox="240 819 568 920">Team Church</th> <th colspan="2" data-bbox="568 819 938 920">Number on Electoral Roll</th> <th data-bbox="938 819 1307 920"></th> </tr> <tr> <td data-bbox="240 920 568 981"></td> <th data-bbox="568 920 715 981">2024</th> <th data-bbox="715 920 938 981">2025</th> <th data-bbox="938 920 1307 981">Notes for 2025</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 981 568 1041">St Barnabas</td> <td data-bbox="568 981 715 1041">51</td> <td data-bbox="715 981 938 1041">48</td> <td data-bbox="938 981 1307 1041"><i>No Comments</i></td> </tr> <tr> <td data-bbox="240 1041 568 1102">St John the Baptist</td> <td data-bbox="568 1041 715 1102">197</td> <td data-bbox="715 1041 938 1102">81</td> <td data-bbox="938 1041 1307 1102"><i>A drop as expected</i></td> </tr> <tr> <td data-bbox="240 1102 568 1162">St Luke's</td> <td data-bbox="568 1102 715 1162">55</td> <td data-bbox="715 1102 938 1162">31</td> <td data-bbox="938 1102 1307 1162"><i>A drop as expected</i></td> </tr> <tr> <td data-bbox="240 1162 568 1229">St Mark's</td> <td data-bbox="568 1162 715 1229">30</td> <td data-bbox="715 1162 938 1229">14</td> <td data-bbox="938 1162 1307 1229"><i>A drop as expected</i></td> </tr> </tbody> </table>	Team Church	Number on Electoral Roll				2024	2025	Notes for 2025	St Barnabas	51	48	<i>No Comments</i>	St John the Baptist	197	81	<i>A drop as expected</i>	St Luke's	55	31	<i>A drop as expected</i>	St Mark's	30	14	<i>A drop as expected</i>	
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5	<p>Annual Report on the proceedings of the parochial church council and the activities of the parish generally</p> <p>An annual report from each team church was included in the Annual Report for the year end 2024 and available to all attendees at this meeting. PO asked if there were any questions or comments.</p> <p>Alice and Amos's names swapped by accident when corrections given to Chaweewan. Alice or Amos to email Fr Stuart with definitive names, to be given to Chaweewan.</p> <p>Question as to how those without a computer can access reports. Hard copy available at the back of each church.</p> <p>St Barnabas – no questions or comments.</p> <p>St John's – no questions or comments.</p> <p>St Luke's – no questions or comments.</p> <p>St Mark's – no questions or comments.</p>																									

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6	<p>The financial statements of the council for the year ending on the 31st December preceding the meeting</p> <p>Thanks to Fr Stuart and Chaweevan all on time. No questions or comments</p>																	
7	<p>The appointment of the auditor for 2025's accounts</p> <p>Motion: That Chaweevan Williams FCA be appointed as auditor for 2025's accounts. Proposed: PO Seconded: FT In favour: all present, no objections, no abstentions. Resolved: motion carried.</p>																	
8	<p>Parish scheme – PO explained changes. St Mark's and St Luke's now one district and both readers now on the PCC.</p> <p>Motion: That the new Parish Scheme be approved. Proposed: PO Seconded: NF In favour: all present, no objections, no abstentions. Resolved: motion carried.</p>																	
9	<p>Confirmation of compliance with duty to have regard to the House of Bishop's Guidance on Safeguarding Children & Vulnerable Adults.</p> <p>All clergy either have or will next week be updating training.</p> <p>Thanks to Lucie as parish safeguarding officer and co-ordinator. Parish scheme means anyone uncomfortable raising issue with one church's safeguarding officer can raise with another</p> <p>Confirmed that this has been met</p>																	
10	<p>Elections and Appointments</p> <p>Election Results from each Team Church Annual General Meeting</p> <table border="1" data-bbox="236 1536 1291 2076"> <thead> <tr> <th data-bbox="236 1536 435 1619">Team church</th> <th data-bbox="435 1536 815 1619">Churchwardens</th> <th data-bbox="815 1536 1082 1619">PCC Lay Members</th> <th data-bbox="1082 1536 1291 1619">Deanery Synod Reps</th> </tr> </thead> <tbody> <tr> <td data-bbox="236 1619 435 1727">St Barnabas</td> <td data-bbox="435 1619 815 1727">None</td> <td data-bbox="815 1619 1082 1727">None (Lindsay Cooke has resigned)</td> <td data-bbox="1082 1619 1291 1727">None</td> </tr> <tr> <td data-bbox="236 1727 435 1912">St John the Baptist</td> <td data-bbox="435 1727 815 1912">Francesca Turner Julie Rochefort (both re-elected)</td> <td data-bbox="815 1727 1082 1912">Amos Eka (co-opted) Alice Ruhindi-Eka (Reader – ex-officio)</td> <td data-bbox="1082 1727 1291 1912">Sonia Jackson Cynthia Harding</td> </tr> <tr> <td data-bbox="236 1912 435 2076">St Luke</td> <td data-bbox="435 1912 815 2076">Norman Flemming Dave McKlow (both re-elected)</td> <td data-bbox="815 1912 1082 2076">None</td> <td data-bbox="1082 1912 1291 2076">Felicia Asante</td> </tr> </tbody> </table>	Team church	Churchwardens	PCC Lay Members	Deanery Synod Reps	St Barnabas	None	None (Lindsay Cooke has resigned)	None	St John the Baptist	Francesca Turner Julie Rochefort (both re-elected)	Amos Eka (co-opted) Alice Ruhindi-Eka (Reader – ex-officio)	Sonia Jackson Cynthia Harding	St Luke	Norman Flemming Dave McKlow (both re-elected)	None	Felicia Asante	
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	St Mark	None	None	Christian Lees	
11	<p>Appointments</p> <p>Treasurers:</p> <p>St Barnabas: <i>Isha Kabba</i> St John's: <i>Amos Eka</i> St Luke's: <i>Jo Cannon</i> St Mark's: <i>Jo Cannon</i></p> <p>Parish Safeguarding Officer and PCC Secretary to be decided at first meeting of the PCC</p>				
12	<p>Date for 2026 APCM (suggested date of 17th May)</p> <p><i>In favour: all present, no objections</i> Resolved: 17th May 2026 confirmed as the date for the 2026 APCM</p>				
13	<p>Date of next PCC meeting –St Barnabas Thursday 17th July 7:30</p>				
	<p>Closing Prayer</p> <p><i>PO invited everyone who could to stand and said prayers for the parish.</i></p>				

Accepted as a true record:

Date:

 Reverend Peter ORGAN, Team Rector

 DRAFT FINAL VERSION – 29.04.26
 Anne-Marie Organ