

THE PARISH CHURCH OF ST. MARK, BROMLEY
Agenda of the meeting of the Annual Parishioners Meeting,
8th Annual Parochial Church Council
held at 11:30 on 17th May 2026 in the Church.

Meeting Start at 11:30

1. Opening Prayer and Welcome

2. Confirmation of the Purpose of the Meeting

To confirm that the meeting has been convened as the Annual Meeting of Parishioners for the purpose of electing churchwardens in accordance with the applicable Church Representation Rules and Churchwardens Measure requirements.

3. Attendance and Eligibility to Participate

To note those present and confirm that the meeting may be attended by:

- persons whose names are entered on the church electoral roll of the parish; and
- persons resident in the parish whose names are entered on the local government register of electors.

4. Apologies for Absence

5. Minutes of the Previous Annual Meeting of Parishioners

To receive, approve and sign the minutes of the previous Annual Meeting of Parishioners held on 18th May 2025. Placed on Church Website on 22 May 2025 and 01 May 2026, under new Agenda for 17th May 2026.

6. Matters Arising from the Previous Minutes

To consider any matters arising from the previous minutes which are not otherwise included on the agenda.

7. Election of Churchwardens

To receive nominations for the office of churchwarden.

To confirm that nominees are eligible, willing to serve, and have completed the required nomination process.

To elect churchwarden(s) for the parish for the forthcoming year 2026/2027

8. Declaration Following Election

To note that elected churchwardens will be admitted to office at the Archdeacon's Visitation or other appointed service and will be required to make the required declaration before undertaking the full legal duties of office.

9. Vote of Thanks

To record thanks to the outgoing churchwarden(s), continuing churchwarden(s), and all those who have supported the governance, worship, mission, safeguarding, fabric and administration of the parish during the preceding year.

10. Any Other Business

To receive any other business relevant to the Annual Meeting of Parishioners.

11. Closing Prayer

The meeting closes with prayer.

Signed: _____
Chair of Meeting – Rev Michael Gentry

Date: _____

Annual Parochial Church Meeting

Agenda

1. Opening Prayer and Welcome

To open the Annual Parochial Church Meeting with prayer and welcome members of the church electoral roll.

2. Confirmation of the Meeting

To confirm that the meeting has been properly convened as the **Annual Parochial Church Meeting** in accordance with the Church Representation Rules.

The APCM must be held between **1 January and 31 May** each year.

3. Attendance and Apologies

To record those present and receive apologies for absence.

Only those whose names are entered on the church electoral roll are entitled to vote at the Annual Parochial Church Meeting.

4. Minutes of the Previous Annual Parochial Church Meeting

To receive, approve and sign the minutes of the previous Annual Parochial Church Meeting held on **18th May 2025**

5. Matters Arising

To consider matters arising from the previous minutes not otherwise included on the agenda.

6. Reports

6.1 Vicar Report

6.2 Electoral Roll

To receive the Electoral Roll Officer's report.

To note the number of persons entered on the church electoral roll at the time of the meeting.

Where applicable, to note whether the electoral roll has been revised or newly prepared in accordance with the Church Representation Rules.

6.3 Annual Report on the Proceedings of the Parochial Church Council

To receive the report on the proceedings of the PCC and the activities of the parish during the previous year.

6.4 Church Warden Report (Fabric & Maintenance)

6.5 Financial Statements and Treasurer's Report

To receive the independently examined or audited financial statements for the year ending 31 December 2025

To receive the Treasurer's report.

To note the financial position of the parish and any key matters arising from the accounts.

6.6 Deanery Synod Report

To receive the report from the parish's deanery synod representatives.

To note key matters considered by the deanery synod during the previous year.

6.7. Safeguarding Report

To receive the parish safeguarding report.

To note safeguarding arrangements, safer recruitment practice, training compliance, policy review, parish safeguarding dashboard or audit activity, and any relevant actions for the coming year.

7.. Appointment of Independent Examiner or Auditor

To appoint the independent examiner or auditor for the coming financial year.

Proposed: That [appointed as Independent Examiner/Auditor for the parish accounts for the year ending **2026**.

8.. Elections to the Parochial Church Council

To receive nominations for elected lay members of the PCC.

To confirm eligibility and willingness to serve.

To elect lay members to the PCC.

9.. Election of Deanery Synod Representatives

To receive nominations for deanery synod representatives, where vacancies arise or where a new triennium requires election.

To elect **2** deanery synod representative(s).

10.. Appointment or Election of Sidespersons

To appoint or elect sidespersons for the coming year, according to the parish's usual practice and any applicable local arrangements.

11. Questions on Reports and Parish Life

To receive questions from members of the church electoral roll on the reports presented and matters concerning the life and work of the parish.

12. Motions or Resolutions

To consider any motions or resolutions properly brought before the meeting.

Any motions should be recorded clearly, including proposer, seconder, voting outcome, and any agreed action.

13. Any Other Business

To consider any other business relevant to the Annual Parochial Church Meeting.

14. Votes of Thanks

15. Closing Prayer and Blessing

To close the Annual Parochial Church Meeting with prayer.

Signed: _____
Chair of the Annual Parochial Church Meeting

Date: _____

THE PARISH CHURCH OF ST. MARK, BROMLEY
Minutes of the meeting of the APM and Annual Parochial Church Council
held at 11:30 on 18 May 2025 in the Church.

Meeting Start at 11:30

Apologies

Shiela Parker
Jannet Dewey
Pam Priesly
Lousie Bonter
Julia Orford

Review minutes of Last APM

Richard Collins (RC) asks if there are any questions. None.

Election of Church warden

- RC to step down and asks if anyone steps forward? No response.
- Unanimous Approval for E-AD.

APCM Closed

11:35

APCM

Apologies

Shiela Parker
Jannet Jury
Pam Priesly
Lousie Bonter
Julia Orford

Review Minutes from 7th APCM.

- Approved
- No Matters arising from Minutes.

Electoral Roll Report

- Has been a reduction in Electoral Roll. Reduction due to relocation or deceased. 151 to 83.
- RC asks if there are any objections.
- None Noted and offered.

Safeguarding

- No concerns and matters arising.
- Parish has adopted Safeguarding Plan.

Search for Vicar (Sec 11 Update)

- Larger than Number of applicants.
- Parish Profile to updated to St marks website.
- Shortlisting has been concluded, and Interviewing will be done on 18 June 2025, hopeful to have a new Vicar by September.

School has maintained links.

Choral Scholars growing and consistent.

Carol queries Bright Sparks – No Volunteers, however, it will be brought to the attention of the new Vicar.

Finance

- RC invites DT to speak to the accounts.
- DC thanks all those handling money and finance processes. Thank you to Florina for Gift-Aid. Steven Stringer who has examined accounts.
- Accounts and records are maintained by David Thomas and examined by Stephen Stringer. The accounts have been then approved by the PCC. They are presented to the APCM and Parishioners may comment on the approved documents.
- DT highlights that Income and Expenses have increased together in main accounts, this is due to roof renovations matched by release of legacy funds from accounts which is then recorded as income.
- Additionally, taxman paid monies extra from previous year's deficit, due to timing difference.
- Unrestricted giving has increased by 7000 and in 2024 we gave 4000 less to the diocese. We have moved from a deficit to surplus from 2023 to 2024.

- Question from Congregation: Electoral Roll gone down, but funds have increased. Is there a trend available? DT highlights that a small portion of the congregation have increased their personal contributions. Additionally previous church roll was from a six-year change.
- DT highlights that last year we spoke about finances and there has been a gradual increase. Tithing is pastoral and under the care of the Vicar and this would need to be addressed by the new incumbent.
- The APCM last year took comfort from knowing that a significant part of 2023's deficit was attributable to this, so in relation to 2024 we must remind ourselves the financial improvement is not as great as it appears.

Fabric Report

- Matfield now has occupancy with Market Rent; unlikely to have a curate within the next three to four years.
Question: Who will look after Matfield Close whilst we have no Vicar?
Answer: Property Rental Agency is being used as they managed the property previously to the incumbent Lizzie Longhurst.

Bromley Deanery Synod Report

- Thanks to CR and PP to being representatives.
- No Questions.

Election of 3 Lay Persons

- RR invited to speak.
- RR highlights that Philip Hood, Thersea Langdon and Gaye ... have stepped down after serving three years. Barbara was appointed to a 1-year casual vacancy but may stand for a now full three year term, who has accepted.
- At the first PCC Meeting Theresea will be co-opted as safeguarding officer.
- Election of 4 new members to the PCC not 3.
- Members standing down: Philip Hood, Theresa Weller and Gaye Blagden
- Incorrect spelling - Pam Prisley
- New members:
- Ryan - proposed by Ronelle Michaelis and seconded by SCW
- Gillian Beach - proposed by Ted Jackson & seconded by RR
- Helen Cooper - proposed by Ruth Liddon & seconded by Ted Jackson
- Edward Tomalin - proposed by EAD & seconded by Richard Sutton.
- PCC now fully established with no vacancies.

Phil will continue doing IT duties.

RC thanks Ruth.

Appointment of Independent Examiner. Stephen Stringer accepts, and congregation approves unanimously.

AOB

- Pat shares that Roger and Pat served as Church warden previously, although Pat was not on PCC they supported Richard with running of the church.
- Invites anyone who would like to support anyone who wants to learn.
- Question why the church is more locked of late; RC highlights that is the result of there no current Vicar. The Diocese had additionally advised to close the church during the week due to vandalism.

RC Closes Meeting 12:06

St Mark's Bromley

Vicar's Annual Report for 2025

As you are all aware, I arrived in the Parish in February this year; well at least I started my ministry here then! We only finally moved to the vicarage just after Easter. Consequently, I was not here in 2025 the period this report covers so my comments will be brief. I know that 2025 was a challenging year for the parish as it was spent entirely in a period of interregnum. I would like to express thanks to all those here who contributed to helping run the church and parish during that time, especially our Churchwarden Emile who spent most of the year as the only warden. That is particularly challenging in both time commitment and leadership during an interregnum, and I am sure he was glad to see my arrival in February. It is 13 weeks since I arrived and it has flown past in all honesty. I would like to thank you all for the welcome that we received as a family, and I can honestly say I feel at home here already. There are many opportunities for mission and ministry here at St Mark's and I hope to be able to use them to build up the church, both numerically but more important Spiritually as well. At Easter, you were all sent a survey to complete describing your own contributions to church life both Past, Present and Future and we will be using these when the opportunity arises. The survey was very encouraging both in discovering what has happened here in the past and also to identify what things we may be able to do in the future. We have already begun recruiting more sides people/welcomers and we also have enough people to think about starting a rota for intercessions and Sunday School. It will be really positive if these aspects of our worship were to return. Outside of Sunday we have people willing to form a Social Committee to strengthen our fellowship and build relationships and there are those with the skills to help lead bible study and discussion groups. In terms of our worship, we are reintroducing the Weekly Midweek Communion from 27th May, and we will be marking some Principal Festivals with High Mass beginning with Trinity Sunday. This will be an opportunity to add to our worship on some of the most important Christian festivals of the year and will involve a full team of servers, bells and incense. There may be some in the congregation who would prefer a less ritualistic service on those days and so I will be leading an 8am BCP Said Eucharist on Sundays where we have High Mass. I have

mentioned Sunday School and I also hope we can strengthen the relationship with St Mark's Primary School. I have met the Head Teacher and visited the classes already and I have also joined their Advisory Council which is sort of like a Governing Body for an Academy.

Only last week we announced the Appointment of our new Choral and Family Outreach Manager. For those not here last week, that person is our own choir member, Eleanor Franzen and I look forward to working with her in the future.

Eleanor will also be working with Richard our Director of Music and I would like to thank him and the choir for their commitment, particularly over Holy Week with so many additional services. I do have many ideas and plans for the future, but it is important that we do not try and do too much too soon. A few things done well is far more effective than lots of things done in a mediocre way.

I look forward to working with you all at St Mark's for the coming year and beyond and I pray that God will bless all that we do in his name.

Thank you

2026 ELECTORAL ROLL

In line with Church Representation Rules a revision of the Church Electoral Roll has taken place this year with a closing date for applications of 26th April 2026.

There are 89 people on the new Church Electoral Roll compared to 83 in 2025. 8 new names were added during the preparation of the new roll and 2 people were removed.

A handwritten signature in black ink, appearing to read 'Ruth Russell', with a horizontal line underneath the name.

Ruth Russell – Electoral Roll Officer

St Mark's Parish Church, Bromley

PCC Secretary's Report to the Annual Parochial Church Meeting

Prepared by Sherwyn Cupido-Weaich, PCC Secretary

This report is presented to the Annual Parochial Church Meeting in accordance with the Church Representation Rules, which require the APCM to receive an annual report on the proceedings of the Parochial Church Council and the activities of the parish generally. The APCM also receives reports on the Electoral Roll, financial statements, fabric, safeguarding and Deanery Synod representation. The Church Representation Rules provide the representative framework through which the parish elects churchwardens, lay representatives to the PCC, and lay representatives to Deanery Synod.

The year under review has been one of continuity, stewardship and renewal in the life of St Mark's. The PCC continued to discharge its responsibilities during the vacancy, maintaining oversight of worship, finance, safeguarding, fabric, property, parish administration, communications and the Section 11 process. The appointment and licensing of The Revd Michael John Gentry as Vicar marks a significant new chapter for the parish. The PCC now continues into the 2026 calendar year under his stewardship, supporting his ministry and the shared life of worship, mission and pastoral care at St Mark's.

The Electoral Roll has been maintained in accordance with the Church Representation Rules. The 2026 Electoral Roll Report confirms that the revised roll contains 89 people, compared with 83 in 2025, with eight new names added and two removed following the revision process, which closed on 26 April 2026. This growth is encouraging and reflects a parish that continues to draw people into its worshipping and representative life.

The PCC's governance has remained active and structured. Following the 2025 APCM, trustee documentation was completed and the Standing Committee was appointed, with Emile Akabi-Davis as Churchwarden, Sherwyn Cupido-Weaich as Secretary, David Thomas as Treasurer, Theresa Weller overseeing safeguarding, Ruth Russell supporting human resources, and Helen Cooper serving as a PCC member. The PCC met throughout the year, approved minutes, received Standing Committee updates and worked through a regular agenda covering worship, ministry, mission, finance, fabric, safeguarding, communications and parish business.

The vacancy and Section 11 process were central to the year. The PCC supported the Parish Profile, the interview process and the appointment of Revd Michael Gentry. The parish is now moving from vacancy management into renewed ministry. This is reflected in the 2026 pew leaflet, which invited parishioners to consider service as Churchwarden, PCC representatives, Deanery Synod representatives, altar servers, sidespeople and in

the newly approved Choral and Family Outreach Manager role. These invitations demonstrate the PCC's commitment to widening lay participation and strengthening shared responsibility across the parish.

Worship and mission continued throughout the year. Regular services were maintained, Evensong continued, school and nursery links remained active, and the parish continued supporting Bromley Food Bank. Music remained a valued part of the worshipping life of St Mark's, with Richard Sutton serving as Honorary Director of Music and the PCC supporting choral scholarships, junior chorister arrangements and the development of the Choral and Family Outreach Manager role.

The PCC also exercised careful financial stewardship. The 2025 Annual Accounts were independently examined, with no material concerns raised, and the examiner recorded that PCC and Finance Sub-Committee governance was appropriate for the oversight of the church's financial management. The accounts were approved by the PCC on 15 April 2026.

The Fabric Report records substantial completed work, including replacement taps in the Church Hall, replacement of the church light switch, replacement of the heating pump by Stevenson Heating Limited, installation of a new lightning conductor by The Bacon Group, tree works at Matfield Close, and repairs to the Vicarage in preparation for the new Vicar's occupancy. PAT testing was completed on 9 January 2026, with all appliances passing. The PCC also engaged with the Church of England's Net Zero commitment through a completed diocesan-funded energy audit and the formation of a sub-committee to support St Mark's response.

Safeguarding remains robust and embedded within PCC governance. The PCC maintained safeguarding as a standing item, adopted photo consent arrangements, monitored training and DBS administration, and continued oversight of safer practice across parish activities. The PCC confirms that it has had due regard to the House of Bishops' safeguarding guidance, as required for APCM reporting.

The PCC records its thanks to Carol Robins and Pam Prisley for their service as Deanery Synod representatives. Both will be stepping down in 2026, and new representatives will be elected in accordance with the Church Representation Rules as part of the new Deanery Synod triennium.

The PCC gives thanks to all who have served St Mark's during the year: the Vicar, Churchwarden, Treasurer, Safeguarding Officer, PCC members, Deanery representatives, Director of Music, choir, visiting clergy, servers, sidespeople, volunteers, parish officers and all who have contributed to worship, mission, pastoral care, finance, fabric and administration. As St Mark's continues through 2026 under the stewardship of Revd Michael Gentry, the PCC remains committed to faithful governance, shared ministry and the flourishing of the parish.

Fabric Report 2025/26

This year has been marked by progress and continued maintenance. It has also been challenging due to St Mark's being in an interregnum. Various repairs were undertaken including these (in no specific order):

- Replacing the taps in the Church Hall.
- Replacing the middle light switch in the Church.
- Replacing the heating pump in the cellar under the Vicar's vestry. This work was carried out by Stevenson Heating Limited. Stevenson is also contracted to do the annual maintenance.
- Installing a new lightning conductor in the church to bring St Mark's Church up to standard. This work was carried out by The Bacon Group.
- Matfield Close needed some trees trimmed. This work was contracted out to South East Forestry & Tree Services and has been completed.
- The vicarage had various repairs done in preparation for the occupancy of our new Vicar. These repairs were part funded by St Mark's and the Diocese of Rochester.
- There have been several electricity outages to the organ and some lights in the church. Electricians have been called in to inspect and make recommendations on fixing the issue. St Mark's has been advised to replace the fuse box with one that can isolate and identify the circuit where the fault occurs. This is still in progress.

The PAT testing of our portable appliances was carried out on Friday 9th January 2026. All appliances passed and the certificate is on the notice board.

The other annual or periodic reviews of the intruder alarm, church clock, boiler and gas safety, lightning protection, fire extinguishers and fire alarm have been or are about to be completed.

There are outside lights which do not work and need to be inspected and repaired. We hope to carry out this soon.

The garden continues to be maintained professionally. Parishioners also help out by pruning plants and regular litter clearance.

Net Zero

As part of the Church of England Net Zero commitment, the Diocese of Rochester funded an energy audit of St Mark's. This has been completed and discussed by the PCC. A sub-committee has been set up to investigate ways St Mark's can fulfil its obligation to achieve Net Zero Carbon emissions by 2030. This sub-committee is currently carrying out this task. The pipes in the boiler room need to be lagged to reduce heat waste.

I would like to thank all those who give up their time to let in the professionals or carry out the odd task themselves. Their help is greatly appreciated. I would especially like to thank Helen, Pat, Phil, Louise, and Ed. Most of all, my thanks to Roger who continues to do a splendid job.

N. Emile Akabi-Davis

Churchwarden

A handwritten signature in black ink, appearing to read "N. Emile Akabi-Davis". The signature is written in a cursive style with some overlapping letters. There are two faint, light-colored versions of the signature visible in the background, one above and one to the right of the main signature.

BROMLEY DEANERY SYNOD

Pam Prisley and Carol Robins have been St Mark's representatives on Bromley Deanery Synod, which is the representative body chaired by our Area Dean, Rev Andrew McClellan. There are three meetings a year. Each meeting consists of four elements: worship, fellowship, encouragement and enabling discussions.

In July the Area Dean outlined plans for future meetings and representatives of four parishes shared their experiences of mission in their own localities.

In November there were updates on the Diocesan Strategy, the Diocesan website and mission initiatives from around the Deanery. There was a facilitated group discussion on the subject of 'Working with Volunteers'. Points arising from this were carried forward to determine areas of additional support needed.

In February the Area Dean welcomed our vicar Rev Michael Gentry to the Synod. He contributed to the mission section of the meeting outlining his experience of running a Repair Café. There was a guest speaker, Canon Matthew Girt, Rochester Diocesan Secretary, who gave a presentation on 'How the Diocesan Office can support you'. This was followed by questions and discussions.

St Mark's Deanery Synod Reps: Pam Prisley and Carol Robins