

Minutes of PCC Meeting - Monday 15th October 2018

Present: Beverly Watson (**Chair**), Pippa Ford, Simon Doran, Lesley Graham, Henrietta Harding, Robin Holdsworth, Chris Lambert, Carolyn Nicholls, Bernard Parke, Paddy Payne, Angela Rose, Alex Tear, Trish Tye (**Secretary**), Martyn Whiteman.

(For minute section 6 onwards: Julie Lodge)

Apologies: Eve Gunn, Shelia Kirkland, Lara Milne, Simon Moulden.

1. Approval of minutes

1.1. The minutes of the meetings held on 16th July 2018 were approved.

2. Standing committee decisions

2.1. Decisions from the meeting on 18th September 2018 were noted (see Appendix A)

Update: Julie Shaw has been accepted onto the occasional preacher's course.

3. Vision Groups

3.1. Finance Vision Group

3.1.1 Auditor: Mary Jane Crump has kindly agreed to do the audit again.

3.1.2 Draft budget: This is not yet done as we need more information from the vision groups, particularly Premises when they have reviewed the latest Quinquennial report.

The budget is likely to be similar to 2018, but with some concerns over regular giving.

3.1.3 Finance report: (See Appendix B)

Beverly offered our thanks to Chris for presenting the accounts so clearly.

3.2. Premises Vision Group

(See Appendix C for the Sound System Upgrade Briefing)

Simon D took us through his briefing document after which there was some discussion on the various aspects of the proposal.

Beverly summarised the discussion pointing out that most of the items in the proposal look to be essential for those with hearing difficulties and for

the use of the church in the future. Because the church is used by the wider community, for example schools and choirs, we are very likely to qualify for match funding from charities, trusts etc. Additionally, we have a large donation in the Vicar's discretionary fund. The donors would be happy for some of this to go towards the sound system.

Proposal: That we go to tender for the specification that addresses the needs highlighted in the document. We will aim for the tender documents to come back to PCC for approval in December.

Proposed: Pippa, **Seconded:** Henrietta, 1 abstention, remaining agreed.

Action: Simon D to go to tender with the requirements.

Action: Beverly to seek match funding when we have received tenders.

3.3. Mission Vision Group

(See Appendix D for a briefing on Eco-Church)

Trish took the meeting through the Eco-Church briefing document after which the following proposal was made:

Proposal: That we form a Green Team that will push forward with the Eco-Church initiative and report to the Missions Vision Group. The team should include young people and form links with schools.

Proposed: Trish, **Seconded:** Angela; Bernard against, remaining agreed.

Action: Missions Vision Group start forming the Green Team.

4. Transforming Church Plan

4.1. Follow up from PCC Away Morning

Beverly reminded the PCC of the very useful discussions that we'd had at the away morning. What became apparent, was our need to clarify our core purpose. To this end, Danny Wignall, the Diocesan Mission Advisor, is coming to our next PCC meeting on 19th November. Danny will lead the meeting using tools and resources to help draw out our core purpose and vision.

The notes from the Away Morning have been written up and will be circulated after our meeting with Danny.

5. Vicar's report

Beverly summarised our main activities since the September Away Morning:

- Harvest Festival supper and quiz
- Harvest Sunday celebration
- 5 Harvest services with the schools and Dray Court
- Bunty Harris' funeral. Bunty lived in Elmside for 73 years and many people attended her funeral.
- Tea for Friends International – thanks to the Nicholls' and Martyn.
- Prayer space for Queen Eleanor's School with 400 attendees. Feedback is coming in from staff and children on this event. (Pippa requested the minuting of thanks to the Prayer Space team).
- Restoring Communication Service
- Healing and Wholeness Service

Beverly has been asked that we have an LLM student on placement at All Saints. William Loures is at St John's Stoke and will be with us from January to Easter.

Beverly has been asked by the Arch Deacon if she would be an Assistant Area Dean in our Deanery. Nick Williams is the Area Dean. Beverly believes taking the role would involve her being out of the parish for half a day a week. The views of the PCC showed concern over Beverly's workload as well as the positive aspects of All Saints' benefiting from a closer relationship with the deanery. The decision is with Beverly.

6. Safeguarding

6.1. Update

Julie reported that the Safeguarding Policy has been adopted. The Domestic Abuse charter had needed more thought by the safeguarding team, but it seems to be very common sense. The Safeguarding Team recommends that the PCC agree to adopt the charter. We need to run some appropriate publicity including engaging with some speakers on the subject.

Proposal: that the PCC adopts the Diocese Domestic Abuse Charter.

Proposed: Carolyn, **Seconded:** Bernard, Unanimously agreed.

7. Approvals

7.1. Pilgrimage 2019

(see Appendix E – Pilgrimage Itinerary)

Carolyn explained that the possibility of staying overnight en-route was not easy and so it was decided to use public transport to return home and back to the walk each day. The walk will be led by Peter and Carolyn Nicholls and Richard Hemingway.

Proposal: that the PCC approves the 2019 Pilgrimage proposal

Proposed: Simon D, **Seconded:** Carolyn, 1 abstention, remaining agreed.

8. Correspondence

8.1. St Nicolas Infant School – Foundation Governor

We have received further information on the role from St Nicolas School and we have a potential candidate who Andrew Norman is considering.

9. Date and events

9.1. Calendar – January to March

Trish circulated a draft 2019 calendar (since updated).

Action: Trish to contact Vision Groups requesting significant dates that should be included in the calendar. The calendar will be reviewed at the December PCC meeting.

9.2. Pantomime

Andy Wells has suggested March for the pantomime. There was a feeling that this was getting near to exam time and rather far from Christmas.

Action: Beverly to discuss with Andy

10. Dates of future meetings

PCC Vision Evening – 19th November (7.15 pm in the Vicarage) – replaces SC

PCC Meeting – 10th December 2018

PART 2 (Confidential items)

(none)

APPENDIX A: Standing Committee Decisions

Standing Committee Notes and Decisions: 18th September 2018

Attendees: Beverly Watson, Pippa Ford, Henrietta Harding, Chris Lambert, Carolyn Nicholls, Paddy Payne, Trish Tye

Apologies: Simon Moulden, Henrietta Harding, Lara Milne, Paddy Payne,

1. Deanery Synod Rep

Rebecca has offered to stand as our third Deanery Synod rep.

Proposal: That we elect Rebecca to be our third Deanery Synod representative and invite her to join the PCC.

Proposed by Pippa, seconded by Carolyn, unanimously agreed.

Action: Trish to inform Rebecca and to invite her to join the PCC and the away morning on Saturday. Ask Rebecca to print a role description from the website, and complete.

2. Occasional Preachers Course

Julie Shaw asked Beverly if she could do the Occasional Preachers Course, run by the Diocese. This allows for the candidate to preach up to five times/year in their own parish. The course starts in November and there is a £50 charge.

(Post meeting note: The cost has increased to £110)

Proposal: That we approve Julie Shaw's attendance the Occasional Preachers course.

Proposed by Chris, seconded by Pippa, unanimously agreed

Action: Carolyn to lead on safe recruitment.

Action: Trish to inform Julie

3. Murder Mystery

The date has been changed to 17th November due to the team's commitments.

APPENDIX B: Finance Report

PCC of All Saints Church, Guildford

PCC Meeting – Monday 15 September 2018

Review of Finances - January 2018 – 30 September 2018

Summary

The Income and Expense Account for the nine months to 30 September 2018 shows a surplus of £4,785; this is slightly more than the Budget surplus of £2,314. The balance at the bank has increased from £34,520 at the beginning of the year to £56,394 at 30th September, an increase of approximately £22,000; this due mainly to the receipt of two donations of £10,000 both of which have been kept apart from the Income and Expense Account. (So the increase in the Bank Balance is only in small part due to the surplus.) The first donation of £10,000 is the conditional legacy which was discussed at the PCC Meeting in July and the second an anonymous gift of £10,000 received since which has been credited to the Vicars Discretionary Account.

The Budget for Nine Months

The Nine Monthly figures are shown alongside the comparative Budget Figures (the first two columns). The Budget figures are taken for the most part as 75% of the annual Budget for 2018 but as usual adjusted where necessary to reflect the fact that some income and expenses fall exclusively or disproportionately into, or outside, the nine month period. As with the Six Months figures, doing it this way has given the Budgeted surplus a rather lopsided look because the Budget surplus for the Nine Months (before General Missions) comes to £3,214 whereas the equivalent Budget figure for the whole year is just £1,649. As before, this disparity is a reflection of two things: first the projected income for the first nine months is always disproportionately large (because of the Auction of Promises and the Summer Fete); and secondly there are still certain budgeted expenses which will now arise entirely in the final three months.

Total Income – Less Direct Costs

The trend in the Six Months Accounts is repeated here in that notwithstanding the loss of the Auction of Promises and the Summer Fete the Income of the Church was only just shy of the Budgeted income; £81,428 as opposed to a Budget figure of £82,496. The shortfall was made up for in the Regular Giving and in one large one-off donation (included in the figure of £2,774). The income of the other categories were roughly in line with Budget except for Thorn Bank where the cost of the new kitchen was about £1,000 more than anticipated.

The Regular Giving is still some £2,000 above Budget but as was the case with the Six Months Accounts this is not as good as it looks because one of our most generous benefactors has made a whole year's donation in advance from the start of April onwards (included in "Other Planned Giving") instead of her usual monthly Gift Aided donations. This accounts for the entire increase and obviously will not recur. The Church Hall income which was well up on budget in the first Six Months has levelled out as expected. But this is still surprisingly good because Hall Cleaning expenses of £1,000 are now charged to the Church Hall for the first time – in previous Accounts these expenses were included in Administration and Running Costs.

Cost of Church Activities and Administration and Running Costs

The expenditure in these categories is about £1,000 and £2,000 respectively below Budget. The expenditure in the former category is lower because we did not have a Parish Secretary for a couple of months between Rebecca resigning and Trish taking over; and the latter mainly because Cleaning Expenditure has been partly reallocated to the Church Hall as mentioned above.

Income & Expenditure Conclusion

As with the June Accounts the overall income position is deceptively reassuring. The Regular Giving and one-off donations are both better than Budget and have largely compensated for the loss of the Summer Fete and Auction of Promises. The picture is not as good as it looks though; as mentioned above some of the Regular Giving has been made in single donations effectively in advance, so the income for the Nine Months is, in a sense, inflated. The Church has also lost two very generous donors and the feeling is that the Regular Giving for the final three months will drop off somewhat so that by the end of the year it will be back in line with the original Budgeted figure for income or maybe slightly below.

With the exception of the Hall, the expenditure that was anticipated on maintenance has largely now been incurred, and with the planned expenditure on the Hall due to take place within the next few weeks all the major renovation costs will then have been incurred. Also the more routine items of expenditure seem to have been kept well within the amounts anticipated so it looks very much as if the overall expenditure for the year will come in below the Budgeted figure. This might hopefully compensate for any shortfall in the income.

Balance Sheet

The surplus for the Nine Months has pushed up the Unrestricted Fund at 30 September 2018 from £56,116 at the beginning of the year to £60,901. The equivalent figure at 30 June was £66,749 – which implies a deficit of some £6,000 for the three month period. The other Funds remain more or less unchanged from the beginning of the year except that there is now an additional £10,000 in the Vicar's discretionary Account. This is in addition to the Windows (Phase II) Fund and the new legacy Fund containing £10,000 which were both set up in June. The small Willow Grange Fund which was also set up in June has disappeared as the money has now been passed on to the Charity concerned. The Poyle Fund has also been used up in payment for the kitchen improvement to the Reading Room, the total cost of which was slightly more than £4,000; the excess has been charged to the Unrestricted Fund as Maintenance expenditure, it was just about £200.

*For the avoidance of any misunderstanding please note that these funds are **not** additional bank accounts – they are merely allocations of the total assets of the Church – similar to and now in addition to the main Unrestricted Fund.*

C Lambert, PCC Treasurer

15th September 2018

APPENDIX C: Sound System Upgrade Briefing

The PCC is being asked to consider proposals for a new sound system and, in particular, to discuss various options available. This document explains:

- why we want to upgrade the system;
- what the proposals are;
- what choices we need to make.

1. Why is an upgrade being considered? What issues would it solve?

- (a) The existing microphones are cheap, entry-level products. As a result, they have relatively poor build quality, are unreliable and we get crackling during the service as well as noise when the lapel microphones are adjusted. The lectern microphone also often crackles when adjusted.
- (b) We don't have a good system for passing a microphone around a group of people. Handling noise is particularly distracting when lapel microphones are removed and handed from person to person (for example during a report back from Children's Church). Lapel microphones are not designed for this purpose and we need a good quality handheld radio microphone.
- (c) The entire radio-microphone system operates on public frequencies. This means that we get interference on quite a frequent basis. There have been a number of embarrassing occasions when we have encountered "pickup" of external music or speech during important services.
- (d) Often, even with lapel microphones, some speakers are difficult to hear.
- (e) There is currently no sound amplification in the chapel.

Issues (a) – (e) above have been raised with us on a number of occasions by hard-of-hearing members of the congregation. Whilst they may be merely an irritation for those of us who can hear the service without amplification, they often make the difference between those with hearing difficulties being able to follow the service or not.

- (f) The existing control panel at the back of the church is complex and is often mis-set. We would like a simplified system that automatically gets reset to a "known good configuration" when switched on. It would also be useful to be able to control the volume remotely (e.g., from the sanctuary) without having to walk all the way to the back of the church.
- (g) For a piece of drama with lots of actors (e.g., the Nativity Play), we don't currently have enough inputs to our current mixer for all the microphones we would need to use simultaneously.
- (h) The current system is not flexible enough for the needs of a youth band needing to plug in electronic instruments and mix the outputs of microphones amplifying quiet instruments.
- (i) We don't currently have a microphone that can pick up a group of singers (as opposed to individuals). This would be useful for the singing group at Altogether Worship.
- (j) We currently lack straightforward facilities to play music from CD or mobile phones.
- (k) The equipment for the existing sound system is balanced precariously on a shelf in the vestry which is a potential safety hazard and makes maintenance of the system very difficult.

2. What are we proposing and how does it solve the problems?

VAT at 20% is included in all the estimated prices below.

- Items (a) – (d) are to be solved by investing in better quality microphones. To replace the three lapel mics will cost approximately **£3400**, with each handheld radio microphone costing approximately **£480**. We have previously experimented with some cheap handheld radio mics and have found that they are very useful, but the ones we have suffer badly from interference. The issue of interference is solved by paid licenses for specific frequencies and the cost for an exclusive site license would be approximately **£150** per year.
- Item (e) can be solved by purchasing new speakers and an additional amplifier for the chapel at a cost of approx. **£750**.
- Item (f) and (g) can be solved by replacing the existing mixer at the back of the church with a new digital “mixer” system and new control panel. Cost is approximately **£4200**. A modern mixer would have a number of additional benefits, such as better control of feedback “howls” and suppression of background noise.
- Buying a separate mixer into which the members of the Youth Band plug their instruments would cost around **£360**.
- Item (i) would be solved by buying a special (non-radio) microphone for about **£240**.
- A variety of solutions are possible for item (j). An integrated “professional” quality setup, allowing remote control, would cost approximately **£480**, while a cheap solution would be approximately **£50**.
- Mounting the system in a new cabinet – item (k) – would cost around **£500**.
- New cabling, installation and miscellaneous repairs to existing sockets come to approximately **£3000**.
- *This work has the indirect benefit that we can reuse much of the existing equipment in the Church Hall and this would significantly enhance the facilities that we could offer renters.*

3. What choices do we need to make and what are the implications?

- We need to decide which (if any) of the items are essential and which are “luxuries”.
- Should we phase the project?
- If we choose to buy handheld radio mics, we need to decide how many. The number that we choose will determine what types of activity we can support.

APPENDIX D: Eco-Church Briefing

All Saints' - Eco Church?

Background

At the July PCC Meeting we agreed "That we explore becoming an Eco-church and begin by completing the survey"

The Survey

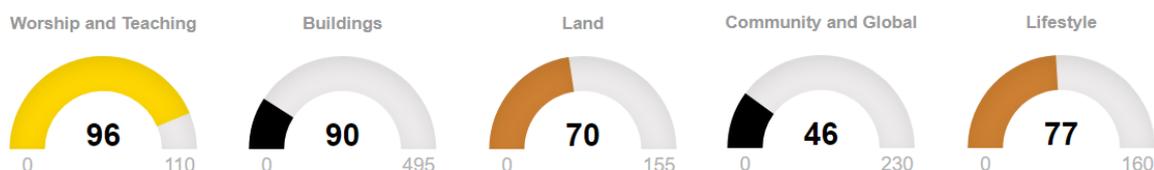
To complete the survey, we registered on the Eco Church website and downloaded a hard-copy of the survey which we have since entered onto the website to get an initial rating of where we stand as an Eco-Church right now.

The survey is divided into these sections:

Worship and Teaching	10 questions
Buildings	25 questions
Land	17 questions
Community Engagement	27 questions
Lifestyle.....	15 questions

How did we do?

Here's the picture as we stand:



We're already:

GOLD in Worship & Teaching!

BRONZE in Land and Lifestyle

TIN? in Buildings and Community & Global

However, this is just a quick run through of the questions, there are some that we haven't answered as we need to dig a little more for the answers. Some of you will know the answers.....

Eco-Diocese

Eve and I attended the Eco-Diocese launch at St Peter's Church, Frimley Green where Bishop Jo spoke and presented St Peter's with their bronze award.

Guildford Diocese is close to being (and by time of reading may now be) a bronze Eco-Diocese. This means, among other things, that 10% of the churches in the Diocese must be registered and 5% gaining an award. At the time of writing, 23 churches have registered (All Saints' included) and 14 have achieved their bronze award.

Bronze award Churches in the Diocese

- St Peter's, Frimley
- St Mark's, Farnham

- St George's, Badshot Lea
- Emmanuel, Stoughton
- Holy Trinity, Guildford
- St Nicolas', Guildford
- Wonersh Church
- Holy Trinity and St Johns, Westcott
- St Paul's Dorking
- St John the Baptist, Capel
- St Stephen's, Shottermill
- All Saints with Ss Philip and James, Fleet
- Christ Church, Virginia Water

St Peter's, Frimley Green

At the launch, St Peter's spoke about how they approached becoming an Eco-Church and some tips for how we might make it happen.

- They formed a 'Green Team' to drive the initiative within the church. A number of people stressed how key it is to get the children and youth involved as they have great enthusiasm for eco matters.
- They include eco-tips for parishioners in the news-sheet and parish magazine
- They're exploring installing bat boxes
- They're using eco-suppliers through the parish buying scheme. Parish Buying Electricity will very soon be 100% renewable.
- They are finding that the 'Lifestyle' section is hardest to score highly on when you try to reach silver. (This is gained through influencing choices that your parish members make)
- It's beneficial to collaborate with other organisations, for example, schools, Guildford Environmental Forum, Cubs, Guides, Brownies.
- Green Journey (<http://greenjourney.org/>) helps churches to reduce energy costs and does free energy audits
- The book "Don't Stop at the Lights" by Claire Foster-Gilbert is recommended reading for church leaders.
<https://www.chpublishing.co.uk/books/9780715141380/dont-stop-at-the-lights>

What Next?

- Set up a 'Green Team'
- Review the survey and fill in the gaps
- Prioritise some actions that have greatest impact on moving us towards Bronze.

APPENDIX E: Pilgrimage 2019 Itinerary

All Saints' Church, Guildford. Pilgrimage to Winchester 2019.

Draft Itinerary and timetable.

1. Friday 3rd May: (Guildford – Farnham – Bentley.)

09.00 Walkers depart All Saints' Church, taking provisions for picnic lunch and cash for the bus home. Join North Downs Way via Sunnydown.

12.30 Picnic lunch after approx 7.5 miles near Barfield School.

13.00 Resume walk into Farnham Town Centre (3 miles). Arrive approx 14.15. (Bus for Guildford leaves at 14.45)

14.15 Walkers leave promptly and walk to Bentley via St. Swithun's Way (5.5 miles) for 16.35 bus to Guildford. If this bus is missed, the next is at 18.00.

17.05 Walkers debus at nearest bus stop in Farnham Road.

2. Saturday 4th May: (Bentley – Alton – Alresford.)

Alternative 1. For those walking the whole Pilgrimage.

08.00 Bus leaves Guildford to arrive Bentley at 08.30. (Take cash and provisions) Walk via St. Swithun's Way for 2.5 hours to Alton Town Centre (5.5 miles), arr. Approx 11.00. Continue on St. Swithun's Way for further 5 miles (2 hours walk) and stop for picnic for 30 mins at 13.00.

13.30 Walkers continue for 8 miles further to New Alresford (allow 4 hours), arriving at 17.30 approx. Bus for Alton leaves at 18.10 connecting there for Guildford. Arr. 19.29.

Alternative 2. For those preferring a shorter walk.

09.25 Bus leaves Guildford to arrive at Bentley at 10.00. (Take cash and provisions.) Walk via St. Swithun's Way for 2.5 hours to Alton Railway Station (5.5 miles), to arrive at approx 12.30. Buy ticket and board 12.50 Watercress Line service to Alresford. Arr. Approx 13.24. Bus departs Alresford for Guildford (change at Alton) at 13.40. Arr. Guildford 15.07. (There is a later train from Alton at 14.00 arriving Alresford at 14.30 in time for 14.40 bus home.)

3. Sunday 5th May: (Alresford – Winchester.)

09.30 Walkers assemble at Alresford Station Car Park and walk initially on Wayfarers' Walk and then on St. Swithun's Way for 3 hours for 6.5 miles to picnic site near Easton, arriving at 12.30 approx.

13.00 Resume walk for final 4 miles to Cathedral via waymarked route, arriving at 14.30, allowing people time to change for Choral Evensong at 15.30.

Note: Car transport will need to be found for this day.

Total Mileage:

16 miles on Day 1. (Guildford – Farnham – Bentley.)

18.5 miles on Day 2 (Bentley – Alton – Alresford.)

10.5 miles on Day 3. (Alresford – Winchester.)

Total 45 miles.

Minutes approved on 10th December 2018

Signed: