

## Minutes of PCC Meeting - Monday 24<sup>th</sup> February 2020

**Present:** Beverly Watson (**Chair**), Marguerite Barclay, Rebecca Brown, Rob Burch, Simon Doran (*until end of 4.3*), Eve Gunn, Henrietta Harding, Robin Holdsworth, Chris Lambert (*until end of 4.1*), Julie Lodge, Lara Milne, Carolyn Nicholls, Paddy Payne (*until end of 4.4*), Trish Tye (**Secretary**), Martyn Whiteman

**Apologies:** Angela Rose, Jo Smalley

### 1. Approval of minutes

1.1. The minutes of the meetings held on 16<sup>th</sup> December 2019 were approved.

### 2. Standing committee decisions

2.1. The standing committee decisions of 14<sup>th</sup> January were noted.

Marguerite asked if the results of the consultation would be circulated. Beverly explained that the Worship Vision Group had looked at the figures in some detail in order to prepare for the consultation. Beverly will put together a summary of the findings for the Parish Consultation.

### 3. APCM

Beverly gave thanks to our Deanery Synod representatives, whose term all end this year: Simon, Angela and Rebecca.

Rebecca is happy to stand again.

Simon is considering whether to continue or not.

Angela has decided to not stand for another term.

Lesley has now left the parish.

Robin's term also finishes, but as chair of the Premises Vision Group, his presence is very valuable. Robin is willing to be co-opted to the PCC.

Trish was co-opted for one year and is happy to stand for election to the PCC this year.

We may also have a vacancy for a deputy warden.

#### 3.1. Approval of '2019 Report & Accounts'

All members of the PCC had seen the draft 2019 Report & Accounts document and were invited to comment:

- Julie asked whether the PCC had approved all our social media channels (Facebook, Twitter and Instagram) – as required by the Safeguarding Handbook. Trish recalled that Facebook and Twitter had been approved, but Instagram had possibly not been.

**Proposal:** That the church has three social media channels: Facebook, Twitter and Instagram, with Trish as the named person managing the accounts.

**Proposed:** Julie Lodge; **Seconded:** Lara Milne; seconds. All in favour.

- Carolyn has emailed Trish a few amendments including that we should point in the introduction that the PCC are trustees of the All Saints' Church charity.
- Martyn has also emailed Trish some minor corrections.

Mary-Jane Crump has reviewed the accounts and will be signing the official copies.

Chris summarised the final accounts and the main reasons for the small surplus in 2019, against the predicted deficit.

Robin questioned why the sound system isn't listed as an asset. Chris agrees that this would strictly speaking be more accurate, but he is following the accounting precedent set over the years. Rob suggested that we keep an ongoing log of large item investments.

**Action:** Finance Vision Group to consider the accounting method we use for assets and whether this should be amended.

Martyn suggested that, in future, it might be useful to keep separate account of the income from the church, hall and reading room rentals.

**Action:** Eve and Chris to discuss how best to do this.

Martyn asked if we should approach those who give substantially without Gift Aid and see if they could Gift Aid their donations. Chris reported that he has done this without much success. It's possible that they are unable to Gift Aid.

**Proposal:** The PCC approve the Report & Accounts for 2019.

**Proposed:** Simon Doran; **Seconded:** Paddy Payne; All in favour.

## 4. Vision Groups

### 4.1. Finance Vision Group:

#### 4.1.1 Budget for 2020

Chris presented the budget for 2020. The figures are largely based on the actuals for 2019. The main item of difference is the budget for the repair to the church floor (approx. £5k) and the increase in Parish Share (approx. £4k). We have budgeted for the likely premises expenses.

We are likely to run into a deficit in 2020.

Simon questioned why the hall rental figure is predicted to be lower than 2019. Chris feels that 2019 was very good year and so is being cautious for 2020.

**Proposal:** The PCC agrees the proposed budget for 2020.

**Proposed:** Chris Lambert; **Seconded:** Eve Gunn; All in favour.

**Action:** Carolyn to get a gift for Mary-Jane to present at the APCM.

#### 4.1.2 Chair appeal

Chris reported that the chair fund currently stands at £6,250. He is aware of people who intend to donate but have not done so yet.

### 4.2. Admin. & Comms Vision Group

#### 4.2.1 Rental increases

Eve presented the proposed rental rates that will come into effect in September. These are based on the 1.5% increase approved by the Finance Vision Group. Carolyn suggested that we round each amount up to the nearest 0 or 5.

**Proposal:** The rental rates are increased by 1.5% and rounded to the nearest 0p or 5p. Rates will come into effect 1<sup>st</sup> September 2020.

**Proposed:** Eve Gunn; **Seconded:** Robin Holdworth; All in favour.

### 4.3. Premises Vision Group:

Robin went through a few items from the report circulated. A correction to item 7 in the report – the cost of the church floor refurbishment *is* included in this year's maintenance budget.

#### 4.3.1 Old Baptistry Window:

Jo Smalley has been dealing with the designer and he has presented a proposed design. The costs from the designer will be approximately £380. In addition to this, the printing will be £187 + VAT and approximately £370 + VAT for fitting.

**Proposal:** That we go ahead with the suggested design.

**Proposed:** Trish Tye; **Seconded:** Rebecca Brown; **Abstention:** Carolyn Nicholls, Martyn; Remaining in favour.

#### 4.3.2 Reading Room external door:

This door is still leaking badly. The installers (Westcott) have been more than once and have sent their findings on to Velfac who say that the gap between the glass and the seal is within tolerance. Paddy has sent a note to Velfac pointing to the failings. He has told them of the damage caused and the hazard that this presents.

**Action:** Paddy to continue to pursue a resolution.

#### 4.3.3 Heating controls

Item 6 in Premises report: The church heating is failing to come back on when the heating drops to below the desired temperature. A new controller is required (note – this does not enable remote control of the heating). Bob Slatter, who maintains the boiler, has quoted for this work.

**Proposal:** We accept Bob Slatter's quote for £400 + VAT to purchase and install the new controller.

**Proposed:** Carolyn Nicholls; **Seconded:** Simon Doran; All in favour.

Item 10 in Premises report: Hall heating controls. The control unit is not maintaining its settings, which has led to complaints by some of the hall users. Bob Slatter can install a new controller for approx. £350. However, we have also had a quote from Premier Heating to install a remotely controlled unit for £587 inc VAT.

**Proposal:** That we get a further quote for a remotely controlled unit and spend up to £600 to purchase and install.

**Proposed:** Robin Holdsworth; **Seconded:** Lara Milne; All in favour.

#### 4.3.4 Blinds for the hall

Carolyn has obtained various quotes and options. We have had three quotes for blinds. The cheapest and easiest are vertical blinds from Hillarys. The fire-retardant blinds would be installed on the six windows for a £212

(inc VAT) per window. The patio doors are fire doors and so cannot have blinds. These will be left uncovered. We would also get Hillarys to install roller blinds on the glass of the door to the foyer.

**Proposal:** that we spend approx.£1600 to purchase and install vertical blinds on the windows and roller blinds on the doors to the foyer.

**Proposed:** Julie Lodge; **Seconded:** Eve Gunn; **Abstentions:** Lara Milne, Henrietta Harding; Remaining in favour.

**Action:** Carolyn to arrange purchase with Hillarys.

#### 4.4. Church Seating Update

Beverly updated the meeting on the church seating project:

The Seating Implementation Group met three or four weeks ago and put together the information for the proposal and the funding appeal. We have used this year's Commitment Flyer to also request donations for the chair fund, as well as the usual regular giving.

Beverly and Trish have submitted the Faculty and this is due to be assessed by the DAC on 5th March.

Paddy has done some further work on calculating the chair numbers and positioning. Alpha are due to collect the metal framed chair and to loan us a chair dolly. By measuring the pews, Paddy has calculated that 150 chairs would fit into the space taken by the pews. We could expand to 180 without a problem. Paddy used Alpha's recommendations regarding chair spacing.

Lara commented that it is important to have ease of moving through the rows. We should have enough room to widen the space between rows if necessary.

There is an outstanding item with regard to choir music stands which the Seating Group is looking at. Lara is investigating the possibility of making some from the existing pine, which could be a more affordable and attractive option.

The company we will use to do the flooring has been booked for last week in June and the cost for this is accounted for in the budget.

Beverly extended her thanks to Paddy for his work on this project.

#### 4.5. Mission Vision Group:

##### 4.5.1 Christian Aid

Mission Vision Group propose a similar Christian Aid week to last year. We will deliver envelopes to targeted sheets along with slips about returning them to church, or donating directly. We also plan to hold a car wash in the village hall car park on Saturday 16th May.

**Proposal:** The PCC give permission for young people to take part in the off-site car wash activity.

**Proposed:** Carolyn Nicholls; **Seconded:** Eve Gunn; All in favour.

##### 4.5.2 Pilgrimage

This year, the pilgrimage will be the short walk Willow Grange on Saturday 2<sup>nd</sup> May. We have invited Friends International to join us. The pilgrimage will be a sponsored walk to raise money for the Koen's. There will be lunch, drinks and cake in the garden on arrival.

**Proposal:** The PCC give permission for young people to take part in the off-site Pilgrimage.

**Proposed:** Carolyn Nicholls; **Seconded:** Julie Lodge; All in favour.

#### 4.6. Eco Vision Group

##### 4.6.1 TerraCycle collection point

Rob presented the paper from the Eco Vision Group regarding All Saints becoming a TerraCycle collection point. TerraCycle process hard-to-recycle materials. We would put five cardboard collection bins in the foyer for a range of items. Carolyn suggested that it would be better to site the containers under the community notice board, nearer the back doors of the foyer.

After some discussion, Beverly suggested that we proceed on the basis of this being a trial, and that we will review progress at the May PCC meeting.

**Proposal:** That we become a TerraCycle collection point with a review point in May.

**Proposed:** Rob Burch; **Seconded:** Julie Lodge; **Abstention:** Robin Holdsworth; Remaining in favour.

#### 4.6.2 Bug hotel

The building of a bug hotel is suggested as a Children's Church activity. The Eco Vision group proposes that it could go in front of the metal shed in the field. Carolyn thought it would be better down the bottom of the field.

**Proposal:** that Children's Church (guided by Alison) build a bug hotel in a position agreed by the Eco and Premises vision groups.

**Proposed:** Martyn Whiteman; **Seconded:** Lara Milne; All in favour.

### 5. Transforming Church Plan

#### 5.1. Review of goals.

The plan had been circulated prior to the meeting with updates highlighted. We will review again in May and decide on new/revised goals. Marguerite commented that we need to ensure that we identify outcomes and what we have achieved. It was also suggested that we move this item up the agenda and get the plan to the PCC earlier.

### 6. Vicar's report

Beverly referred to the Standing Committee note regarding her period of extended study leave that she will be taking from August to October this year; her plans are coming together for that time.

Beverly has found cover for most Sunday and Thursday services. Mavis Wilson is going to hold an overview and will chair PCC and Standing Committee meeting. Many of the senior staff from Diocese are going to be helping including Bishop Andrew's Chaplin who will be taking quite a few services.

### 7. Safeguarding

#### 7.1. Julie reported that she and Carolyn have just been on the Safer Recruitment training. As a result, there are one or two things to update and improve. The training highlighted that safer recruitment is our gateway for people to come in and is a key process for reducing risk.

Regarding an ex-offenders policy, it seems that by adopting the Diocesan Safeguarding Policy, we have.

Carolyn reminded the meeting, that when we do training, to make sure we send copies of certificates to the office for filing.

Beverly offered her thanks to Julie.

## 8. Dates & Events

### 8.1. Calendar review

Trish had circulated a new version of the calendar prior to the meeting, with changes highlighted.

**Action:** Beverly and Trish to start reviewing the calendar items that occur during Beverly's period of study leave.

## 9. Dates of future meetings

APCM – 15th March 2020

Standing Committee – 21<sup>st</sup> April 2020 (**NB** – changed from 28<sup>th</sup>)

PCC Induction and meal – 27th April 2020

### **PART 2** (*Confidential items*)

(none)

**Note:** The [Parish Safeguarding Handbook](#) is referenced here for your convenience.

Minutes approved on 27<sup>th</sup> April 2020

Signed: