

St Peter's Church PCC meeting

2 April 2019 7:00pm - 8:30pm

Minutes

Present: Barbara Agar, Hannah Beck, Chris Clayton, Rachel Fell, David Fisher, Alan Garrow (Chair), Oliver Longstaff, Sarah Martin, Eleanor McClea, Christine McManus, Paul Medforth, Stella Pilling, Patricia Stableford and Angus Turner.

Apologies: Sian Lockwood and Judith Yeats.

1. Welcome and opening prayer

Alan welcomed everyone and opened the meeting with prayer.

2. Bible Reflection

Patricia led a reflection on the Beatitudes and a passage from Columbanus' writings.

3. Apologies for absence

Apologies were given on behalf of those absent and noted.

4. Acceptance of the minutes of January's meeting

The minutes of the PCC meeting held on 5 March were unanimously approved.

5. Matters arising

Alan reported that a handful of noticers have been recruited, the intention being that we will start small and see how things go.

Alan has earmarked a couple of Sundays in June for stewardship purposes.

In relation to the APCM, election boards will be available in church this Sunday.

There is a meeting about the Altar frontals on 13 April and Susie will be asked to present to the PCC at the 4 June meeting.

Recruitment of members of the Welcome and Inclusion group is also progressing.

Alan reported that St Peter's school had been awarded an "excellent" rating by church school inspectors - this is particularly noteworthy given that new criteria have made this rating harder to achieve. St Peter's is the first school in the diocese to be given this rating under the new criteria.

In relation to our approach to schools generally, Alan confirmed efforts will continue to establish links with Western.

6. Finances

David presented the draft accounts for 2018 and drew attention to the following in particular:

- planned giving is down on last year, although this is mainly due to natural wastage. There have been some encouraging receipts of standing orders since the electoral roll forms went out;
- Income tax recoverable may be understated as there are two claims outstanding that HMRC can't trace receipt of;
- In general fundraising, £12,000 was raised from refreshment days and lunchtime reflexions and "Joseph" made a profit of £2,500;
- Rental income is down mainly because last year's income included a £5,000 licence fee in relation to the driveway - it is stable otherwise;
- The £7,270 decrease in value in investments is really only a feature of stock market variances - now, investments show an increase of £6,000;
- Heating and lighting is lower than last year - electricity charges are down because of estimated readings over a long period and due to the LED lighting. This year, however, electricity charges are going up by 20%;
- Repairs and renewals are relatively high due to expenditure on the boiler, electrical survey and the lift.

Overall, out of our Share of £175,180 we have an unpaid amount of £47,560 as at the end of the year (ie we have only paid 75% of our share).

Alan raised the possibility of re-evaluating our reserves policy given that the share debts will remain outstanding. In addition, our scope for reducing expenditure is not particularly great - we have a lean operation for a church of our size.

In relation to this year's forecast:

- Our share is lower because we are not replacing Tim;
- The forecast is cautious in relation to expected income; and
- We know of two fairly sizeable legacies that have been or will be received this year.

On behalf of all present, Alan expressed grateful thanks to David for all his hard work.

Alan confirmed that Steve Jones is willing to digitise the accounts and that Rob Lockwood will become our gift aid officer from 6 April.

7. PCC annual report

Alan tabled the draft report and invited comments on it. A number of amends were suggested and subject to these being made, the report was approved.

8. APCM and PCC elections

Alan reminded members to consider who may be a useful addition to the PCC. There are ten vacancies for PCC members this year.

9. Safeguarding policies and procedures

Alan noted that we haven't reviewed our safeguarding policy since 2017 and so need to do this. In addition, the diocese have asked us to formally adopt the House of Bishops safeguarding policy statement and procedures around the reporting of serious incidents.

A new parish safeguarding policy (in the form recommended by the Church of England) was tabled, discussed and unanimously approved.

Adoption of the House of Bishops policy statement and serious incident procedures was also unanimously approved.

We are required to display safeguarding contact details, a copy of the House of Bishops policy statement and our statement adopting it in church and on our website. It was agreed to display these at the west door and in the south transept.

In relation to safeguarding training, Alan noted that all PCC members should undertake the CO online course. Alan will find out how to access the training.

It was agreed to include safeguarding on the agenda for the PCC meeting to be held at this time next year.

10. Patronage board developments

Alan noted that our patrons, the Church Patronage Trust, have run out of administrative power and have amalgamated with CPAS who will be our patrons going forward.

CPAS are hosting an event for their patronage churches in July at Lambeth Palace and Paul and Patricia will attend this on St Peter's behalf.

11. Sub-group minutes

Minutes of the Standing Committee and Fabric Committee were tabled and accepted.

In relation to Communications, Claire Lenighan has agreed to run focus groups on Saturday or Sunday mornings to ask questions in relation to communications.

In relation to Fabric, Alan tabled a paper prepared by Carole in relation to the purchase of 50 new chairs for the Brostoff Hall (in light of a chair recently collapsing). The paper outlines details of the chairs being considered and their cost (samples of each are available for people to try). Those who had looked at the samples expressed their preferred option.

In light of the urgent need to replace the chairs, it was unanimously agreed to delegate the final choice to the Standing Committee.

Paul ran through the Fabric committee minutes and Sarah offered to take on the task of putting the inventory on a spreadsheet.

12. AOB

On behalf of all present, Alan thanked Angus, Jo and Sarah who are stepping down from the PCC at this year's APCM.

There was no other business.

13. Review of meeting

There was a brief review of the meeting.

The meeting concluded with prayers at 8.30pm.