

# **MINUTES OF THE PCC MEETING HELD ON 16 JANUARY 2019 IN THE LEVERTON HALL**

*PRESENT: Revd Jacqueline Drake-Smith, Sue Davies, Elizabeth Ambrose, Rosalind Forsyth, Lizzy Hendry, Ian Lapworth, Pat Lapworth, Katherine Lill, Simon Rossiter, Paul Smith and Naomi Tyrie.*

The meeting was preceded by a short Eucharist service at 7.40pm in the church.

## **1. Welcome**

Revd Jacqueline Drake-Smith welcomed the members of the PCC.

## **2. Apologies for absence**

Apologies for absence were received from Kathryn Beesley, Vanda Bolton, Revd Sandy Cavalier, Jonathan Covey and Philip Yates.

## **3. Minutes of the meeting held on 19 September 2018**

The Minutes of the Meeting held on 21 November were accepted as an accurate record.

Proposed by Ian Lapworth and Seconded by Pat Lapworth.

## **4. Matters Arising**

a. Item 5 – Roofing and guttering work: Lizzy Hendry confirmed this work would start on Monday 21 January.

b. Item 5 - Work on Leverton Hall kitchen: IL confirmed that the Farnham Institute had generously donated £2,000 towards the proposed upgrade of the Leverton Hall kitchen.

JD-S asked for her thanks to be formally recorded to Ian and Pat Lapworth and Hugh Woods for all their hard work in moving this project forward.

IL advised the PCC that he was currently awaiting a quote for the kitchen from Homebase but the grant from the Institute, and the other grants that had been applied for, suggested that there would be sufficient funding to proceed with the kitchen refurbishment and possibly with the upgrading works to the Leverton Hall.

He hoped that it would be possible to remove the hall divider and replace the lighting before 30 March. After that, depending on the budget, it might be possible to proceed with basic redecoration and extra storage.

The kitchen upgrade would be carried out over the Easter holiday (post meeting this was revised to over the Summer).

He was awaiting a visit from the Fire Officer to establish if we could remove the fire exit door and window at the east end of the LH so that storage cupboards could be built along the whole of the east wall.

IL advised that the printer/copier was to be moved into the lobby next to the kitchen and cupboards might be built above it – one for storage of kitchen cleaning products (lockable) and one for paper storage.

It was agreed that George Colbran and Jim Jeffery should be asked if they would be able to put the wood from the old altar rails to good use.

(All Actions IL)

The PCC unanimously approved the proposal to proceed with the kitchen refurbishment and the hall upgrade works.

c. Item 5 - Eco church audit: LH told the PCC the audit (heating, lighting, insulation, underfloor heating etc.) had been carried out before Christmas and the report was awaited. (Action LH)

d. Item 9 - Christian Aid organisation: JD-S reported that she intended to meet up with the Farnham CA organiser and St Peter's was expected to continue with the CA annual collection in Wrecclesham in May. (Action JD-S)

After a long discussion Katie Lill suggested that the list of CA tasks should be broken down, emailed out and people could then offer to do one item from the list. JD-S agreed to speak to Andrew Jones to see if he would like to be involved as coordinator of the Wrecclesham CA collection. (Action JD-S).

e. Item 17 - Revised date of Vicarage thank you party: It was agreed that Jacqueline would hold her thank you party for PCC members (and partners) on a Friday at the beginning of March. She would prepare the main course and everyone would bring a dessert. (Action JD-S)

## 5. **Worship, Mission and Spirituality Committee Report**

Ian Lapworth presented the Worship, Mission and Spirituality committee report (filed with these Minutes).

### Outward Giving

The PCC agreed unanimously that the outward giving beneficiaries should continue to be 'Seeds for Development' and 'Step by Step'.

Jacqueline has a meeting at the beginning of February with Sandy Cavalier and others when they will discuss dates for when both recipients can come and receive their cheques and speak to us. (Action JD-S & SC)

IL thanked JD-S for all her hard work over the Advent and Christmas period and for her wonderful Christmas services which had been so well supported. Many new faces had attended and he had heard nothing but positive comments about all the services. The Carol Service, with the new seating layout, had been particularly well received.

## 6. **Treasurer's Report**

Mrs Lapworth presented the Treasurer's Report including the 2019 Budget figures (filed with these Minutes). She also gave the PCC the following update:

### **TREASURER'S UPDATE 2018**

"When the PCC approved the budget for 2018 there were a number of unknown factors including the effects of the Vacancy and the costs of re-decorating and preparing the Vicarage. We also expected that works to the church stonework, roof and guttering previously identified as being needed, would be undertaken, but we did not have any estimates for the works when the budget was prepared.

Following the Vision Update in mid-2017 we were able to plan for the full benefit of this within our Planned Giving income in 2018. Indeed total Voluntary Income was up by £4,316, almost 10%, above budget, of which Planned Giving is the major part. As a result of this, and the amount claimed on a generous donation for a specific item of work currently in discussion, we were able to claim an extra £2,400 above budget of Gift Aid from the Government.

Jacqueline successfully applied for a £500 grant from the Diocese to help us start our very successful bi-monthly Messy Church.

Fund raising in the year was phenomenal and as a result of a lot of work and participation by many alongside the fun and fellowship enjoyed, we were able to raise a net £5,138 from a large variety of events.

The Leverton Hall made its usual donation of £2,500 to the PCC's day to day funds from its surplus of £4,948 (£1,000 of this covers utilities). The remaining Hall surplus is being held in the Hall's account to cover the costs of the refurbishment of the kitchen and Hall which we are currently progressing.

Overall, the PCC's general income was £73,394, £7,544 better than budgeted. On the expenses side, we spent £71,964 this being £3,315 less than expected, mostly due to an underspend on major and minor repairs and people's generosity in not claiming full expenses relating to fund raising and social events. The works to the roof, gutters and stonework will now take place in early 2019.

Outward Giving for 2018 (which is paid in 2019) amounts to £2,642 and is to be shared by Step by Step and Seeds for Development. Due to our higher than expected income, this is more than we planned.

As a result, the PCC's general fund had a small surplus of £1,430 at the year end.

Looking forward to 2019, we now know that the roof and gutter work will cost in excess of £12,500. In addition our Parish Share, paid to the Diocese, is increasing by £6,641 to £51,835 for the year as we transition to the Diocese's new scheme.

Including the works to the gutters and roof, the PCC is looking at a budgeted deficit of £22,630 for 2019, although we expect to cover the cost of the gutter and roof repairs from our historic fabric fund reserve. This will substantially, if not completely, exhaust this reserve.

We are all now able to benefit and enjoy the results of the interior refurbishment of the church. Hopefully the external works which will be taken care of this year will bring these major expenditures to a close for the time being and allow us to continue to serve the people of Wreclesham and be at the heart of the community as we move forward under Jacqueline's inspirational leadership".

PL then gave details of the Parish Share for the following years:

2020 - £59,141

2021 - £66,642

2022 - £74,482

2023 - £82,671

IL explained that, by the end of 2019, the funds held in the parish General fund would be as low as they could safely be. He said the financial situation was not sustainable long-term and it was important not to bury our heads in the sand about the possible implications of being unable to pay the Parish Share.

JD-S commented that every single thing we do is about honouring God through this church and that every little bit of relationship building helps. We should nourish each other and those people who have still to find us and this begins with growing more deeply into who we are as a church.

JD-S said that we should look at establishing a 'Friends of St Peter's' scheme. Such a scheme could enable a group of people in the wider Wreclesham community to share the

challenge of ensuring that the church building is maintained in a reasonable state. She felt that many people thought very highly of the church building and, although they might not want to contribute to the religious aspects of St Peter's, they might be willing to support the church building as part of the village heritage.

PL added that the church would be able to approach the Isabella Schroder charity for further grant funding from mid-2020, although they would not make grants for payment of the Parish Share.

JD-S thanked PL for all her time, effort and hard work throughout the year, but particularly the work involved in preparing the annual accounts.

## **7. Social and Fundraising group report**

There had been no meeting, but PL said that at the next meeting the group would be looking at future events.

She added that Christopher Ellis had agreed to continue to generate all the publicity for social events and she was extremely grateful for his ongoing commitment. However, she confirmed once again that the group would welcome anybody who would like to be involved in organising these events.

## **8. Publicising of Minutes**

PS said that the rest of the church congregation need to be able to read the Minutes of the PCC meetings in a timely manner. He had three suggestions:

- a) Once the Minutes have been published this should be announced by the Vicar on a Sunday morning and drawn to the attention of the congregation in the Notes.
- b) The Minutes should also be published on the website.
- c) Because of the two month delay between a PCC meeting and the approval of the Minutes at the next PCC meeting, the draft Minutes should be published as soon as they are available

JD-S said that the ability to have access to the Minutes shortly after each PCC meeting meant that both the congregation, and those in the wider community who would read them on the website, would be taking ownership of St Peter's, as well as the decisions made by the PCC that might affect them and the life of the church.

Naomi Tyrie suggested the draft Minutes should be printed on coloured paper. (Action PS)

IL suggested that the Minutes of the Worship, Mission and Spirituality committee, the Fabric and Finance committee and the Social and Fundraising group should also be published. He felt it was essential that everyone in the parish should be made fully aware of our current financial position and how they could take positive action to support the church. (Action PS)

JD-S said we should pray for the PCC in advance of every meeting. (Action JD-S)

It was agreed that the dates of the committee and group meetings should be listed in the Diary in the weekly Notes. (Action SD)

## **9. Preparation for the APCM on Sunday 24 March 2019 and Annual Report**

PS thanked everyone who has contributed to the Annual Report. This would need to be agreed at the March PCC meeting. (Action PS)

JD-S said there would be a Bring and Share lunch after the APCM. The meeting would start at 11.30am and the lunch at 12.30pm. The lunch would celebrate her amazing first year in Wrecclesham.

#### 10. **Vacant positions**

JD-S reminded the members of the PCC that, with effect from the APCM on 24 March, St Peter's would have no churchwardens. She told the PCC that she had been re-working the Churchwarden's role to make it 'bespoke' for St Peter's and she confirmed that:

- The role of Churchwarden would be made to fit the individual and their personal circumstances.
- No Churchwarden would be expected to attend every service every Sunday.
- The duties of Churchwarden would be shared with another Churchwarden (ideally) or, if only one Churchwarden was elected, with all the other members of the PCC.
- The Churchwarden could be elected and serve for a period of one year only.

LH said that many churches now have two Churchwardens and two Deputies so that a duties rota can be prepared in advance and shared equally. Everybody has their own strengths and it should be possible to make the role your own while, at the same time, being fully supported by other members of the PCC.

JD-S asked everyone to pray for the role of Churchwarden and to think about who might be open to taking on the role. (Action All)

IL said that the two PCC committees were of great importance as they undertake all the 'nitty gritty' workload but, because you had to be a member of the PCC to be a committee member, many people with very useful skills and talents were unable to contribute. After some discussion the PCC unanimously agreed to open the committees to members of the congregation and the wider community.

JD-S confirmed that Paul Smith was standing down as PCC Secretary at the APCM so this role was vacant. There was also a vacancy for the Parish Administrator's job.

#### 11. **Hope for Tomorrow**

J D-S confirmed that some of the 'quick fix' suggestions that had come out of 'Hope for Tomorrow' would be implemented shortly.

- Bible study classes would begin soon.
- A rota of people who would be available to say prayers in the side chapel after the 10am service on the second and fourth Sundays of each month had been drawn up.
- There would be more quiet periods both before, and during, regular services.
- The Lent course would be based on the 'Start' nurture course. It would run for six weeks from 27 February for current church members and again in May and September for new people from outside the worshipping community.
- A survey on small groups would be issued on Sunday 20 January.
- A 'soft' space with a table, soft chairs and books would be installed in the church.
- A new 'welcome' board had been purchased and would be in operation very soon.

- More banners would be used on the School Hill wall to advertise church services and social events.

12. **Safeguarding**

There was nothing further to report.

13. **St Peter's School**

There was nothing to report from the school.

14. **Promotion of Forthcoming Events**

a.	Messy Church (Messy Loving)	10 February
b.	Jacqueline's Desert Island Discs	16 February
c.	Deanery Safeguarding training day	16 March
d.	Quiz Night	23 March
e.	APCM	24 March
f.	Messy Palm Sunday	7 April
g.	Easter Breakfast	21 April
h.	Art Exhibition	26 – 28 April

IL and PL offered to make the supper at Messy Palm Sunday on 7<sup>th</sup> April.

15. **Items from the Chair**

JD-S raised the subject of contactless payment card machines for use in the church. She said that churches using the technology had seen their donations double within four months of using the digital collection plate.

KL said she would welcome this as her generation no longer carried cash and paid for everything using their phone.

IL had some concerns about the effect the use of contactless technology might have on regular donations via the Parish Giving Scheme and the Gift Aid subsequently reclaimed. PL had misgivings, especially about the 'gifting' element of regular giving to the church and to God, which she felt was of great importance. She found the idea of handing round a card payment machine during a service and then placing it on the collection plate very distasteful.

She commented that the view across the diocese via the treasurers' forum indicated that there was little benefit, and indeed, potential to lose gift aid. The system also comes with initial and ongoing costs. This could also mean such a system would not be viable for the possible donations received. She would have expected that, if it had been a great success, people would have commented as such.

After some discussion it was agreed to discuss the matter in greater depth at the next PCC meeting in March. (Action JD-S/PS)

The date of the next PCC meeting is Wednesday 20 March 2019 preceded by a short Eucharist service at 7.40pm.

*DISTRIBUTION: Revd Jacqueline Drake-Smith, Revd Sandy Cavalier, Sue Davies, Elizabeth Ambrose, Kathryn Beesley, Vanda Bolton, Jonathan Covey, Rosalind Forsyth, Lizzy Hendry, Ian Lapworth, Pat Lapworth, Katherine Lill, Simon Rossiter, Paul Smith, Naomi Tyrie, and Philip Yates*