

St Peter's PCC Wrecclesham, Fabric & Finance Committee Meeting

20th November 2018

Present: Rev Jacqueline Drake-Smith, Lizzy Hendry, Ian Lapworth (Chair), Pat Lapworth (Treasurer), Jonathan Covey, Simon Rossiter, Philip Yates.

Apologies: Katie Lill

The meeting opened with prayer.

1. Matters Arising following meeting 17th July 2018

- i. **Magazine** – LH has spoken to magazine printing team and at present they are happy to continue. If needed, later next year we could look at increasing the team to reduce workload.
- ii. **Clive and Anne's gift** – JD-S and LH have discussed this further with Clive and Anne. Latest proposal is to commission a new green set of altar frontal, chasuble, burse and veil, and pulpit and lectern falls. They are meeting designer on 18th January to discuss possibilities. The designer is known to JD-S. Samples of work were seen at Christian Resources Exhibition by LH and JD-S. **Action: JD-S and LH**
- iii. **Grass cutting** – IL reported that final cut this year was completed. He thanked the team for their work. A breakfast meeting will be arranged January to plan 2019. Mowers can now be serviced. IL will approach Sue and Tim to arrange. **Action: IL and PL**
- iv. **Christmas Crib** – JD-S reported that Jim Jeffrey has finished the new crib. This to be put in place for Christmas Tree Festival. **Action: IL and LH**
- v. **Works following Quinquennial** – LH reported that Toby at West Country Tiling is lined up to complete the roofing and guttering works based on their previous quotation and approved by PCC. Date to be arranged soon. He will confirm insurance and safety aspects. We have asked him to investigate leak above pulpit apparently due to lead flashing defect.
Repair of Lychgate – to assessed 2019
Hall gutters – these need cleaning out. JC kindly volunteered to do this after Christmas. **Action: JC**
- vi. **Leverton Hall** – In anticipation of refurbishment it was agreed to return the printer to the vestry. Some re-organisation of vestry will be necessary. Gerald Martin should be consulted. **Action :LH**
General clutter and remnants from Church re-ordering remain in hall. Note to be put in weekly news asking people to claim/remove and also for views to JD-S or LH on disposal of excess items. IL to put altar rails in shed pending further discussion. **Action:IL**
JD-S to see if old St. Timothy notice board can re-furbished and utilised. **Action: JD-S**
Refurbishment of Kitchen – A small team lead by Hugh Woods has been looking at this. The plan envisages a spend of £10,000. We have around £11,000 available from the Leverton Hall accounts. We can apply for grants. We have funds on our Legacy Account. Following discussion, it was agreed that, as well as the kitchen, we would aim to include works to the Hall. This being repairs to toilet ceilings, re-plastering and decoration; removal of screen doors in hall and making good; new lighting throughout; re-decoration. Investigate increasing storage in hall. LH will ask Gerald Blues for a "guestimate" of hall/toilet works so we can include in grant applications. **Action:LH**
Grant applications to be progressed. **Action: JD-S, IL, PL**
PCC approval will be needed before works are progressed. If necessary, by extraordinary meeting.
Aim: Kitchen – early 2019. Hall – Easter (to avoid disruption to hall users).

2. Treasurer's Report Finances as at 31st October

- i. Leverton Hall – Net income so far £3,232, in line with expectations. Regular hall hirers have stayed with us and we have had a number of casual lettings.
Bank balances £8,708 in LH General account, £7,024 in LH Reserve account. Combined £15,732. Of this, we have budgeted to transfer £2,500 into Parish general funds at end of year. PCC to confirm 21st November. We also hold £1,000 as insurance excess.
- ii. General Funds - Voluntary giving is pleasingly £2,838 above budget and this, as well as gift aid claimed on a large donation this year, reflects in the £1,076 over budget in gift aid. The fund raising team have

had an exceptional year and already exceeded the budget of £4,500 with the Christmas Tree Festival still to take place. Church lettings are disappointing, but the lack of on-site parking is believed to have hampered this. In outgoing, it was noted that we are due to pay £4,100 for works to the Churchyard wall. Apart from the vicarage vacancy costs (which we could not assess at time of budget preparation last year), other items in the budget show no great variation. Although our figures show us to be in surplus of £7,242 against a budgeted deficit of £8,533, it must be noted that £5,000 donation is ring-fenced for special project as noted above, around £250 remaining from Messy Church is for that alone, and we must allow for the £4,100 bill. Taking these figures into consideration we have a deficit at 31st October of £2,100.

- iii. PL reminded the committee that our Parish Share increases by £6,641 from January, with further similar increases in the following three years. JD-S acknowledged this and the need for a Stewardship Campaign in 18 months' time.
- iv. PL also commented that the loan from MCA will be repaid in June 2020. Until then any grants from Schroder Trust are being used to fund the repayments, beyond June 2020 we can request grants for other church projects.
- v. PL also highlighted the £25,000 held in our Legacy Fund. This was discussed and acknowledged this money was given for use in furthering the work of the church and for maintaining the building, not to support payment of Parish Share.
- vi. JD-S commented that the church sometimes seems rather warm when not in use. LH would like someone to take a look at the settings and operation of the heating system. PY offered to undertake this in conjunction with Christopher Ellis and report back to PCC. **Action PY**

3. Churchyard Wall – LH reported completion of the works and the invoice from Handford Construction is expected.

4. Arrangements for Christmas – after discussion, it was agreed that we would obtain one real christmas tree for the front of the church, this to be available and decorated for the Christmas Tree Festival. A second artificial tree is believed to be with Christopher Ellis, and this could be used as the Messy Church tree at the Festival and subsequently in the Leverton Hall. PL to check with CE. **Action:PL**

IL and LH to check position regarding tree lights and to purchase further set(s) if needed. **Action IL and LH**

IL is to meet with JD-S to discuss seating and lighting arrangements for the Carol Service, Midnight Mass and utilisation of High Altar during Christmas season. **Action IL and JD-S**

JD-S agreed that the Christmas trees and any other decorations should be removed on 12th Night, the crib to remain until Candlemas.

5. Church Security – Paul Smith had raised concerns regarding the security of keys, Internet passwords and IT equipment. After discussion it was agreed that IL would investigate provision of a new key safe *****

*** and thereafter how best to manage keys and access. Internet password and all small items of IT equipment to be locked in the floor (document) safe. IL to speak with Sue Davies and other users. **Action IL**

Other Business – LH advised that an Eco-Church audit was being undertaken on 21st November and will report at next meeting.

The meeting was closed with the Grace.

Next meeting – Thursday 14th March 2019, 7.30pm at 17 Boundstone Road.