**St ANDREW’S CHURCH, STAPLEFORD**

# **PAROCHIAL CHURCH COUNCIL**

Charity registration number 1158492

**MINUTES OF THE PCC MEETING** – **Monday 22 March 2021**

*Please note that financial statements, notes, diary, sub-committee reports etc, are pre-circulated and filed with the minutes in the official PCC file, with key points recorded. Any discussions or decisions arising from such documents are recorded in the following text.*

**Present**: Simon Taylor, Alastair MacGregor, Nicky West, Anand Pillai, Chris Bow, Clare Coates, Felicity Cooke, Jackie Nettleton, Mary Cooper, Romie Ridley, Simon Humphrey, Sue Brown, Alice Barlow

1. Opening prayer  
   The meeting opened with an extract from Psalm 27 and a prayer.
2. Apologies  
   Apologieswere received from Lizzie Taylor, Oliver Challis, Lisa MacGregor and Jacqui Watkins.
3. Minutes of previous meeting  
   The minutes of the meeting held 25 January 2021 were approved.
4. Finance  
   Chris Bow reported. See accounts on file.  
   1. Finalised accounts & trustee report for 2020 including Independent Examiner’s report  
      The finalised accounts have been approved by the independent examiner. Everything is correct according to statute and the examiner is satisfied with the church’s financial situation ie: we have enough money to keep us going for at least another 12 months. In relation to the text of the trustee report Felicity Cooke noted that the Feoffees have to pay three-fifths of its income to the church. Chris Bow will amend the reference to show there is no choice; Chris can do this without going back to the examiner. Simon Taylor proposed that the PCC sign off the accounts. Seconded by Alastair MacGregor. All in favour. The churchwardens will sign off the accounts ready to go to the Charity Commission.
   2. Independent Examiner for 2021  
      Chris Bow reported that Keith Haddow is a precise and clear examiner and is prepared to act for us again. Simon Taylor proposed Keith Haddow should be appointed as independent examiner. Mary Cooper seconded. All in favour. The PCC recorded its thanks to Keith Haddow for his work.
   3. Finalised budget for 2021  
      Chris has made the changes discussed at the last meeting. Income from the Johnson Hall has been reduced from £5,000 to a more realistic £2,500. Chris has also included furlough savings until the end of March and taken out the income for the Verger’s Cottage from the playscheme from the end of May (they have given notice). The gross income for the Cottage for the year has therefore been reduced from £1,200 down to £500. The Estate Fund shows a large outgoing as we had not anticipated the cost of repairs to the church ceiling and also the cost of Wifi. The smaller General Fund loss has been offset by the Messenger surplus. Overall, we are close to breaking even before the Estate Fund expenditure is taken into account.

Alastair MacGregor raised the matter of renting out the Verger’s Cottage. We do not want to continue making a loss in the long-term and if the situation is not much improved by this time next year we need to look at the question again.

It was suggested we could revert to the original plan of bringing parish giving to the congregation’s attention. Felicity Cooke said that the Deanery Synod was formulating plans to increase parish income; helpful ideas are in the offing.

Felicity also asked whether we will ask The Friends to contribute towards the ceiling repairs. The Friends gave half the cost last year and we should ask them again this year.

Simon Taylor proposed that the budget be approved for distribution at the APCM. Seconded by Romie Ridley. All in favour.

Simon noted that the timing of the approval of the budget by the APCM for the calendar year in May now makes even less sense than when it had to be approved in April, and invited members to consider whether that matters and how it might be remedied.

* 1. Year to date  
     Chris reported that not much has happened in the first three months of the year. There is an operating surplus of £2,600. The Johnson Hall shows a small loss. The General Fund has more income than expenditure because of less expenditure on people on furlough.

Simon Taylor thanked Chris Bow, Sue Brown and Clare Kerr for all their work in managing our finances and preparing the accounts. Thanks also to Lisa MacGregor for doing all the Gift Aid returns.

* 1. Staff pay and fees from 1.4.2021  
     Simon Taylor asked the committee for their thoughts on the proposals. They were generally supported. Increased fees and wages in rounded figures suggested in the table will be implemented. Mary Cooper seconded. All in favour.

1. Governance  
   Simon Taylor reported. See notes on file
   1. Succession planning  
      Lisa MacGregor is stepping down from her safeguarding role. It has been a significant undertaking and it was agreed that Lisa has got things into great shape. It is necessary to fill the post. It would be possible to have a team of 2 or 3 taking up the duties in due course, but in the meantime it was suggested that an interim appointment needs to be made so that there is someone in post to deal with any complaints that might be made. Lisa is willing to talk to anyone interested in taking over the role. As everything has been set up so well, the task would be easier for her successor than it was for her initially. Members were asked to consider whether they would be able to help with all or part of the role.
   2. APCM planning  
      Gillian Sanders and Romie Ridley are actively planning the APCM. If the meeting takes place via Zoom, we need to ensure those without Zoom get a copy of the reports. The decision whether to hold the meeting in the church (would have to be booked) or on Zoom was left open for time being.
   3. Draft report on proceedings of the PCC for the APCM  
      Alastair MacGregor and Mary Cooper have drafted a report for the PCC’s approval. Felicity Cooke said that Wendy Little’s name should be removed from the Messenger production team.
2. Messenger Team  
   Felicity Cooke reported. See notes on file.

We need to think about putting in place a system to keep an eye on the contents of the Messenger. The PCC was asked for their thoughts on how this might work and generally approved the approach proposed in the papers. Simon Taylor and Felicity will formalise an approach along those lines.

Alastair MacGregor congratulated Felicity on keeping the Messenger going.

Nicky West asked whether there have been discussions with the Parish Council whether they would contribute towards making the Messenger available to whole village. Proposals are still awaited.

Nicky volunteered at the last PCC meeting to join the Messenger Fund Committee but has not heard anything since. Felicity reported that Martin Ginger was given volunteers’ contact details but has had a problem getting emails through. Felicity will encourage Martin to follow this up.

1. Community Warden  
   Simon Taylor and Jackie Nettleton reported. See notes on file.

Jackie was concerned that things were not on track as the warden has been off work shielding which has had an impact on service provision. Jackie, Simon and Joan King had a meeting with the Age UK representative and has also received their accounts. The church is not financially liable for any losses but a £3,000 loss on the current year is forecast. There have been low numbers of users (about 7) during the pandemic but also some savings because the warden has been furloughed and there have been lower travel expenses. Looking ahead to 2021-22, a grant from the District Council of £2,500 is expected, our grant of £500 will be made, and there may be a grant from the Parish Council (£2,500 is hoped for). The income expected is therefore £10,400, against costs, including warden’s salary, travel etc of £13,000, meaning a likely loss of £2,600 on the year. If the number of users increased, the income would increase too; we need to look at possible grants and promoting the scheme. Funds raised from the Christmas Tree Festival in 2019 of about £400 should be transferred to our Age UK account. Other possible sources of income are in the notes, which, if realised, would mitigate the loss.

Jackie said that Age UK considered that Stapleford had been doing well before the pandemic and were hopeful that things will improve after lockdown. If not, there is the possibility of joining with another village scheme.

1. Social media  
   Simon Taylor reported. See notes on file.

The social media safeguarding policy is in place. This relates to a contents policy worked out amongst the users; there is no need to adopt it as formal church policy. Simon & Lizzie Taylor, Zoe Clayton and Clare Coates have been trying to focus on our aims and improve our use of social media. The PCC noted the work being done but had no comments.

1. Recruitment of more volunteers  
   Jackie Nettleton reported. See notes on file.

There is a need to recruit volunteers for, mainly, gardening, cleaning etc. Jackie recalled there used to be a tick sheet (example on page 55 of the papers) for volunteers to sign up who would then be contacted by someone. Jackie suggested this might be worth trying again particularly aimed at new people coming to Forest Church. It’s worth getting younger people and children involved with gardening. She thought that everyone who uses the church should take responsibility for its upkeep. Jackie asked the PCC for suggestions how to approach people.

Mary Cooper said the welcome team should also be included in any list asking for volunteers. Felicity Cooke said we could suggest if people want to find out more they should be able to look on the website as well as contact someone. It should be easy for people to find out what is involved. Simon agreed to add a page to the website.

Jackie Nettleton asked the committee what they thought about approaching other groups eg: Forest Church. Simon Taylor said a request for volunteers could go out at services. Part of the service could be devoted to talking about volunteering and taking responsibility.

Romie Ridley hesitated to use the word “duty”, thinking the emphasis should be on making it a fun activity and asking for people’s help to encourage them.

Felicity raised the point about increasing income through giving, if people are giving their time and talents too. There is a need to think holistically.

The PCC considered the way forward. We should talk about volunteering at services, in Coming Up, put something on the web, finalise a sign-up form, and get current volunteers to talk about the rewards of helping. When we go back to church after the pandemic, things will be different from a year ago and we need to think about what people can do in terms of giving.

Alastair MacGregor added we need to find another churchwarden.

Nicky West suggested we could make a leaflet to hand out at the Easter Day service, or the one after, with a form to take away and complete.

Jackie Nettleton suggested it might be easier to organise everyone gathering once a month to clean the church. Mary Cooper said a weekly check on cleanliness would still be needed. Mary is willing to assemble a welcome team for inside services after Easter and hopes to get a cleaning team together by then.

1. Diary

See notes on file.

In September, Clare College Choir is coming for evensong.

In the meantime, we have a series on Living in Love & Faith in June which Clare Coates has taken a lead in organising: Eeva John is preaching on 13 June, Bishop Stephen on 20 June, and Michael Volland, principal of Ridley Hall, on 11 July. We would hope that home groups will wish to be involved, and there will be a Zoom group too. Clare Coates has been in touch with Catherine White, her supervisor at Ridley Hall, as an additional guest speaker.

Felicity Cooke raised the subject of communion services, seeking reassurance that common worship would be interwoven with BCP. Simon said it would be. For each of the 3rd Sundays shown there were particular reasons for the uncertainty, and whether the choir could do the 9 am service had yet to be finalised. Jackie Nettleton pointed out that not all choir members live in Stapleford and might struggle to arrive in time for 9 am, resulting in a reduced choir. Simon Taylor noted that we may be required to have a smaller choir as we come out of lockdown in any event.

Alastair MacGregor asked if services will continue to be recorded; Simon confirmed they will be.

1. Safeguarding  
   Lisa MacGregor’s report is on file.

It was noted that some requirements are being gradually reduced or made easier to access but it is possible that DBS and confidential disclosure forms will be 3-yearly instead of 5-yearly as at present. Mary Cooper proposed thanks to Lisa for her hard work as safeguarding officer.

1. Sub-committee and group reports:
   1. Youth. No report received
   2. Children. Nothing to report, but hoping to restart Forest Church on 18 April
   3. YouthInc. No report received
   4. Eco Church. No report received
   5. Events. No report received
   6. Prayer/House groups. Reports on file
   7. MU. Report on file
   8. Stapleford-Nachingwea Link. No report received. Lunch will be over late August bank holiday Monday 31. Annual service to be in 29 August.
   9. St Andrew’s Children’s Society Partnership. Nothing to report. Rob Needle had asked about Christingle funds but Chris Bow confirmed nothing has gone through the accounts. Clare Coates will check the service to see if we made an appeal and Sue Brown will contact Rob.
   10. Fabric. The report filed is for the full year in readiness for the report to the APCM
   11. Johnson Hall & Verger’s Cottage. Report on file
   12. Friends of St Andrew’s. Nothing to report
   13. Deanery. Nothing to report
   14. Pastoral care group. Report on file. Romie Ridley has started an online pastoral care group. 3-4 attendees each time
   15. Community Warden Scheme. Item 7 on agenda
   16. Messenger. Item 6 on agenda
2. Matters arising

There were no matters arising from the minutes of the last meeting not already dealt with.

1. Any Other Business

There was no other business.

1. Date of next meetings – Monday 24 May at 19.45 hrs, by Zoom unless notified otherwise.

| **Month** | **PCC** |
| --- | --- |
| July | **26** |
| Sept | **27** |
| Nov | **22** |

Meeting of parishioners and APCM: 10 May 2021 7.45 pm

Alastair MacGregor closed the meeting with a prayer.