**St ANDREW’S CHURCH, STAPLEFORD**

# **PAROCHIAL CHURCH COUNCIL**

Charity registration number 1158492

**MINUTES OF THE PCC MEETING** – **Monday 26 July 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 (chair), Nicky West (secretary), Felicity Cooke (vice-chair), Chris Bow (treasurer), Alastair MacGregor, Jackie Nettleton, Jeannie Green, John Bryden, Lizzie Taylor, Sarah Kastner, Simon Humphrey, Sue Brown, Valerie Powell, Anand Pillai

1. Simon Taylor opened the meeting with Psalm 117 and a prayer.
2. Apologies were received from Clare Coates.
3. Governance
   1. Election of additional PCC members

There are currently 5/6 vacancies on the PCC. John Bryden, Sarah Kastner and Valerie Powell expressed their willingness to stand and have been properly nominated and seconded. There were no other nominations and so they were declared duly elected for a 3-year term until 2024, filling three of the most recent vacancies.

* 1. PCC members of sub-committees and church groups

PCC representation on the various sub-committees and groups is reasonable. Sue Brown has volunteered to be the Nachingwea group link. Jeannie Green serves on the Pastoral Group and will be added to the list of PCC representatives. Valerie Powell is on the Mothers’ Union committee and will also be added to the list.

* 1. Succession planning

The process has begun to obtain permission for Peter Wenham to officiate.

Romie Ridley has completed her training to become an Authorised Lay Minister Pastoral Assistant. PCC approval is required before she can be licenced. Simon Taylor proposed she should be approved. Alastair MacGregor seconded. The PCC agreed unanimously. The PCC offered its congratulations to Romie.

In response to John Bryden’s question whether payment is made to substitute organists, Simon Taylor confirmed payment is offered to all but not all wish to receive it.

It now looks likely we will have another curate after Clare Coates.

Following the recent elections we are now represented on the Diocesan Synod by Lizzie Taylor, Felicity Cooke and Simon Taylor.

Fiona Holliday has started the process of having her licence as a Reader/LLM transferred from her previous diocese to Ely for her to be licenced to St Andrew’s.

Lucinda Howard, our ordinand on attachment, will be with us for another year as an ordinand.

1. Minutes of the last meeting

The minutes of the meeting held on 24 May 2021 were approved as an accurate record.

1. Finance  
   Chris Bow reported. See accounts on file.

Chris explained to the meeting that the balance sheet is split into two; funds which benefit the church and other funds relating to charitable functions supported by the church.

It is encouraging that there is a small surplus of approximately £2,000. Total funds available are nearly £185,000, invested in cash deposits or with share & property funds. We are in a strong financial position.

Messenger funds – nearly £5,000 will be distributed to charitable causes. In 2021, the Messenger fund has already generated more than the usual allocation. Chris expects the Messenger to continue to make a surplus. The year to date has generated over £3,000 to be made available to good causes via the Messenger Fund, with a small amount to PCC funds.

Johnson Hall – there has been little activity due to the pandemic. There has been a little income, and the account is marginally in deficit.

Estate Fund - There has been some income (from the Feoffees), but no expenditure so far. There is about £700 still in the Feoffees fund which will come to the PCC.

The Wifi budget for capital costs will be significantly lower than budgeted. Simon Taylor is trying to get the total cost waived due to BT/Openreach inefficiency. BT want £900 and Simon is offering £700 if they will not waive it entirely.

Charitable funds - Nachingwea, Children’s Society and Warden Scheme. Significant grants have been made to Nachingwea this year. Sue Brown has arranged for the money in the Warden Scheme fund (£400) to go to Age UK.

General Fund – This receives most donations and other income and pays church expenses. There is a £530 surplus. Income is down on budget in terms of collections and donations. Felicity Cooke noted that regular giving is above budget for the half year. Chris confirmed that giving will also be gift-aided. The biggest area of underspend is for the youth worker who was furloughed until May (rather than March) and is still on partial furlough.

Verger’s Cottage - There is a small loss on the half year when income ceased when the Playscheme vacated the cottage at the end of May. The deficit will grow slightly as water charges and insurance remain.

1. Opening up

The current interim plan made by Simon Taylor and the church wardens and assistant churchwardens was considered. The PCC was asked if they thought the plans needed tweaking. Sue Brown thought they did not need reviewing for a month or 6 weeks.

In order to release some space in the vestry, Jeannie Green suggested removing a couple of desks from the vestry and putting them flush against the benches in the Lady Chapel and the Nachingwea chapel. The proposal was considered. Alastair Macgregor pointed out that this would make it difficult to use the Lady Chapel for young families and that it has been used for this recently.

Jackie Nettleton suggested the congregation could be split between those wearing masks and those not, but Simon Taylor did not envisage the necessity for that arising given the ready compliance so far.

Jackie asked if refreshments should be provided for the church picnic on 15 August. Sue said disposable cups etc will used in accordance with Covid rules. Alastair MacGregor agreed to oversee drinks etc. John Bryden asked whether tables, chairs etc in the marquee on 14 August for his daughter’s wedding will need to be sanitised before the church picnic. Sue Brown confirmed tables and chairs used at the wedding should be sanitised. Jackie proposed a church working party, to arrive from 8 am on 15 August, should be organised to clean up the marquee. John Bryden asked how many are expected at the picnic with regard to the hired portable loos. Sue and Zoe Clayton are organising children’s games.

1. Follow-up to Living in Love & Faith  
   Simon Taylor said there has been a request for a plenary session to get people together to discuss LLF; the evening of 23 September has been pencilled in.

Felicity Cooke thought we should be explicit in demonstrating our inclusiveness as a church to those who do not know us.

Lizzie Taylor has put a copy of the document which includes the church’s statement re LGBTQ+ people on the New Here? webpage into the porch. At Alastair MacGregor’s suggestion the relevant information has also been included in the About Us section on the church website.

It was suggested an item could also go in the Messenger.

Felicity Cooke said we need to think more broadly to include marriage breakdown etc. Sue Brown noted that a church in Cambridge has a big banner saying “we welcome ……” with a long and inclusive list.

Formal feedback about LLF will be given to the Church of England. John Bryden suggested feedback could be included in a church service to give those who could not/did not attend a flavour of the course.

1. Diary  
   Simon Taylor and Clare Coates are both away on Sunday 29 August. Simon is liaising with Romie Ridley as to what will happen on that day. Petra Shakeshaft is coming and has been asked to preach at both services.

Harvest Festival is on 3 October; Sue Brown asked if it will be combined service.

Clare Coates will be at St Barnabas church in Cambridge during October as part of her training.

1. Safeguarding  
   Rob Needle could not attend this PCC meeting. He and Simon Taylor have spent a lot of time going through the complex Church of England requirements for safeguarding training and DBS checks etc.

Sue asked if courses are bookable at Ely; Simon said it was difficult at present as too few in-person courses seem to be provided. Alastair MacGregor commented that for those in employment it is difficult to attend courses during the day.

Rob has asked for helpers willing to be training buddies for those not so good with technology. Felicity Cooke highlighted the practical difficulties. Alastair MacGregor noted that Lisa had helped people in the past by putting the training on a big TV screen, getting them to fill in their answers on an answer sheet, and then Lisa submitted their results electronically in their name to generate the required certificate.

Thanks were recorded to Rob for taking on the role and getting to grips with its requirements.

1. Sub-committee and group reports:
   1. Youth

Report on file. Zoe Clayton is having trouble securing volunteers to help with summer activities. Mary and Chris Cooper have stepped up in the past, but new volunteers are needed. Simon Taylor commented that it is very encouraging how youth work has come back to life. The Thursday and Friday youth group meetings have a Christian input and future fun trips are planned.

* 1. Children and Families

Report on file. Sue Brown was thanked for her report. More helpers are needed especially for Junior Church when it restarts. Sue said she intends to use the 15 August Forest Church/picnic to encourage people to help and to gauge opinion/thoughts/suggestions on how Forest Church should develop. If/when Junior Church resumes, Sue said a lot of work would be required to organise two Forest Churches and two Junior Churches per month. Simon Humphrey suggested a flier could go out to parents at Forest Church to seek offers of help.

* 1. YouthInc.

The process to appoint a new youth worker is underway.

* 1. Eco Church

The Eco Church evening was a great success, and money was raised to twin two toilets.

* 1. Events

Nothing to report

* 1. Prayer/House groups

Reports on file

* 1. Mothers’ Union

Nothing to report

* 1. Stapleford-Nachingwea Link

Report on file. The second funded library in Nachingwea is opening soon.

* 1. St Andrew’s Children’s Society Partnership.

Report on file

* 1. Fabric  
     Report on file
  2. Johnson Hall & Verger’s Cottage

A scheduled committee meeting did not take place as only three committee members were available. It will be re-scheduled.

* 1. Friends of St Andrew’s.

The Friends are going to pay half the cost of the ceiling netting once we have an invoice to submit.

* 1. Deanery Synod

Report on file.

In addition to the matters reported from Synod, it was noted that Kathryn Waite was inducted on 22 June at St Mary’s, Sawston.

* 1. Pastoral care group

Report on file. The JOY Group has been meeting and has been very well supported (almost at capacity with Covid restrictions). The group looks set to be a great contribution to the village.

* 1. Community Warden Scheme

Report on file. Jackie Nettleton said the Parish Council has not paid anything this year. There has been no response to the invoice sent in April. Age UK are to send a reminder to establish whether the Parish Council is no longer contributing or whether the non-payment is just an oversight.

* 1. Messenger.

Report on file.  
Simon Taylor proposed that the PCC approve two donations from the Messenger Fund - £1,500 to the Stapleford Playscape scheme and £400 to the Community Warden scheme. Jeannie Green seconded. The payments were unanimously approved.

Jackie Nettleton said she might have asked for more for the Warden Scheme if she had known that £3,000 was still available. It was proposed giving a higher amount to both schemes now but Simon Taylor said that would be going against the spirit of the Scheme, which deliberately delegates the decision-making to a committee of Messenger, community and PCC representatives.

Felicity Cooke suggested that, given the updated balance, we could invite the Messenger committee to look at donations again and possibly give more. Sue Brown asked that Martin Ginger should be reminded to get the payment details to her to action the payments. [Note: both of these now done by Simon].

1. There were no matters arising from the minutes of the last meeting.
2. There was no other business.
3. Date of next meetings – Monday 27 September at 19.45 hrs by Zoom.

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

Alastair MacGregor closed the meeting with a prayer.