**St ANDREW’S CHURCH, STAPLEFORD**

# **PAROCHIAL CHURCH COUNCIL**

Charity registration number 1158492

**MINUTES OF THE PCC MEETING** – **Monday 28 March 2022**

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**: Clare Coates (Chair), Simon Taylor, Felicity Cooke (Lay Vice-Chair), Nicky West (Secretary), Chris Bow (Treasurer), Alastair MacGregor, Sue Brown, John Bryden, Kirsty Campbell, Martin Ginger, Jeannie Green, Sarah Kastner, Anand Pillai, Valerie Powell, Romie Ridley, Lizzie Taylor

1. The meeting opened with a reading from Psalm 100 and a prayer. Clare Coates welcomed the new PCC members.
2. Apologies were received from Sarah Hackett.
3. The minutes of the PCC meeting held 24 January 2022 and of the extraordinary meeting held after the APCM on 14 March 2022 were approved. John Bryden was added to the list of attendees at the APCM.
4. Finance  
   Chris Bow reported. See accounts on file
   1. Year to date.

There is a small operating surplus of £740 on the accounts directly held by the PCC. The overall surplus of just under £2,000 is supplemented by profit from the Messenger.  
 The Johnson Hall is a little under budget and expenses are in line with expectations.  
The Estate Fund shows a deficit because there has not yet been any income but there have been some outgoings in connection with the boiler. The Estate Fund will soon go into surplus.  
There was little to report on the three charitable funds – the Nachingwea Link, The Children’s Society and the Warden Scheme.  
The General Fund shows a surplus of £611 compared with an expected loss at this point of £30 in the budget. Income is below expectations, but costs are also below budget.  
Regarding gas and electricity, we have received a refund on the electricity bill of £398 but gas bills for the first two months of the year are much higher than last year, and budgeted for. Alastair MacGregor, Simon Taylor and Sue Brown are investigating. Looking back at old bills, 2021 was not a typical year and, compared with February 2020, there does not seem to be much difference. Sue Brown will try to obtain bills going back to 2019 which would be more accurate test of normal usage and show if something is wrong with the metering. Energy bills should reduce soon as the church is not heated after the end of March.  
The Messenger shows a profit of £1,027 which is where expected after two months by income and expenditure.  
The Verger’s Cottage is on budget.

1. Governance
   1. Standing Committee  
      It was agreed that the composition of the committee should be unchanged.

PCC members on sub-committees  
The PCC is represented on all sub-committees. Jackie Nettleton has stood down from the Johnson Hall Committee; we therefore need to appoint a new chair. There were no volunteers at the meeting. Alastair MacGregor said that the Johnson Hall has not been used much because of the pandemic but it has been an important facility for the village and contributor to church finances. Members were asked to consider whether they could take on being chair.

Jackie Nettleton and Mary Cooper are willing to report to the PCC on the village Warden Scheme, and the PCC endorsed that.

Jackie Nettleton’s name has now been removed from the Feoffees.

Felicity Cooke has stood down from the Messenger Production Group. Martin Ginger will take over as liaison between the Group and the PCC.

* 1. Succession planning  
     The casual vacancy for a churchwarden needs to be filled.

Romie Ridley and Margaret Hebden are assistant wardens.

Lucinda Howard will be ordained deacon in July and will be our next curate.

Felicity Cooke has taken over from Romie Ridley as Electoral Roll Officer.

Peter Green is stepping down as sacristan. The PCC has delegated its role in the appointment to the churchwardens with Simon Taylor, which is formally a joint responsibility of the PCC and minister. Anand Pillai has volunteered to assist. The role is likely to be split between several people. Jeannie and Peter Green hope to get a draft of a document about the role and duties to Simon within the next couple of weeks. Simon noted that we were only likely to be able to recruit once we had an end date from Peter. He has offered to help with the transition.

At the APCM, Nicky West was re-appointed PCC secretary and Chris Bow PCC treasurer.

Alastair MacGregor asked that someone to help with videoing services and this was added to the succession planning list. Clare Coates thanked Alastair for setting up video recording. Romie Ridley knows someone at Whittlesford who is willing to share his advice and experience on streaming.

1. Opening up  
   The meeting thought we should continue being cautious (maintain mask-wearing, distancing, hand sanitising, ventilation) for a bit longer as Covid rates are still very high.

Jeannie Green asked how we should respond to people not wearing masks in church. Romie Ridley said masks are offered to people who have forgotten theirs. If someone refuses to wear a mask, they would be asked to sit well away from the main congregation.

The meeting was happy to continue offering refreshments outside for the foreseeable future.

As the trial to offer communion at the altar rail is working well, the meeting was happy to continue this, as well as continuing with outdoor communions on suitable occasions. Simon Taylor said that on Easter Day it might be easier to go round as the congregation will be larger.

Nicky West asked if there were any plans to reintroduce wine at communion and mentioned an example of people bringing their own cups. Simon Taylor said that the Bishops are against the wine being split into separate portions. Intincting (dipping) is a possibility and there is little risk involved. Clare Coates noted that there would also be an issue with gluten free wafers if ordinary wafers were intincted in the same cup. If we were sharing a common cup we would need to consecrate two cups or pour the consecrated wine into two separate cups, one to drink from and one to intinct in. Jeannie Green said at Sawston they are experimenting with the priest intincting at the distribution.

Simon Taylor asked the meeting’s view on drinking from a common cup and intinction on an informal show of hands. A few would drink, more would intinct, and some would continue with bread only.

1. Deanery Planning  
   Clare Coates, Alastair MacGregor, Felicity Cooke and John King had attended a Deanery meeting with Bishop Dagmar on 12 March in Linton. Alastair’s notes of the meeting have been reproduced for the PCC. Felicity has volunteered to be on the Deanery Planning Group. She said that Rob Needle has passed on information about finances in relation to Great Shelford.

The expectation is clear that ordinary people have a voice and also that Granta Deanery has been slow to come to deanery planning. Bishop Dagmar understood that it is unrealistic to expect the planning to be done by the autumn, bearing in mind people are tired and stressed after the pandemic. In reply to Alastair MacGregor’s question when and how we should engage with Deanery Development Planning, Felicity senses that we hold off until a more detailed overview of the deanery emerges, at which point we can use our resources to feed into the process effectively. She suggested that our aim be simply to maintain the status quo. Simon Taylor asked what might come out of the deanery planning process for Stapleford, and wondered if there could be a threat to us. Felicity did not get the impression that Stapleford’s status would be under threat.

1. Diary  
   A draft diary until December was available.

Easter Day services are on 17 April with the 6.30 am Magog Down service and All Age communion outdoors at 10.30 am.

The first Forest Church baptism will take place on 1 May when Flora Mercer is baptised. Jeannie Green suggested Flora could be brought into the church after the baptism. Clare Coates suggested that alternatively the indoor congregation could come outside. Alternatively it was suggested that both congregations could come together outside, possibly for the whole service.

1. Village Weekend  
   The Village Weekend will take place on 4/5 June coinciding with the Queen’s Platinum Jubilee weekend. We have a 5 pm slot on Sunday 5 June in the marquee for the village service. Beer & Hymns or Songs of Praise were suggested as ideas. We need to think about church services that day; Simon Taylor proposed just one at the 10.30 am slot.

The weekend as a whole has an eco theme and, at the last Eco Church meeting, Sophi Berridge was keen to highlight the Eco Church project at the event. There will be stalls for Nachingwea, Traidcraft, MU, Messenger, etc. It was noted that the Refugee game produced by Nicky West and The Children’s Society Partnership was popular last time.

On 12 June, Homerton Charter Choir are singing Evensong.

Alastair MacGregor asked if there is any intention to restart Connect. Simon Taylor confirmed that YouthInc and Zoe Clayton are keen to do this although a firm start date has not been fixed.

Simon Taylor is looking for dates for another wholeness and healing service and also a special needs service.

1. Safeguarding (Rob Needle)

Report on file.

1. Sub-committee and group reports:
   1. Youth. Report on file. The younger group is expanding but the older group has collapsed. Alastair MacGregor proposed a message of thanks and support be sent to Zoe. [Note: This has now been done. Simon]
   2. Children. Report on file.
   3. YouthInc. Report as submitted for the APCM.
   4. Eco Church. Report as submitted for the APCM.
   5. Events. Report as submitted for the APCM.
   6. Prayer/House groups. Report as submitted for the APCM.
   7. MU. Nothing to add to the MU report since the APCM.
   8. Stapleford-Nachingwea Link. Report updated since the APCM.
   9. St Andrew’s Children’s Society Partnership. Report on file.
   10. Fabric. Report as submitted for the APCM.
   11. Johnson Hall & Verger’s Cottage. Report as submitted for the APCM. Clare Coates added that she has been using her upstairs office on Sundays and Monday mornings and in future will use the downstairs office to make room for the Magog Trust who are going to rent the upstairs back room a few days a month.
   12. Friends of St Andrew’s. Nothing to report.
   13. Deanery. There has been no meeting of the Deanery Synod since the last PCC meeting.
   14. Pastoral care group. Report as submitted for the APCM.
   15. Community Warden Scheme. Report as submitted for the APCM. A new warden has been appointed and has started work. In this connection, Mary Cooper and Jackie Nettleton are to be contacted to write a piece for the May edition of the Messenger.

Sue Brown asked it to be minuted that the PCC agrees to send the annual donation (£500) to Age UK. Simon Taylor proposed. Romie Ridley seconded. All in favour.

* 1. Messenger. Report on file. Martin Ginger is now the PCC liaison with the Messenger and is taking over as convenor. The PCC was asked to consider how to increase circulation and subscriptions. The Messenger Production Group will have a stall at the Village Weekend. The PCC is ultimately responsible for circulation and will need to think about action. Martin Ginger said that the gradual drop in circulation should be halted and reversed. Romie Ridley proposed thanks to Felicity Cooke on behalf of the PCC for driving the Messenger forward in uncertain times.
  2. Music. Report as submitted for the APCM.

1. There were no matters arising from the minutes of the last meeting.
2. There was no other business.
3. Date of next meeting **Monday 23 May at 19.45 hrs** – by Zoom or in person tbc.

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| **Month** | **PCC** |
| July | 25 |
| Sept | 26 |
| Nov | 28 |
| Jan 2023 | 23 |

1. Alastair MacGregor closed the meeting with a prayer.