**St ANDREW’S CHURCH, STAPLEFORD**

# **PAROCHIAL CHURCH COUNCIL**

Charity registration number 1158492

**MINUTES OF THE PCC MEETING** – **Monday 24 January 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**: Felicity Cooke (Lay Vice-Chair), Nicky West (Secretary), Chris Bow (Treasurer), Alastair MacGregor, Jeannie Green, Simon Humphrey, Sue Brown, Valerie Powell, Clare Coates, Sarah Kastner, John Bryden, Lizzie Taylor

1. Simon Taylor was away and unable to connect to the meeting. Felicity Cooke stood in for Simon as chair and opened the meeting with a prayer.
2. Apologies were received from Simon Taylor, Anand Pillai and Jackie Nettleton.
3. A few corrections had been submitted to the previously circulated minutes of the meeting held on 22 November 2021 and these were approved as an accurate record.
4. Finance  
   Chris Bow said that the budget has been included in the papers but was not on the agenda.  
     
   a. 2021 Annual Accounts  
   On the balance sheet Chris drew the meeting’s attention to the investment gain which showed over £16,000 representing a significant and encouraging increase of over 10% which will be added to General Fund. The magazine had made some surplus over the £3,000 set aside for good causes in 2021. The surplus has been added to the church’s operating fund as part of the General Fund. £185,000 assets of the church are in investment, share fund, property fund, liquid assets, savings account and deposit account. There is some income (from Messenger advertising and subscriptions) to carry forward into next year –– deferred income just under £14,000. Chris confirmed the balance sheet is in a satisfactory position.  
     
   The Johnson Hall Fund just about broke even over the year which is good news considering there has been very little income from lettings.  
     
   Estate Fund. The Feoffees income is down on previous years. Alastair MacGregor thinks there is more income to come.  
     
   Estate Fund expenditure amounts to a significant figure, much relating to the ceiling work. All the bills have not yet been received but the expected costs have been accrued in the 2021 accounts. The Friends of St Andrew’s have indicated that it will pay half the cost of the netting.   
     
   Nachingwea Fund. There have been some significant donations during year plus £2,000+ from the Christmas Fair. A significant amount has been paid out in grants.

Children’s Society Fund and Warden Scheme. There was some income from the family picnic and other donations plus £500 from the PCC. Everything has been paid out to the respective charities.  
  
General Fund. Not much change. Collections and donations are down because services are not back to normal, but regular giving has been sustained, as well as fees from funerals and a wedding.  
  
Miscellaneous. Rent from the Verger’s Cottage ceased during the year.  
  
Expenditure. Nothing out of the ordinary but expenditure exceeds income by £4,000 which is better than last year but not as good as hoped for in the budget.  
  
Messenger Fund. A good year financially. Income from advertising and printing costs are above budget. Profit realised exceeded budget. £3,000 has gone to charitable causes and £3,000 to the General Fund. Lizzie Taylor proposed requesting a contribution from the Messenger Fund to the Verger’s Cottage to keep it going during the pandemic. The Church would have to make an application to the Messenger committee to decide if that was an appropriate place for funds to go. Chris Bow pointed out that, as there was already approximately £25,000 in the Johnson Hall fund, a request would likely be refused.  
  
The General, Johnson Hall and Estate funds together had a deficit of just over £10,000 mainly due to the ceiling and roof repairs.  
  
The meeting thanked Chris Bow for preparing the accounts and Chris thanked Sue Brown for her hard work assisting him.  
  
The final accounts will go to the independent examiner to be signed off before the APCM.

b. 2022 Budget  
The budget anticipates that the PCC will generate a surplus of £5,000 compared to a deficit of £7,500 last year. Chris Bow has made a number of assumptions. Energy and water costs are expected to rise by 10% year on year when price cap comes off but we have two long term contracts with our energy supplier so our costs should not go up. Chris will amend that amount downwards accordingly. Our gas and electricity contracts expire in 2023. The Cottage is still on British Gas standard rates.  
  
A 4% increase has been factored into other costs.

Johnson Hall. Rental income has picked up significantly recently. £,6000 income figure is assumed for next year. Chris has budgeted for increased utility costs.  
  
Estate Fund. A partial increase in Feoffee income has been assumed.  
  
Repairs. Assumed there will be no further major bills.  
  
Church Wi-Fi. There will be no further costs as BT have waived their charges to compensate for their poor service.  
  
General Fund. Income will be similar to 2021 levels with a possible increase in donations.  
  
Normal running costs assumed.  
  
Assumed 3% increase in staff current rates. Chris Bow was not aware of Simon Taylor’s current thinking on this. Alastair proposed that we budget for a 4% increase in staff costs which was approved by the committee. Sue Brown advised we are advertising for a church cleaner for one hour a week. Chris will put in £11+ per hour (£550 to cover the year).  
Quota for the Diocese – a little higher than Chris’s figure of £26,362.00.  
  
Age UK, SSYI, Messenger. A modest increase is anticipated in Messenger production costs.  
  
Other predictions included:

Johnson Hall Fund – surplus of £3,700+.  
  
Estate Fund surplus of £6,890. Friends of St Andrew’s receipt currently includes 50% of the roof repairs, not just the cost of ceiling and scaffolding. Sue Brown understood that the Friends have agreed to pay half of Cambridge Scaffolding’s bill (ceiling work and scaffolding) amounting to £2,800. Chris will revise down the amount expected from the Friends.  
  
General Fund. Modest increases in giving.  
  
Youth Worker and Parish Administrator – large increases in the budget for this year as both posts were furloughed for a time in 2021.

The Cottage electricity bill will increase as last year’s lower costs were the result of a credit after over-payment.  
  
Gifts were made in 2021 to the former editors of the Messenger and this was a non-recurrent cost.

Felicity said that Simon had reported the purchase of a camera for live streaming services. Alastair MacGregor said a second camera and possibly a tablet might be needed. Chris agreed to add £1,000 to the upkeep and services bill to cover this.  
  
Chris will revise the budget to reflect this evening’s points and this version will be given to the independent examiner. We will still be in surplus for 2022.

1. Governance  
   a. Succession planning

Items in bold are new information.

There is still no news on the appointment of the new curate.

Romie Ridley’s permission to preach as an authorised occasional preacher has run out and needs to be renewed. Lizzie Taylor proposed Romie’s permission be renewed. Valerie Powell seconded. All were in favour.

Regarding the appointment of a new Sacristan, Nicky West indicated that Anand Pillai is interested in applying. The appointment is made by the PCC and parish priest. The PCC’s function in recruiting and appointment has been delegated by the Standing Committee to the wardens.

Clare Kerr is willing to continue as verger.

Jeannie Green pointed out that Denise Craney is still on the Home Communion Assistants list although she has not done it for some time. Denise’s permission expires this year.

b. APCM

Monday 14 March was decided as the date for the APCM. Simon Taylor had suggested it was better to approve budget earlier in the year, hence the slightly earlier date this year. This gives quite a short turnaround for compiling reports but the meeting agreed it was sensible to have the APCM earlier. The meeting was generally receptive to Jeannie Green’s proposal to hold the meeting in church rather than on Zoom if conditions allowed.

c. Trustees’ draft annual report (for account/independent examiner and APCM).

The report is reproduced in full in the attached papers. The financial review needs to be brought up to date.

1. Bishop’s Pastoral Order  
   We still do not have a decision on Simon Taylor’s status (whether priest in charge or vicar).
2. Opening up  
   Everyone was comfortable with the approach Simon Taylor and the wardens have taken so far.

Sue Brown commented that social distancing, mask-wearing restrictions cease on 27 January, but the meeting agreed people should be encouraged to continue wearing masks etc.

Regarding coffee, looking at the current data, it seems wise to delay restarting. Alastair MacGregor said that rates in this area are going up fast so now is not the time to restart refreshments. With improving weather, it will be safer to go outside.

1. Fabric  
   We are operating under a temporary faculty for the ceiling repair. Once it is decided how the repair should be made, there will be significant fund-raising challenge. Sue Brown said we need to tackle the issue of raising funds soon. Lizzie Taylor asked if it would be possible to keep the netting as a permanent solution but Sue advised that the faculty makes it clear that netting is a temporary solution, although an extension might be granted. Alastair MacGregor said that the Fabric Committee has debated this issue and will return to it in a year’s time. The PCC needs to note that it also needs to return to this.
2. Messenger

See below under Group reports

1. Diary  
   Bishop Dagmar is coming to preach on 13 March.

Valerie Powell asked that Simon Taylor be reminded that the Deanery Fair is on 9 April.

1. Safeguarding  
   The meeting received a detailed update from Rob Needle. The PCC needs to think about which church activities, specifically home groups and Forest Church, should or should not be on the safeguarding dashboard.

The meeting’s initial thinking was that Forest Church should be on the dashboard but home groups should not. However, Sue Brown and Clare Coates consider Forest Church a service and not an activity and the children always stay with their parents.

The PCC was minded that neither Forest Church nor home groups should be on the dashboard. Alastair MacGregor said that some home groups do involve a number of vulnerable adults although no group at St Andrew’s is run primarily for vulnerable adults and it was therefore agreed not to include either Forest Church or home groups on the dashboard.  
The social media safeguarding policy was approved.

1. Sub-committee and group reports:  
     
   a. Youth. Report on file  
   b. Children. Report on file  
   c. YouthInc. No report received  
   d. Eco Church. No report received  
   e. Events. No report received  
   f. Prayer/House groups. Report on file  
   g. MU. Report on file  
   h. Stapleford-Nachingwea Link. Report on file  
   i. St Andrew’s Children’s Society Partnership. Report on file  
   j. Fabric. Report on file  
   k. Johnson Hall & Verger’s Cottage. Report on file  
   l. Friends of St Andrew’s. No report received  
   m. Deanery. Nothing to report  
   n. Pastoral care group. Report on file  
   o. Community Warden Scheme. Report on file  
   p. Messenger. Report on file.

The PCC noted the boundaries of responsibility between the Messenger Production Group and the PCC, set out in the report. It is important that there is a bridge of communication between the Messenger Production Team and the PCC, especially when Felicity Cooke steps down and Martin Ginger takes over.

Felicity stressed someone is needed to take on this role and asked for a volunteer from the meeting (no one came forward).

Nicky West said that when her husband Jon was editor there was no need for that role. However, Felicity explained that she had been fulfilling this role since 2015, when she took over proof reading, and then as a member of the Messenger Production Group. Most of the Messenger Production Group are not church people; therefore when Felicity steps down there will be a much weaker link between the church and the production team.

Felicity answered Lizzie Taylor’s question about how many hours would be involved which were pretty minimal on a week by week basis.

q. Music. Report on file.

John Bryden said SingPlus is only a tiny group but a very important one socially.

1. There were no matters arising from the minutes of the last meeting.
2. Any other business  
   As part of her training, Clare Coates has to chair a PCC meeting; she will chair the March 2022 meeting.
3. Date of next meeting – Monday 28 March at 19.45 hrs – by Zoom or in person tbc.

Simon Humphrey, Nicky West and Jackie Nettleton are standing down from the PCC this year so this is their last PCC meeting before the APCM. They were thanked for their valuable contribution. Nicky West is willing to continue as PCC Secretary. The meeting agreed we need to think about recruiting new PCC members.

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| **Month** | **PCC** |
| March | 28 |
| May | 23 |
| July | 25 |
| September | 26 |
| November | 28 |

1. Alastair MacGregor closed the meeting with a prayer.