**Minutes of St. Peter’s Church PCC**

**Tuesday 19th September 2023**

**Present:** Rev. Tim Storey, Rev. Sam Dinsmore, Rev. Ranjan Emmanuel, Ian Hutchinson, Sylvie Collins, Sarah Cullen, Carol Sallis, Michael Duncalf, Henryk Urban, Steve King, Ian Hayes, Trevor Aylen, Ruby Fearon, Richard Page, Janet Young.

Richard Quarterman and Katie Urban to give reports.

**Apologies:** Linda Hoskins,Rebekah Cole, John Moloney, Michael Head, Lynn O’Mahony

**Prayer.** Sam opened the meeting using the Celtic Daily Prayer – Evening Prayer.

**Welcome.** Tim welcomed everyone to the meeting, in particular Richard and Katie, attending to present reports.

**Stuart Bailey.** Stuart has written to confirm that from October he will be part of St. Mary’s and St. Barnabas and is therefore resigning as one of St. Peter’s Deanery reps and will consequently no longer be a member of PCC. His LLM licence is linked to St. Peter’s, and he has begun the process of transferring it. Tim has replied thanking Stuart for all his work for St. Peter’s PCC over many years and sending best wishes and prayers to Stuart and Faith in their new ministries in Eversley and Darby Green.

**Business Board Update.**

Richard Quarterman presented the Business Board update.{Document uploaded.}

Key Points.

* The two businesses are trading quite successfully.
* Café 46 is doing very well. Having had a budgeted loss of £13k, they are currently only £2k down. Jen is very excited by keeping breaking records. The café is going from strength to strength.
* Discoveries is doing well and is expected to achieve its budget target within the next couple of months.
* The two businesses together are £9k better off.
* Café 46 has had an Environmental Health inspection and achieved the highest rating, 5, for which they were congratulated.
* Improvements to the garden. There is an ongoing intention to further develop the back area.
* Sue has suggested selling higher value goods online. The staff are doing work to properly research the value of some items, and at present these are going into the shop at much higher prices and are selling.
* The ventilation of the roof space has been completed.
* Nick Norton has indicated that he wishes to step down, and following her accident, Lynn is unable to do anything at present. Therefore, the HR and Finance roles on the Business Board will be vacant. Richard asked PCC to let him know if they can think of anyone who may be interested in taking up these roles.
* There was a very well received buffet evening at the Dog and Partridge as a thank you to the volunteers. The cost was covered by the businesses.
* Temperature Control.
* Earlier in the year there was a request for funding for temperature control for the businesses. A proposal was put forward and estimates of c£10k were received. Due to other priorities this was put on hold. The view of the Board is that to improve the environment for the staff, volunteers, and customers the plan should be revisited.
* After a query as to whether the Café is a hotspot, it was noted that it contains equipment that adds to the heat. The windows and the lantern add to the problem.
* Small thermometers that track heat and humidity have been installed and are being monitored by the managers.
* Need to explore how to prioritise this when the finances are discussed later.
* Re the garden, it was pointed it out it needs to be done sensitively. Levelling the path has been investigated but was more expensive than expected. The idea is to improve the overall attractiveness of the site, but possibly not to do anything until the loan is played off in 3-4 years. Planning could start now. Michael Duncalfe knows someone RHS trained who has worked with a church in Aldershot. Although the Yateley Gardening Society invested in the planting in the beginning, they feel the garden has been neglected, so may not be willing to help again.

Richard was thanked for his presentation, and he left the meeting.

**Update on AN Toilet Project.** Katie Urban

* The display of the plans has been put up in the church.
* The cupboard has been opened up.
* A Gift Day to raise funds for the project will take place on Sunday 24th September. It is not expected that all the monies will be raised on that day. Sunday will be the start date, any money that comes in afterwards will be gratefully accepted. We can get Gift Aid on it.
* Three builders were approached and were asked for quotations. One seemed unrealistically low, the other two builders were asked to start in February and hold their prices until then. Only one replied, Morris and Blunt Ltd. Their quotation and scope of works was very favourable and came out at £44, 978 + VAT. Theirs was the middle bid and seems more professional. Trevor did some background checks.
* David Reed is working on seeking grant funding. One grant cannot be given until 30% has been raised by the church. He is now looking at what match- funding is on offer.
* Electrics. Moving from a single phase to triple phase provision is being discussed. The ideal would be to do it at the same time at a potential additional cost of £10k-£12k. There would be four weeks of disruption, but all the disruption would happen at the same time. It was suggested that if the electrics were included in the package they could be funded as well.
* Re liability for all the VAT, it is possible to apply to the government and sometimes get relief from VAT.
* Tim said the couple from the Channel Islands who visit occasionally but watch services online have sent a cheque for £250 towards the project.
* The DAC have been very helpful to David Reed and are available for consultation at any time.
* Re how many grants are being applied for, it is as many as we can, and they need to see we are fund-raising ourselves to prove our commitment to the project. Sarah Quarterman is on board as she had a big input in obtaining grants for the building project.
* Re paying a deposit, no detail has been given yet as everything else such as safeguarding etc. needs to be in place.
* Tim is looking to the next PCC meeting to accept the project and agree to sign a contract. If money is not forthcoming it may be necessary to stop the project.

**Proposal:** To accept Morris and Blunt Ltd as the preferred builder.

Proposed: Sam Dinsmore. Seconded: Michael Duncalfe. All in favour.

Katie and the Project Team were thanked for their work and presentation.

**ManSafe System on the café roof.**

* This has been failed on inspection as it has no shock absorber which is now mandatory.
* The cost of installing a shock absorber with the associated harness and training would be c£2K.
* Katie has contacted Ecclesiastical Insurance and explained the situation. None of this is necessary if the person accessing the roof has their own insurance and does not use the ManSafe. The system costs £200 per year to service and it has only been used once since 2017.
* The contract with the contractors who clear the leaves from the church roof can be extended to include the Café roof, and the lantern can be cleaned by a professional window cleaner.

**Proposal:** To have the permission of the PCC not to get the ManSafe updated, and for it not to be used.

Proposed: Ian Hutchinson. Seconded: Richard Page. All in favour.

The system is to be labelled “Do not use” rather than be removed.

**Review of broadband and telephone provision.**

* There has been damage to the service by squirrels nibbling through the cables in several places.
* On August 10th all members of PCC received an email about the telephone and broadband provision for the church and Chaddisbrook House. It had become apparent in the course of a conversation that too much had been paid for the broadband and phone provision over the past few years.
* The current supplier, Daisy, has quoted 1/3 less per month to include new phone and broadband equipment and systems.
* The proposed savings from Daisy are a reduction from £360+ VAT to £165.46 + VAT per month.
* There will be no new functionality, Daisy propose to replace all equipment over 7 years old. No other quotations have been sought as Daisy is recommended by Parish Buying and is therefore seen to be the most cost effective option.

**Proposal:** To accept the quote from Daisy for a continued contract for five years.

Proposed: Ian Hutchinson. Seconded: Ian Hayes. All in favour.

**Quinquennial Inspection.**

* The inspection has taken place and the report will be out in October.
* The inspector was very positive and said there were no further issues other than those mentioned in previous reports. The bells are ok.

Recently the bells were rung at 8.30 am and a neighbour went in to complain in quite an aggressive manner. The bellringers have apologised and said it will not happen again.

**Minutes of the last meeting.**

After the removal of “in September” from “Focus of Next Year”, bullet point 4, the minutes were signed as a true record of the meeting.

**Matters arising**

The attempted break-in. Nothing further has been done, and no insurance claim was made. The incident is now closed.

**AOB.**

* Richard Quarterman has requested a copy of the minutes as he feels it would help in his role on the Business Board. After some discussion it was felt that it would be good to put the minutes on the church website, rather than on a noticeboard. It was pointed out that they are, in any case, a public document.
* The minutes would be posted one month after the relevant meeting as they need to be the approved and signed version. Re confidential items, a version minus these items would be posted on the website. Janet is to send the amended minutes to Sam for the Communications Committee to post them.
* There was some discussion on for how long the minutes should remain on the website, and the length of the PCC term, April to April, was suggested.

**Email Addresses**.

* Tim feels that the church email addresses are very long, and STPY.org is currently available via Godaddy. If the website becomes STPY.org, this could be linked to emails as a parallel domain.
* There is a minimum cost of c£20 per year to progress this, and the intention is to go ahead.
* A new website is also being planned, based on the new domain.

**Finance.**

* Chris Lintott is to be co-opted as a member of the Finance Committee. Chris has detailed budgets knowledge that is needed for the budgeting work for the 2024 church budget.
* Contract Register {document uploaded}. The Contract Register will contain any contracts with more than 12 months and more than £500 per annum costs.

The PCC needs to approve the inclusion of a draft text into the Financial Procedures version 1.6, to be implemented in the next four weeks. Henryk asked anyone with an advisor’s contract that matches the above criteria to forward him the details.

He noted that Architect’s Fees and other one-off advice is excluded from the register as they are not a term contract.

It was noted that the issue of overpayments to Daisy were not picked up between Finance and the office. The Register will help prevent this in the future.

* Finance Position. Giving is down by £28.3k or 13% of budget; this means that Capital spend on the Lych Gate and the Business air conditioning is deferred out of this fiscal year. PCC approval is needed for no CapEx spend in 2023. Church giving has now stabilized at £14,667 per month. The ultimate cost of the Lych Gate depends on the findings of the Quinquennial Inspection.

**Proposal:** The Finance Committee is asking the PCC to agree the release of £9K of reserves into the general fund in order to pay one month of the Parish Share. Agreed.

* The Diocese will be notified of the reduction in giving, and that we may need to ask for some further relief on our Parish Share for this year as well as that being granted in 2024.
* There was an explanation of the Worshipping Community.The amount of Parish Share payable is based on the numbers of the Worshipping Community, not the Electoral Roll. There was a comment that we should probably be more accurate in counting the congregations, and that only people in the church are counted, not those watching online.
* We have to deal with the fact that giving is down by encouraging people to give, and if they have stopped giving, to restart. After the Gift Day has passed, a Sunday will be chosen to introduce Henryk as Giving Officer at which he will explain the Parish Giving Scheme and ask for further help with giving.

Tim thanked Ruby and the Committee for their work and as they will be starting the budget for next year.

**Committee Reports**

**Approval of Terms of Reference for Sub-committees.**

* The Terms of Reference of the PCC sub-committees have been submitted and are to be revisited by the committee Chairs at the start of each PCC term.
* Communications Committee. Stuart’s name now needs to be removed from the document, though it was noted that the Terms of Reference should not contain names.
* Re the need for a committee to be quorate, this is not necessary as sub-committees only hold delegated responsibility to the PCC.

There were no other comments or queries about the Terms of Reference, so they are deemed to have been accepted by the PCC.

**Deanery Synod -**Minutes of the last meeting and associated paper uploaded.

**Youth Work**

Chloe has started and has made some approaches to schools. There has already been some enthusiastic response.

**Safeguarding Committee** {Minutes and Action Plan uploaded.}

Sarah presented the Action Plan, produced by an application called “Safeguarding Dashboards”, to the PCC for approval. The Plan is working towards Level 2 – Safer Foundations and Safer Activities.

Two areas in particular were discussed.

1. **Recruitment of Ex-Offenders**. The PCC must have a policy regarding the recruitment of ex-offenders. {Document up-loaded}. This has been taken from the Diocese and tweaked for St. Peter’s and is to go to the Communications Committee to have the logo changed to St. Peter’s logo. The church and businesses have the potential to employ/do employ ex-offenders. The policy needs to state that it does not include employment by the businesses which is covered by their own policies.
2. **Responding to Concerns Allegations**. {Flow chart uploaded}. The flow chart used has come from the Diocese and sets out a step by step process which should be followed in the event of a concern being raised.

* Ian Young has been confirmed in his appointment as Safeguarding Officer.
* Ian and Maureen are looking at implementing the Action Plan.
* The PCC Safeguarding trainings are now complete.

**Proposal:** That St. Peter’s PCC accepts and approves the Safeguarding Action Plan, Level 2.

Proposed: Sarah Cullen. Seconded: Ian Hayes. All in favour.

**Main Items of Business:**

**Christmas 2023** {Paper uploaded}

Christmas doesn’t just happen it is part of the Big Plan! The timetable for the Christmas period has been decided with one or two changes from previous years.

1. There will be two Carol services on 17th December, one traditional and a more modern one in the evening.
2. There will be no morning services on Christmas Eve.

**Prayer at St. Peter’s** {Paper uploaded.}

Tim has approached Gaye Pusey to oversee the development of what is being called Prayer 46. It is proposed that this will include a daily text and prayer topic, a brief summary to the revised Prayer Chain, an email to Home Group Leaders with topics for use in their group prayer times, prayer topics for News 46, prayer topics sent to Wellspring and other prayer groups, and prayer for schools.

The revamp of Church Suite will assist this.

**2024 Year of Reaching Out** {Paper uploaded}

* The staff plan to meet on the 2nd  November to formulate plans for 2024 and bring them to the November PCC meeting.
* In November there is usually a PCC morning together. This could encourage the PCC to be enthused by the scheme; if they are enthused, they can go out and enthuse others.

**Update on Worship** {See uploaded paper}.

**Matters deemed confidential.** None.

**Date of next meeting. Tuesday, 17th October 7.30pm in Oasis.**

Ranjan closed the meeting closed with prayer.