**Minutes of St. Peter’s Church PCC**

**Tuesday 20th June 2023**

**Present:** Rev. Tim Storey, Rev. Ranjan Emmanuel, Carol Sallis, Rebekah Cole, Richard Page, Henryk Urban, Linda Hoskins, Stuart Bailey, Sarah Cullen, Sylvie Collins, Ian Hayes, Trevor Aylen, Ian Hutchinson, Michael Duncalfe, Janet Young.

**Apologies:** John Moloney, Michael Head, Rev. Sam Dinsmore, Lynn O'Mahony, Ruby Fearon. Steve King.

The meeting opened with prayer.

**Minutes of the last meeting.**

The minutes were approved and signed as a true record of the meeting.

**Matters arising.**

* Eco-church plaque. The position has been agreed, and the plaque given to Katie.
* Café Chaplaincy. There have so far been about 9 encounters, mostly pastoral, some from other faiths. Jen is very excited by this and sees it as a positive for the Café.
* Janet Young is to join the CCG committee.
* The Chair of each committee is asked to present the committee Terms of Reference to the next PCC meeting.

**Focus of Next Year**

After discussion and prayer, the Staff Team feel the focus for the coming year should be “Reaching Out”. The following are some immediate suggestions:

* Up the profile of St. Peter’s presence at the May Fayre.
* Refresh the Alpha course.
* Tim to give a paper on the initial thoughts.
* It is hoped that in September every group that meets within the church will hold an event to reach out; it is envisaged that these will take place out in the community.
* The Weekend Away at Home next year is to be earlier and will be a Reaching Out weekend.

**AOB.**

**Attempted Break-in.**

* Tim has sent out an email re the attempted break-in. The incident has been reported to the police who allotted a crime number. Today the police indicated that after some investigation the incident is now considered closed. A report has been recorded on the police database and will be shared with other officers, but no further action will be taken.
* Katie has obtained a quote from a firm of glaziers of c.£500. The excess with Ecclesiastical Insurance is £250, so a decision needs to be made as to whether it is worth claiming and risking a higher premium. Katie to contact Ecclesiastical to ask how it will affect next year’s premium.
* Tim’s view is that it was an act of vandalism rather than attempted burglary.
* The glass in the family room was confirmed as reinforced.
* **Sharepoint.** Carol had a short meeting with Sue Coates who is concerned that she cannot access files relevant to her HR role and asks if it is possible for co-opted persons to have access?
* If the file is relevant to that person’s role limited access is possible. The Committee Chairs are asked to consider who of the co-opted persons need what access and bring the information back to PCC.
* Ian Hayes can arrange limited access when he knows what is needed.
* **HR –** in Lynn’s absence Ian Hutchinson will take on the Chair of the HR committee.
* **Meetings** – As the year has been very busy, Tim asks that no meetings be held during August unless absolutely necessary.

**Business report {report up-loaded}.**

* The businesses are doing quite well, with the Café doing exceptionally well.
* Discoveries is still catching up but making progress.
* **Projects.** Improved ventilation in Discoveries.
* During the heat wave last year, the shops had to close as the fire alarms went off.
* The extreme overheating in the roof space could have caused melting of the insulation round the wiring and caused a fire.
* The roof was found to have been wrongly constructed so the heat can’t dissipate. This needs to be rectified which should cure the problem. Two quotes have been obtained, one of which was from Better Living Builders of c£850 + VAT, some of which could be recoverable. They could start work on 7th July.

**Proposal:** To accept the quote from Better Living Builders.

Proposed: Ian Hayes. Seconded: Linda Hoskins. All in favour.

* There was a query about music in the Café. This needs to be recorded rather than live radio due to Performing Rights regulations. Music is already in place in the Café and is there to take away background silence.
* There was a request that although adverts for future events appear on the television, could flyers also be put on the tables? The aim is that people have access to the information, but there is not enough space on the tables for flyers.

Tim thanked Ian and the Business Board which has now been in existence for a year.

**Finance. {Report uploaded.}**

There was nothing to add.

* Tim noted that Sarah Quarterman and Nick Norton are no longer members of PCC and therefore cannot Chair the Finance Committee. Henryk has agreed to Chair; he and Tim have met to discuss how this will work given that he is Giving Officer. Tim suggests he be a Facilitating Chair, chairing the meetings etc., but with responsibility shared among members.
* The financial position for April is available on Sharepoint. This should be brought to PCC by Henryk or a designated person. Henryk wants to present a forecast in July.

**Conflict of Interest Policy**

* There was a comment that it might be worth looking in more detail at expense claims. A. At present claims are minimal, Tim’s tend to be mobile phone usage and mileage. The claim form is quite detailed and is given to Maureen who vets/deals with it. It then goes to Tim to sign off [not his own].
* There was a comment that the document needs to be clear as to whose best interests is being done. It should be clear that we are all acting in the best interests of the church. Tim will tweak it in the next day or so and send it back to PCC.

Tim expressed thanks to Sarah Quarterman for all her work in putting the Policy together.

**Financial Procedure**

A few clarifications are needed on it.

* The Procedures need to be reviewed annually as financial matters are subject to change.
* Linda Hoskins needs to be on all the Lloyds accounts. Tim will sort this out.
* There was a comment that any discussion on expenditure should be around what is better value, rather than what is cheapest.

Tim will tweak the document and send it back to PCC.

**Proposal:** That Linda Hoskins is put as a signatory on all accounts.

Proposed: Henryk Urban. Seconded: Ranjan Emmanuel. All in favour.

**Committee Reports**

* **Fabric Committee.** Katie is going to Project Manage the Additional Needs toilet.
* **CCG.** The Great Big Green Week recently took place. The Sustainability Fair went fairly well but was better later in the year. The organisers are asking for feedback. The talks in church were interesting.

Regarding putting up Swift boxes, the protective netting around the tower makes this difficult. There was a comment that other churches have done this but had no swifts using them. Michael said it is usual to broadcast recordings of Swift calls to encourage them.

* **Communications Committee**
* The committee has met, but as half the committee was not present it was difficult to have good discussion.
* There is a suggestion to survey everyone in the church to see where they currently get their church information, email, social media etc., and what is their preference. This would give an indication of the direction to take. Tim asked for it to go ahead.
* Communicating to church members about events and encouraging the build- up of contacts outside the church, saying what’s going on, giving stories etc., “blanketing” the community with information and church presence.
* Having a designated person in charge of Christmas.

Tim said this is a good work in progress. There had been a slight false start with the Communications committee, but this was a chance to move on.

**Emails** – some people seem to be experiencing difficulty accessing emails. Ian Hayes suggested they may have intentionally or inadvertently turned off the permission setting on their ChurchSuite.

**Information and Update items.**

**Quinquennial Inspection.**

The inspection is required to be carried out by a surveyor from the Diocesan approved list. It is hoped to book it for September, but there may be a wait.

**Bells.**

* There is an issue with the safety of the church tower being adversely affected by continuing to ring the bells.
* Tim feels ringing cannot be stopped without some evidence. He mentioned it to the DAC secretary and showed him the bell tower and chamber, including the frame at the base of the tower. He did not seem particularly worried about the frame and does not seem to feel the matter is urgent.

There were a number of comments/queries including:

* There was a query about visiting ringers being allowed as they ring for prolonged periods of time, at least two hours. It was thought that visiting ringers were no longer allowed to visit, but a party had rung within the last month.
* Re stopping all ringing now or at the last minute, Tim’s preference is to do it before it is totally necessary.
* If a project needs to start, what is the priority?
* It is more to do with Health and Safety issues for ringing and the tower.
* Could potentially stop in time and let the ringers only ring for special occasions.
* Could look at the project and appeal etc., to put it right. The DAC have said that the Heritage Lottery Fund will only fund when the tower is on the point of collapse. If told ringing was stopped earlier to mitigate the problem they will not fund.
* As there is no actual physical evidence that there is a major problem it is suggested to wait for the Quinquennial report, see what it says and then take action.
* It was decided that Tim should manage the situation of visiting ringers.

**Proposal:** The PCC deferred the matter of individual requests for visiting ringers to the Vicar.

Proposed: Ian Hutchinson. Seconded: Linda Hoskins. All in favour.

**Main Item of Business:**

**Additional Needs Toilet**

* Tim and Ian Hutchinson had a meeting on 19th June with two representatives of the DAC who had come to see the plans and the statements, and the proposed site of the Additional Needs toilet.
* Tim explained that churches are exempt from the need to apply for Planning Permission. The vast majority are listed buildings, St. Peter's being Grade 2 listed. Each Diocese has a Chancellor who is the head of all legal matters within the Diocese. If changes to the building of any sort are planned, a Faculty, permission to do the work, has to be applied for. All the information relative to the application has to be sent to the DAC and the Chancellor for his decision. If the Chancellor approves the application it is then displayed outside the church for one month for public information and comment.
* The next DAC meeting is on July 26th, and the Faculty application and all associated documents for this project must be submitted well before this.
* When a site meeting is held the DAC representatives are shown the plans and documents, so they are familiar with them when the next DAC meeting is held.
* One of the representatives commented that it would be good to see any plans considering placing the Additional Needs toilet in other areas of the church. These will form part of the Faculty Application.
* The representatives expressed how impressed they were with the quality of the paperwork, discussions, research etc., that had so far gone into planning the project, and were encouraging regarding the outcome.
* Tim showed the PCC the Statement of Significance and Statement of Needs and explained their importance.
* Quotes – three quotes for the project have been obtained, for £23,780k +VAT, £40k + VAT, and £30k + Vat. These will be included in the Faculty application. The differences in the costings will be explored, possibly due to the use of different materials.
* Katie Urban will project manage the project and has started to put together a group to assist. This will include people willing to approach local businesses for grants, and people who can research grants from other sources.

The PCC formally approved the plans and statements:

**Proposal: The PCC agrees to apply to the Diocese for a Faculty to convert the existing chair and table store cupboard into a toilet for the use of those with additional needs and create a vestibule in the area outside of that. In addition, to create new cupboards for the storage of tables on the south wall of the hall area.**

**Proposed: Trevor Aylen. Seconded: Richard Page. All in favour.**

**Proposal: The Statement of Need and Statement of Significance were agreed by the PCC.**

**Proposed: Trevor Aylen. Seconded: Sarah Cullen. All in favour.**

* Tim will start tomorrow morning to put everything in place to make the Faculty application.
* Need to decide when to tell the congregation. It is hoped the work could be done in October/November and is estimated to take about three weeks. There is a question as to whether it will be possible to hold services over this time, especially when there is no water. Cranford Park School has been approached and would be delighted to welcome the congregation to the school.
* The project needs to become the forefront of people’s minds, possibly via the website.
* There could be a Gift Day at the end of September when any possible grants may be known.
* It may be possible to get some VAT exemption for the project.
* The National Churches Association is known to give large grants to churches looking to provide facilities for less able people.

There was comment that the figures and reaction of the DAC representatives indicate that the project is do-able.

**Matters deemed confidential.** None.

**Date of next meeting.** Tuesday,18th July 2023, 7.30pm in Oasis

The meeting closed with prayer.