**)Minutes of St. Peter’s PCC**

**21st March 2023**

**Present:** Ian Hutchinson {Chair}, Rev. Tim Storey, Linda Hoskins, Lynn O’Mahony, Sarah Cullen, Trevor Aylen, Chris Cole, Ian Hayes, Michael Duncalfe, Jess Unadkhat, Rev. Sam Dinsmore, Rev. Ranjan Emmanuel, Sarah Quarterman, Stewart Bailey, Janet Young, Paul Chamberlain {by invitation}, Katie Urban {by invitation}.

**Apologies:** Joyce Fisher, john Moloney, Margaret Keane, Rebekah Cole.

Tim welcomed everyone to the meeting and Sam opened with prayer.

**Financial Report by Paul Chamberlain** {Paper up-loaded}

Paul presented the Annual Reports and Accounts, explaining that they need to be set out in a particular format.

* The Annual Report covers governance, personnel, Vision, strategy, staffing and the responsibilities of the members of the PCC.
* The second part of the report is the Statement of Financial Activities {SoFA}.
* Page 16: The bottom line on the right shows total funds stand at £1,107,246, up c£3k from 2021.

The total income was £526k as opposed to c£474k in 2021.

Paul reminded the PCC/Trustees of their financial liabilities.

* Page 17, Balance sheet: The bulk of the assets are in tangible fixed assets – the shop/café/office.

There is £130k cash in the banks, which it is comforting.

Liabilities – loans from the Diocese and parishioners which need to be repaid.

When the church receives money, it is put into a variety of funds. If it is for a specific purpose, this is then a restricted fund and the money is kept separate until used for that purpose.

Undesignated money can be used for any purpose.

There is a small amount of endowment funding, but these can cause some awkwardness, particularly the Brown Fund for young people learning their Bible.

* Page 18: Accounting convention.
* Page 19: 2a – donations and legacies have gone up from c£202k to c£222k, a credit to what we are aiming to achieve and the generosity of the congregation.

Trading activities have taken off this year. Discoveries over the years has been a marvellous facility for the church. Income has risen from c£109k in 2021 to c£155k this year.

The Café is up from c£90k to c140k.

* Page 20, 3a: Shop salaries stand at c£75k compared to income of c£155k – a good surplus.

Café – expenses c£130k against income of c£140, another good surplus.

b. There is a small amount of income, mostly expenses. The figures are helped by a drop in maintenance from c£76k in 2021 to c£20k in 2022.

c. Church management and administration- similar year on year.

Paul said the main message is “haven’t we done well”, and long may it continue. The church is currently in a good position. He gave thanks and appreciation to Nick Norton for his past service.

* Stuart pointed out that although the accounts paint a rosy picture undesignated funds are dropping year on year, and if they are not replenished there will be none left. Paul replied that part of the general funds needs to be used to pay off the loans. More money from Discoveries should go into this.
* Ian noted that the buildings increase in value each year, but this is not reflected in the figures. Paul replied that it is possible to do an annual revaluation, but in accounting terms it is more complicated and not worth it.
* It was pointed out that it is the land that holds the value, not the buildings.
* Paul said that work on the church building is not capitalized as it does not belong to the PCC.

Paul was thanked for all his work and his presentation and left the meeting.

**PCC Treasurer Job Description. {Paper up-loaded}.**

* Tim has had a meeting with Ranjan, Sarah Quarterman and Nick Norton to discuss the Job Description.
* The previous one was not inaccurate but described very much in business terms. Needed something that represented the viewpoint of a church treasurer.
* The new job description is saying much the same things but in a more “churchified” way, and we need to find someone to do it.
* Following a query, it was established that it isn’t a prerequisite to belong to the PCC, but it is desirable. The role could be outsourced, possibly at a cost, but the person would need to be able to address the PCC.

Proposal: That the PCC approves and accepts the PCC Treasurer Job Description.

Proposed: Sarah Quarterman. Seconded: Ranjan Emmanuel. All in favour.

A document has been drafted re conflict of interest but is to be reconsidered.

**Giving Officer –** it is felt that there should be someone with a particular role, not to be too “up front”, but to be a point of contact for new people and others with queries around giving.

**Diocesan Giving Strategy {Paper up-loaded}**

* Essentially the paper is asking PCCs to buy into what the Diocese is doing.
* There is a lot of content in the document which the PCC ought to review to see if there is anything that should be acted on.
* There was a query as to whether another Gift Day is planned. Yes, but now is felt to be the wrong time economically, possibly August.

It is noted that the Document has been presented to the PCC.

**Minutes of Last Meeting.** These were approved and signed as a true record.

**Matters Arising**

* Café Chaplaincy Update. Tim has had a conversation with Chris Page, and he is looking to get it started after Easter.
* Eco-church plaque. Michael is to show Chris Cole possible places where it could be installed. In the meantime, he will put a certificate on the noticeboard.
* Katie and the Fabric Committee – revised terms of reference.
* The Fabric Committee supports Katie and is working with her. Fabric is reactional, Katie is operational, and work gets authorised by the PCC.
* Fabric has responsibility for the church; Katie has oversight over all the buildings. Katie knows she can call on Fabric for needed works.
* There needs to be clear authority over expenditure, at the moment it is discretionary. Need to know the limits of what Fabric can spend, and what Katie can spend, and how that spend is being managed. Katie is meticulous about getting quotes.
* The strategic long-term plan for the toilets, kitchen etc., has been talked about.
* The primary concern will be what the Quinquennial report will say.
* Terms of Reference – Katie, as Buildings and Facilities manager, would be expected to bring before the PCC and Fabric what these would look like.
* The PCC website has been updated. The rest of Sharepoint now needs to be tidied up.

**AOB**

**APCM Elections**.{Document uploaded}

* There are seven vacancies, and six nominees.
* PCC members/Deanery reps now have to step down after two terms, with a year’s gap before standing again. It is seen to be healthy to have a regularly changing PCC.
* There was a comment that, looking at the nominees, the PCC will be very male-heavy. This was acknowledged as not ideal. Several women have been approached, but do not wish to stand.
* Conflict of interests – two nominees are spouses of paid staff. It was believed that a draft document had been sent out, though not everyone saw it, and it has since been withdrawn. Tim is to re-upload the document. It is seen to be necessary to have a Conflict of Interest policy to cover 1] financial control, 2] finances, and 3] loyalty.

**Fire Safety Training**.

* Katie explained the costings and pros and cons of the two proposed courses for fire safety training, the advantage of the more expensive group training being looking at the whole church.
* It is ideal but unlikely that it would be possible to have fire-trained people at every service or event, but group leaders should undertake the training.
* It was pointed out that Mark Vernon carried out comprehensive fire training as part of his role. This included knowledge of the whole church, fire strategies, call points etc., and was adequate for our needs.
* The businesses should have designated fire persons, but don’t; it is probably Katie, but she is not there all the time.
* It was suggested that the service leaders be trained, but this was seen to be an added responsibility. There was a discussion on shared responsibility.
* It was suggested that an assessor come to assess the current level of risk.8
* It was felt that the church cannot afford to pay to train more people.

A decision was deferred. Mark is to be asked if he will run fire training sessions.

**Main Agenda – Additional Needs Toilet  {Papers uploaded}.**

Katie has marked out on the floor of the church the proposed footprint of the Additional Needs Toilet. The meeting moved to look at and discuss this.

* There was a great deal of interest and discussion on walls, position, size etc., the positioning of the facilities taking into consideration noise being heard in the church, and therefore the possibility of “flipping” the plans 180o to avoid this.
* The area was chosen for its accessibility to water and facilities. Discussion on options.
* Katie also asked for an accessible West Door to be considered, replacing the current door with push-button glass doors. The present door frequently jams because it is used so often. This may positively influence funding as it is used for access from the car park and into Oasis.
* Once the plans are tweaked quotes can be obtained and then the congregation could be approached for possible donations.
* If going for match funding and grants etc., funding may be available. The time factor will depend on the length of time it can take to get grants, taking into consideration their need to know 1] Purpose – an Additional Needs Toilet, 2]What it looks like, 3] Plans to put it in.
* Need to get the secretary of the DAC to come and see the site and the plans. If the Diocese is behind the scheme this could help influence potential donors.
* The main cost for the new lobby and doors would be the fire rating on the glass, materials etc.
* A ramp is needed from the fire doors in Oasis into the churchyard as it is currently not suitable for disabled users. Hart to be approached on this.
* An asbestos survey on the whole church is due in a week’s time to ensure the asbestos in the building has not deteriorated.
* Katie is to get back to the architect for a revision of the plans. There was a query as to her ability to project manage the project given her limited hours. It was felt she would as she has had experience of a similar task in another church and has the backing of the Fabric Committee.

Proposal: That the PCC is happy for Katie to proceed with the revision of the plans.

Proposed: Chris Cole. Seconded: Linda Hoskins. 1 against, all others in favour.

**Committee Reports** – {all below have met, reports/minutes up-loaded}.

Finance Committee

Business Board

Fabric Committee

Health & Safety Committee

Safeguarding Committee

9.00am Congregational Group

Deanery Synod – has met, minutes to be circulated.

**Information & Update Items**

Quinquennial Inspection – this is due. The wardens will be advised when it will take place and will inform the PCC accordingly.

**Action Required Items**

**Photography and Video Policy Review {Paper uploaded}.**

* The policy covers more than is strictly necessary but is what the Church of England recommends.
* There should be a church camera with a dedicated memory card which should stay in church and not be taken out until checked. It was pointed out that there is already ak church camera.
* It was suggested there be a clause in the Electoral Roll form where permission to be photographed could be indicated. It was felt it could be easier to do this on Churchsuite, where people could opt in, not opt out.
* Live streaming – it is thought that there is the facility to blur/black out certain areas.
* The policy only covers the church building, not the open-air where anyone can take photographs.

Proposal: To approve and accept the Photography and Video Policy.

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

Matters deemed confidential: None

**Date of next Meeting:** APCM 18th April, 7pm in church.

The meeting closed with prayer.