

Minutes of the meeting of the PCC on 19th October 2016

The meeting was held in The Old School. Members present:

Chair:	Revd Claire Holt (CH)	
Wardens:	Sean Kavanagh (SK)	Margaret Murray (MM)
D/Synod Reps:	Sally Banks (SB)	Kay Tauschwitz
Treasurer:	Nicki Bunce (NJB)	
Elected Members:	Sarah Johnson (SJ)	Sophie Vincent (SV)
	Bill Manfield (BM)	Dave Welch (DW)
Secretary:	Sally Banks (SB)	
Apologies:	Rutton Viccajee (RV)	Norah Ashley-Barker (NAB)
	Jane Milne (JM)	

The meeting opened at 7.50pm. Dave led our worship and prayers.

1. Administrative matters

- 1.1 Claire felt that she needed to offer her resignation as Vicar of St Paul's in light of her changed circumstances. Claire declared a conflict of interest for this item and left the room while it was discussed.
- 1.2 All members of the PCC were unanimous in supporting Claire and wishing her to continue in her position as our Vicar. All reported that they had heard no concerns whatsoever in conversations with members of the congregation. On the contrary, people have expressed only support for Claire, and genuine love and concern for her in this difficult situation. The following statement was agreed and unanimously supported by all present. In addition, a letter of support was submitted by Jane Milne, which is appended to these minutes.
- 1.3 PCC Statement:
"We as the PCC of St Paul's and also as members of the congregation, would like to register our full support and confidence in our vicar, Reverend Claire Holt. We fully acknowledge, understand and accept that during this period she may need compassionate leave and there may be times where she does not feel in a position to carry out her normal duties of parish priest; we will do our best to support and assist her. We thank God for her ongoing service to the Church and our parish and offer her our wholehearted prayers."

On behalf of all attendees at the meeting, and in addition Jane Milne and Rutton Viccajee, who were absent, but communicated their support in advance of the meeting.
- 1.4 Standing conflict of interest: DW works for the Diocese. There is no conflict expected from our agenda, but issues may come up during discussion.

2. Minutes of previous meeting & matters arising

- 2.1 Comments on the minutes were taken: Correction to numbering in section 3. Section 3.4 (once numbering corrected) should read 'the Diocese decides.....'
- 2.2 The minutes were approved subject to these corrections. A corrected copy was signed as an accurate representation of the last PCC meeting on 20th July 2016.

- 2.3 Updates to actions – the actions carried forward are provided at the end of these minutes, with explanatory notes where appropriate.

Action PCC: DW to chase Linda Hayward at the Diocese regarding safeguarding training of Julie Kavanagh, specifically to request permission for Dave to train her.

- 2.4 Plans for the new Porch & Ramp project will go to the Guildford planning dept for signature on Tuesday. Donations continue to come in each week. This Sunday 23rd Oct, there will be an announcement of the faculty going up to notify the community about the project.
- 2.5 The money to pay the architect has been allocated out of our normal PCC funds. There was a discrepancy between the Maintenance Subcommittee's view of the approved amount for the architect, and the amount Nicki had allocated in the budget from her handover. This highlighted an issue with the finance approval process which requires clarification and communication. (See report from FinSub below).

3. Mission Action Plan – How are we doing?

1. Shared leadership. Helen has stepped into the children and families role; Rutton may pick up the pastoral coordinator role once his health allows.
2. Administration support. Wendy has started her role in Administrative Support and is proving to be a real can-do person and very efficient and organized.
3. To resource our vision and support the new Mission Action Plan for 2017. This will be reviewed at the next meeting.

The Transforming Church Transforming Lives vision for the Diocese is to be implemented through individual churches' parish development plans. These plans are due to be submitted by Easter 2017. DW suggested that we re-name our Mission Action Plan (if necessary) so that it fulfils this requirement.

4. Reports from Sub-committees: Vision

- 4.1 Claire presented the report from the Vision Sub-Committee.
- 4.2 There were no comments, and we proceeded to a review of actions from that meeting.

Proposal: a small group to prepare role description and look at hours for a children and families worker. Part time at least initially. 2-3 people to form a group to move this forward.

Action FinSub: to look at how to finance this.

- 4.3 The PCC has agreed that Alison Pickles should take on cleaning of church, in addition to her work cleaning the Old School. This will involve at most an extra two hours per week. SB's paid hours are reduced due to her new job. More of her hours are now voluntary and this cost saving will more than cover the increase in costs for Alison. SK commented that SB should notify the PCC if fitting her admin hours around her new job became too difficult.

Action FinSub: to confirm Alison's extra time required for cleaning the church, and notify Rutton & Co.

- 4.3 DW proposes that we publicly thank our wonderful volunteers who have worked so hard to keep the church clean in the meantime.

Action PCC: CH/RV to thank cleaning volunteers at services.

- 4.4 A new Hosting role is proposed for the future, which is more than just unlocking and locking

up. The Host would be the visible face of the church for those using the Old School, checking things are all ok, welcoming people in, sharing information about what's going on, and getting to know people.

- 4.5 There is a concern that Barbara Norman is finding the addition of the side gate to her responsibilities very stressful, and we are conscious that she may soon decide to resign from her post. We need to think about the new Hosting role so that we are ready for this change when it occurs.

Action PCC: SB/CH – Draft the Host role description.

Action FinSub: to make a proposal for funding the Host role.

5. Reports from Sub-committees: Mission

- 5.1 The Mission Sub-Committee has not met since the last PCC meeting.

6. Reports from Sub-committees: Finance

- 6.1 Nicki presented the FinSub report.

FinSub met to produce the Stewardship leaflet and new Gift Aid form. Nicki presented at the stewardship service, and received some good feedback from Kate Crabtree.

- 6.2 A summary of the finances was presented. Nicki reported an increase of 4% in our Parish Share.

- 6.3 There is a problem that requests for payment are coming in with no prior authorization for spend, or audit trail of the approval. Once the goods/services have been ordered we have to pay.

Action FinSub: to clarify the procedure for approval of expenditure prior to payments being requested, and any associated records required to support it. To be circulated for comment and implemented as soon as it is available.

- 6.4 A second issue has arisen, where church groups are submitting money for banking without completing the Report from Clubs form, which summarizes income and expenditure. This is required for the finance information to be complete.

Action FinSub: to draft a procedure to clarify the use of this form.

- 6.5 Donations for ramp up to £4,500 already.

- 6.6 Over forecast for voluntary giving, in large part due to the Gift Aid claim

- 6.7 Under forecast on income generation – Weight Watchers have this month cancelled their regular booking. We have only had one burial this year (the norm is 3) We have two weddings still to come, which we don't normally have in the winter however.

- 6.8 We are below our forecast for giving, but this is because church events are giving to the ramp project rather than to external charities such as Phyllis Tuckwell.

- 6.9 Church activities includes maintenance, and this shows an over-spend. The total spend includes the redecoration work on the Old School. Although this is 90% covered by the grant, the income from the grant goes into the top section of the table.

- 6.10 Overall, our finances are in a healthy position. We should be utilizing our funds for work that needs doing, rather than have it sitting in the bank.

Action FinSub: to create expenditure proposals, including replacement of heaters in church, and the new roles proposed by the Vision Sub-committee .

6.11 Nicki's report ended with a summary of good news points:

- Training for Rutton and Jane have been paid for
- The decorating in the Old School and flooring in the North Room is all complete

6.12 New version of Easy Worship was purchased as we couldn't provide documented proof of our copy of the old version. This regularizes our position, and we did receive a donation towards the cost from someone who felt strongly that this was the right thing to do.

6.13 The financial summary was presented by Nicki, and is included as an Appendix.

7. Reports from Sub-committees: Maintenance & Projects

7.1 Sean presented the report from the Maintenance Sub-Committee.

Action PCC: CH to speak to Wendy about circulating minutes to the team.

Action MaintSub: SK - SB requested that dates on actions could be specific dates rather than the next meeting.

7.2 SB noted a concern that Peter Lovatt may be ill – no response to recent texts requesting him to start the work on re-routing, repairing and clearing the guttering around the Old School.

7.3 CH has alternative contractor who could clear out our gutters.

7.4 Cafetieres caused a problem for the tea and coffee teams. The decision was taken not to replace the wall kettle. This will be removed once we're ready to repaint the outside kitchen wall, ie. When gutters outside are fixed.

Action PCC: CH to arrange a tea and coffee meeting to review the role: emphasizing that it is a service role, part of our ministry. The meeting will include training about the use of the cafetieres and the role in the light of service.

Action PCC: CH to talk to WB about re-allocating the VAT reclaim action to her.

Action MaintSub: Arrange for a tree surgeon to investigate the large trees at the front of the church yard near to the Memorial, and quote for remedial work. These trees are showing signs of disease and could become unsafe.

8. Correspondence / Faculties

8.1 Weight Watchers have cancelled future bookings but have given no notice. They have already paid in advance for the quarter. It was agreed that a refund should be made, according to the rules set out in our standard terms and conditions for hire of the Old School.

8.2 Faculties – The statement of need for the Garden of remembrance was presented by Sean. A proposal made was that we order the plaques so keep control of what is put in the graveyard. All happy with proposals. To be presented to the DAC.

9. Future PCC / Sub-Committee Meetings

Meeting	Date	Refreshments
Sub-Cttees	w/c 14 th Nov	
FinSub	w/c 20 th Nov	
PCC	February 8th	Rutton and Bill

Please let Sally know if you are unable to provide refreshments on your nominated date, preferably with an alternative volunteer!

10. Record of Actions

Actions Carried Forward from Previous Meeting:

ID	Subject	Description	Who	Due Date	Done
1605/1	Risk Assessment	Undertake risk assessments with each group, using the template form from CH.	SK/MM	End Aug	In progress
1605/4	Inventory	Check Inventory and take photos	BM/KT	ASAP (by 4/8)	Complete
1605/5	Safeguarding	Meet with EP re. Safeguarding Cttee, role, and checklist	CH	30/11	
1607/1	PCC TOR	Update to reflect discussion in Section 2, and circulate to PCC.	CH	30/11	
1607/2	Finance	determine amount covered by guarantee for charity bank accounts. £75,000 – the same amount is covered for charities as for individuals.	NJB	31/7	Complete
1607/3	Projects	Involve HR and PS in fundraising for Porch/Ramp project.	CH	31/7	
1607/4	Finance	Contact Diocese to get their advice on how frequently to claim Gift Aid. No longer an issue as interest is reduced.	NJB	31/7	Complete
1607/5	Finance	Ask Mike Ellis what is the lead time between claiming and receiving Gift Aid. Leadtime is short, but no longer an issue.	NJB	31/7	Complete
1607/6	Finance	Talk to Juliette at the Diocese about the best approach on where to hold funds when making a grant application.	NJB	End Aug	
1607/7	Maintenance	Get quotations for bell tower work and for scaffolding required,	MM/SK	31/7	

1607/8	PCC	10.1	Circulate templates for sub-committee minutes.	SB	31/7	Complete
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Actions Arising from this Meeting:

ID	Subject	Description	Who	Due Date	Done
1610/1	Safeguarding	Chase Linda Hayward re training of JK; permission for DW to do training.	DW	30/11	
1610/2	Rotas	Thank volunteers for cleaning church, now Alison has taken this over.	CH/RV	30/11	
1610/3	MaintSub	CH to talk to WB about circulating the minutes to the team.	CH	30/11	
1610/4	Rotas	CH to arrange meeting of tea & coffee rota to emphasise service aspect of role.	CH	30/11	
1610/5	MaintSub	CH to tal to WB about reallocating the VAT reclaim action to her.	CH	30/11	

NB: Actions arising at PCC which are noted for specific Sub-Committees should be added to the Actions log managed by that meeting.

Next Meeting – Wed 8th February 2017 at 7.45pm in The Old School

Refreshments: Rutton and Bill

S L Banks (PCC Secretary)
14th November 2016

CURRENT BANK BALANCES

CAF Bank - Deposit	£26,601.41	includes £17019.21 Gift Aid
Includes Gift Aid and Decorating Grant		£9400 Decorating
CCLA - Deposit Fund	£10,327.93	
CCLA - Fabric Fund	£16,229.81	
CURRENT TOTAL	£53,159.15	
Roof Grant - upto	£20,000.00	
FORECAST TOTAL	£73,159.15	

Allocated Funds

Architect - upto	£637.50	spent £1168.50
Roof Repairs	£5,000.00	

Restricted Funds

Ramp	£4,548.09
Easter	£19.64

CURRENT AVAILABLE TOTAL	£42,953.92
FORECAST AVAILABLE TOTAL	£63,591.42

So as at the end of September, Actuals and FCAC

Category Description	ANNUAL FORECAST	Actuals YTD	FORECAST to year end	Difference (Annual Forecast- Forecast Total)
TOTAL A - Voluntary giving	£44,730.60	£54,453.78	£10,315.00	£20,038.18
TOTAL B - Other Voluntary Giving	£1,200.00	£580.00	£9,400.00	£8,780.00
TOTAL C - Church Activities	£6,859.97	£6,406.50	£1,800.00	£1,346.53
TOTAL D - Income Generation	£11,640.00	£7,934.29	£2,882.50	-£823.21
TOTAL INCOME	£64,430.57	£69,374.57	£24,397.50	£29,341.50
TOTAL E - Giving to other organisations	£2,820.00	£2,766.42	£850.00	-£796.42
TOTAL F - Church Activities	£62,632.42	£54,040.54	£13,075.64	-£4,483.76
TOTAL G - Admin and Church Management	£1,196.04	£750.17	£0.00	£445.87
TOTAL H - Fund Raising Expenses	£3,132.00	£1,767.26	£330.00	£1,034.74
TOTAL EXPENSES	£69,780.46	£59,324.39	£14,255.64	-£3,799.57
OVERALL TOTAL	-£5,349.89		£20,192.04	

F - Church Activities - The over spend is the repairs and maintenance in Old School, covered by the Grant

Good News

Paid for training for both Rutton and Jane

Decorating in Old School all complete

New Version of Easy Worship ordered

33 Carfax ave
Tongham
GU10 1BD
19 October 2016

The Secretary
PCC St Paul's Tongham
Poyle Road
Tongham
GU10 1DS

Dear Sally

Re: Incumbency of Claire Holt

Please accept my apologies for the PCC meeting of 19 October 2016.

I am aware that part of the agenda will be a discussion of Claire's position as incumbent as vicar at St Paul's, Tongham in light of her separation from her husband, Steven.

Given the information I currently have; I would like to hereby offer my full support in favour of Claire continuing as incumbent if she is still willing and wanting to do so.

I also support any move to give her some personal time during this time and feel that we, as a PCC and those on the leadership team should offer as much prayerful, practical and ministerial support to her and the rest of the Holt family as we can.

I also support any motion that suggests that we support Claire in getting any necessary help from cover clergy should the need arise but that this should not undermine her leadership and authority here at St. Paul's.

Kindest regards

Jane Milne
PCC Member