

PCC meeting, Wednesday 31st October 2018

Present

Neil Rowe (NR) (Chair)	Kevin Mentzel (KM)
Grace Burfit (GB)	Chris Nutman (CN)
Vivienne Cripps (VC)	Tim Jack (TJ)
Alicia Davies (AD)	Jill Rowe (JR)
Malcolm Denton (MD)	Rosemary Siebert (RS)
Charles Gaisford (CG)	

ITEM	DISCUSSION	ACTION
1	Welcome and opening prayer NR warmly welcomed everyone and the meeting started with a reading and prayer by RS.	
2	Apologies for absence Tamsin Gilbert (TG), Michelle Herbert (MH), David Burfitt (DB) Caroline Manders (CM), Ruth Atkins	
3	Interests JR is the Children's Worker & NR is her husband	
4	Minutes of the meeting of 26th September – Matters Arising Item 13 – it was agreed the charity to benefit from the Harvest Service collection will be Abingdon Food Bank.	
5	Budget Discussion CL presented a draft budget for the coming year (Jan 2019 – Dec 2019) As per previous discussions the budget is in deficit and there is a circa £21k shortfall against an overall budget of £140,364. CL is hopeful that the overspend from the current budget will be less than anticipated and this will help to preserve some of reserve funds, the situation nevertheless remains serious. There was discussion as to how the budget could be reduced; the general conclusion was that almost all items have been stripped back as much as possible and making further cuts will not make a material difference to the overall situation. The only way to satisfactorily resolve the deficit is to ensure increased income through members giving and other sources. Other general points included: The largest items are staff salaries; Garford insurance is part of a 3 year contract and will be reviewed next year once the contract expires; the Baptist Hall electricity budget has been increased. A query was raised asking what has been the response from TRIO Sunday, CL advised there has been a limited response with regard to Church members giving; there may however be a lag in some instances due to some individuals only reviewing their giving at year end or other infrequent periods. The overall turnout of members at TRIO Sunday was limited and it was felt a significant proportion of members are still not sufficiently aware of the overall situation. There were lengthy discussions with regard to Rob Finch's contract which is due to be renewed in July. Whilst Rob is	

	<p>currently funded out of a dedicated giving fund, this will not be permissible going forwards as regulations require Rob to be paid out of central funds following renewal of his contract; contributing members will have to change their giving to suit. <u>There is a significant risk there will not be enough funding to cover Rob's employment in the second half of next year.</u></p> <p>At the next PCC meeting in November PCC must make a decision on making an offer to Rob as to the extent the Church can continue to employ him over the coming year.</p> <p>PCC were asked to vote on approving the budget. It was unanimously agreed the budget is approved subject to staff employment and salaries being reviewed at the end of the current year in order to address the above-mentioned issue.</p> <p>It was agreed the Church Wardens and RZ to become more creative about ways to raise funding. To that end CG raised a motion to ask the Church Wardens and RZ to <u>urgently</u> work up a strategy of engagement with the Church membership with a view to increasing giving ASAP. This strategy to be shared at the next PCC meeting. The was agreed by PCC members.</p>	<p>Church Wardens and RZ to urgently work up a strategy of engagement with a view to increasing giving ASAP.</p>
<p>6</p>	<p>Youth & Children Update</p> <p>Jill and Rob are continuing development of the Children and Youth strategy document. This will describe the vision for the Children and Youth and highlight areas of activity, where the needs are, and what actions are being taken.</p> <p>Four key straplines/themes are proposed along which the strategy will be built:</p> <ul style="list-style-type: none"> • Reveal • Loving and serving • Cultivate • Build <p>It is intended the strategy document will be ready for the PCC to review by the end of December.</p> <p>TJ commented the timing of this is good as it will help to inform budget discussions and Rob's employment contract renewal.</p>	<p>JR to continue development of the strategy document</p>
<p>7</p>	<p>Fabric Update</p> <p>St Luke's</p> <p>Heating system – the boiler system has been corroding due to lack of use, a service engineer has been in and advised a heat exchanger needs replacing. MD is waiting for a quote.</p> <p>There is a lot of equipment and traffic in the yard and it is making access to the church key where it is currently stored difficult. MD has proposed installing a key storage box along with a key safe on the church building, which he will implement.</p> <p>All Saints</p> <p>An electrician will be coming in over the next two weeks to replace the two electrical consumer units which no longer meet the current electrical safety standards.</p> <p>PAT Testing</p> <p>Thanks were expressed to Brian who voluntarily carried out all the recent testing. Brian is retiring and MD proposed the Church purchase Brian's PAT tester with a view to formally training up volunteers to carry out the testing in future. Price for the tester will be approx. £50, there will also be a small charge for training of volunteers.</p>	<p>MD to get quote on boiler repair</p> <p>MD coordinating electrician</p> <p>MD to procure PAT tester</p>

	<p>It was agreed to proceed with this. The Yew tree has been trimmed and the path cleared. Some bushes have been cleared around the Wayside Cross in advance of the upcoming Remembrance Sunday Service. Pigeon protection is needed on the loft.</p> <p>Church Bells The bells are in need of maintenance. TG has been pursuing Whites of Appleton for a quote and action plan to carry out remedial work, and will continue to do so. The Bell Ringers have placed an article in MAD News appealing for financial support to assist with the cost of repair (est. £1,800). There is some provision in the budget for this work. NR advised that the bells should be inspected on a regular basis and as such an inspection program should be put in place; Whites should be able to advise on the frequency.</p> <p>AV System CG commented the new foldback speakers are working well and have made an improvement to sound on the stage. A larger TV screen has been acquired to replace the one of the balcony, which in turn will be fitted in the upstairs back room in order to project the service in there (escape room for parents with babies / toddlers). A camcorder has also been purchased for this purpose. There will be a number of cabling infrastructure changes in the coming weeks to facilitate these improvements. CG advised the new mobile microphone has gone missing – please would everyone keep a lookout. NR has bought a portable microphone to fit onto the portable speakers – this should assist with the Remembrance Sunday Service.</p>	<p>TG to pursue quote</p> <p>TG to schedule regular inspection program</p> <p>CG & AV team to implement ongoing upgrades to AV system</p>
8	<p>Approval of quinquennial architect NR & TG met with the company Conservation Architecture in order to evaluate their suitability for the quinquennial inspection. Quotes of £400 for St Luke's & £600 for All Saints were received. It was agreed to proceed with this inspection.</p>	<p>NR & TG to progress quinquennial inspection</p>
9	<p>Mission Partners ME requested approval to send £1,200 for food parcels to be sent to Moldova from the Moldova funds. CN proposed if there is sufficient spare capacity in the fund that up to £1,200 should be sent. This was unanimously agreed.</p>	<p>ME to action funding to Moldova</p>
10	<p>Christmas Charities ME nominated two charities to be beneficiaries of the Christmas fund raising and collections, namely a local charity, Streetlink (engages local service providers to help homeless people), and an overseas charity, Shepherds Society in Bethlehem (supervised by Bethlehem Bible Society, provides food parcels and practical support to people in Bethlehem). These were agreed.</p> <p>CL advised that as a point of housekeeping when making appeals for collections for charitable giving by saying "<i>Our Christmas offerings this year will be for...</i>" instantly restricts the funds requiring separate recording into a restricted fund thereby creating additional work for the treasurer and also implying that every penny, inc Gift Aid will be given to the charities.</p>	<p>CL to advise Service Leaders on the best form of words to use when making appeals</p>

	<p>Therefore to minimize burden on the treasurer when making appeals for charitable giving, the person making the appeal should use the words, “...out of this year's Christmas Offerings we will be supporting charities”, the key words being 'out of'. In this way the offerings are not restricted and will not need to be handled separately, though we will know how much we raise, and it will be up to the PCC to determine how much we give to the various charities out of 'general funds'.</p> <p>AD advised that the Youth Group will be raising funds for charity at Christmas. It was agreed that the Youth Group should have the freedom to nominate a charity of their choice to support.</p>	
11	<p>Parish Profile The PCC is required to maintain a Parish Profile on an annual basis. NR advised that it has not been maintained since 2007 and so work on this should commence. To that end NR has obtained exemplar documents from Church House. Work on this is planned to commence in January and all PCC members will be asked to contribute.</p>	Church Wardens to initiate Parish Profile update in January
12	<p>Admission of children to Holy Communion TG has circulated two guidance documents describing the issues and processes surrounding the admission of children to Holy Communion. NR explained this subject had been reviewed several years ago by the PCC and they had been unable to reach a decision whether to take it forward or not. It is a lengthy topic to undertake and if it is to be reviewed again the PCC should be aware of the effort required to pursue. To that end NR asked members to prayerfully review the documents and at the next PCC meeting members will be asked whether or not to take forward.</p>	All PCC members to read the guidance documents
13	<p>Safeguarding training PCC members were reminded to complete the online training as per the email instructions sent out by TG and to notify TG once complete.</p>	All PCC members to complete ASAP
14	<p>AOB</p> <ul style="list-style-type: none"> • Health & Safety: No issues raised • Safeguarding issues: No issues raised • Off-site activities: No activities reported • Toddler Group: JR passed a message from Jay Finch and Lucy Stevens who are currently running the toddler group; they have requested that the Toddler Group becomes a formal Church group. A number of reasons were presented including better management of safety and safeguarding as they would come under the Church umbrella. It was unanimously agreed that the group becomes a Church Group. • Dates of next meetings: 28th November Christmas social on Wed 12th Dec at 15 Pointer Place 	
15	A closing prayer was said.	