

## Minutes of St. Giles (Matlock) PCC, 17th Jan 2017

### Present:

Fr. Mark Crowther-Alwyn (Chair), Angela Neale, Brian Legood, Claire Drabble, Helen Legood, Jackie Steele, Jean Haines, Joan Link, Fr. John Drackley, Martin Smith, Michael Amos, Peter Steele, Peter Taylor, Sarah Higgs, Sue Grant-Nicholas.

The meeting commenced with a prayer, being the collect for St. Anthony's Day and Fr. Mark gave a brief synopsis of the saint's life and work.

**1/17. Apologies:** All PCC members were present.

**2/17. Approval of minutes of meeting 15th November 2016:** Subject to the alteration of the word 'rood' to 'roof' in minute 104/16, the minutes were approved as a correct record and signed by Fr. Mark.

### 3/17. Correspondence:

**a) Deanery Synod Elections.** Noted that the terms of office of the current members of the Deanery Synod end at the next APCM. St. Giles is entitled to elect five members of the synod. **Action: Secretary to ensure that voting forms for Synod are available for APCM**

**b) Damien from Derwent House** re the overnight chimes of the clock. Angela has spoken to Damien who has volunteered to switch of the chimes overnight (and switch them on again in the morning), i.e. 9pm to 6 am. This will be discussed further when the weather changes.

**Action: Angela**

**c) Civic Service Collection.** Fr Brian (as Mayor of Matlock) has asked if the collection from the Civic Service on April 2<sup>nd</sup>, could go towards the Mayor's Charity. This was agreed.

**Action: Treasurer.**

#### **d) Other correspondence.**

- The Secretary reported that the Church Urban Fund had written suggesting that all parishes should consider having a Big Pancake Day to raise funds for local good causes.
- The Secretary has submitted the required Statistics for Mission data as requested by the Diocese.

**4/17. Financial Report:** The Treasurer apologised for not having the full end of year figures. These are still being worked on. There seems to have been a significant fall in income and also an increase in expenditure, which will lead to an overall deficit in the full year. This is a cause for concern. However, gift aided giving has increased, whilst the amount received in the collecting plate has gone down. Some of the changes in income/expenditure seem peculiar and need further investigation. Peter queried his own capacity to deal with the figures and asked for assistance with this. Any offers of assistance would be greatly appreciated.

Inevitably, the major expenditure have been from the roofing fund, though not all of this is to do with the main roof repair project. On the plus side, we have now received £19k of the grant towards the roof project. The barn fund was noted as 'haemorrhaging cash'. There has been the expenditure on the barn survey by Smith and Roper and the barn utility costs have now been allocated to the Barn account. The Treasurer noted that the Barn insurance cost had not been allocated to the Barn account and queried whether this should be the case. It was generally felt that we needed to know the real running costs of the Barn and that these need to be taken into account when considering its future use and possible alterations. The income from the Barn users nowhere near covered its costs, but it was noted that those users who paid, e.g. the cycle club, had accepted the recent increase in fees. It was also noted that much of the use of the Barn was by church organisations, including of course the PCC itself. *(None of these pay a fee, but it may be worth working out the hours that the*

*Barn is in use by church organisations and assessing what the income would be if the church organisations paid at the same rate as others and thereby help assess the value of the Barn to the church).* A similar situation applied with the organ fund, where the main expenditure was on the organist's salary and this was in no way recouped from fees for weddings, funerals etc. In discussion it was pointed out that the PCC had to be realistic about finance. We cannot expect the costs of the Barn and the organist to be recouped through fees. These costs are part of the general running costs of the church, hence the regular practice of topping up these sub funds from the general pot.

**Resolved:**

**a. To note the Treasurer's report and his request for assistance'**

**b. To ask the Barn Committee to take on board the issue of addressing its true running costs.**

**5/17 Utility suppliers.** The Treasurer has received a quote which indicates that we could save £450 per year by switching to another supplier. Most of this saving appears to be because of our charitable status and therefore begs the question why we can't get a similar deal with our existing supplier. After some discussion and noting that our existing contract runs until the end of September, it was agreed that Jackie Steele would investigate this further and report back to the Standing Committee, for them to take any necessary action.

**Action: Jackie to investigate the matter further and report back to the Standing Committee.**

**6/17 Cash flow.** Currently we do not attempt to set a formal budget of income and expenditure and nor do we try to set out what costs are round the corner. However, we know that there are likely to be significant items of expenditure just over the horizon, e.g. bell refurbishment, the other half of the roof, the Barn revamp, new electrical wiring in the church. We need to know what our monthly income/expenditure is and this needs to clearly identify the Barn as a separate cost centre. The Treasurer pointed out that he had never done this sort of exercise before.

**Action: Peter and Angela to continue work on establishing a cash flow system.**

**7/17. Church Roof Repairs.** The faculty for the roof repair has been received and there is to be a meeting on 27/1 to finalise and sign the contract for the roof work. The contractor has already been agreed, so no need for any further resolutions! We have been permission to start the work and have received £19k of the awarded grant. Noted that the work has to be finished by June to avoid disruption to weddings. There is a penalty clause in the contract if this deadline is not met.

**Resolved. To note the report with satisfaction (and relief).**

**8/17. French Drain.** The faculty for this work has not been approved yet and some of the paperwork still requires Peter Taylor's signature (hopefully this has now been done?) Planning consent is expected by 26<sup>th</sup> January. The actual funding arrangements have been changed slightly to make the grant award clearer. This doesn't alter the faculty application or require any further resolutions by the PCC (for which we are all duly grateful!)

**Resolved. To note the report with satisfaction.**

**9/17. Barn Committee Report.** There has been no further progress on this in the light of the major roof project. The various options for the Barn have to be worked up and costed, but there will be no expenditure on any such work without PCC approval. The Barn Committee will also take into account the issues raised in the financial report above (minutes 4-6/17).

**10/17. Bells Report:** Helen and Brian had circulated a report on the refurbishment of the bells. The proposal is for the complete refurbishment of the bells themselves, including re-tuning. The estimated cost is £70k including VAT (which should be recoverable). The ringers have set up an arrangement of contributing £5 per month for a year to kick start the

funding and there are a number of grant possibilities. There was considerable discussion about this proposal, especially in the light of other existing projects. Fr Mark expressed his long-held view that we can't have two major projects on the go at the same time and this was agreed by the PCC members. The view was also expressed that the Barn project had been put on hold because of the roof scheme and it was pointed out that the refurbishment of the Barn was in the approved Mission Action Plan. We agreed it was a good idea to ask the congregation whether the bells or barn was our priority. Fr. Mark suggested that a discussion and vote at the APCM would be appropriate and this was agreed. It was felt that the bell and barn projects ought to present their respective costed proposals at the APCM to allow proper consideration of the two projects and to enable a decision to be made on which should proceed first.

**Resolved: That the bell and barn project promoters present their respective costed proposals at the APCM to allow proper consideration of the two scheme and a vote to decide which of the two has the higher priority.**

**11/17. Safeguarding.** Joan had circulated a report setting out the parish's policy for looking after children and vulnerable adults. She explained that she had already talked to various involved people and was to do a talk for the MU. Our Action Plan and audit will demonstrate where we are missing things, but it is already clear that most of the work will devolve onto the Sunday school team, Godly Play helpers, bell ringers etc. The necessary checks will prioritise those people who have regular dealings with children and person specifications and volunteer role descriptions will be drawn up. PCC members noted that training schedules were already full, so there would be no training until June and maybe even later. However, there is on-line training available and this is more manageable. There is no set deadline for training, but again priority is to be given to people dealing with children. Joan asked us to note that safeguarding is pro-active not reactive. She agreed to give a brief explanation of the safeguarding policy and process at the APCM.

It is necessary for the PCC to have a Safeguarding supervisor as part of the process. Sarah volunteered for the role and this was agreed. Peter Taylor then proposed we adopted the report that Joan had circulated and Jean Haines seconded the proposal. It was approved without a vote. A copy of the adopted policy statement is appended to these minutes

**Resolved: To adopt the safeguarding policy statement and to appoint Sarah Higgs as the PCC's safeguarding supervisor.**

**12/17. Charitable Giving:** A report on charitable giving was circulated with the agenda. It was noted that, in addition to the agencies referred to in the report, we had also had requests from Sozein and Village Aid. There were queries about the support given to Church in the Peak (the local food bank organisers) and it was reported that they were now getting further food donations from other retailers so the need for monetary support may not be as great as previously. Sarah agreed to check this, but the mood of the meeting was to reduce the payment to £50 per month. In addition, after hearing that our sister PCC in Dethick, Lea and Holloway were giving £85 to the Rector's Discretionary Fund, we agreed to do likewise. It was then agreed that the Standing Committee should consider the other requests and report back to the March meeting with a firm recommendation.

**Resolved:**

**a. To reduce support to the Church in the Peak to £50 per month (subject to Sarah's investigations),**

**b. To increase the Rector's Discretionary Fund to £85**

**c. To ask the Standing Committee to consider the other requests and report back to the March PCC meeting with a firm recommendation**

**13/17. Sanctuary Lamp:** Fr. Mark reported that Harry Loveday had asked about the reinstatement of the sanctuary lamp and had offered to make a contribution towards it, having apparently contributed towards the original. After a brief discussion it was agreed that, if the lamp is to be replaced, it should cease to be an oil lamp and become an electric

light, for safety reasons. It was agreed that the churchwardens and treasurer would get an estimate of the cost.

**Action: Churchwardens and Treasurer to obtain estimates for reinstating the sanctuary lamp but having it operated by electricity.**

**14/17. Hand Rail on footpath:** Fr. Mark reported that Olga Farrell had asked if a handrail could be installed alongside the footpath leading from the gate by the Wheatsheaf, down to the church. She has offered to make a contribution towards such a handrail. After some discussion about which side of the path a handrail should go and whether there is a case for including the footpath from the lych-gate as well, it was decided that we should get cost estimates for the various options and that the matter should be referred to the Standing Committee for action.

**Action: Standing Committee to consider handrail options and obtain the necessary cost estimates.**

**15/17. Review of Christmas Services:** Fr. Mark reported that there had been very good congregations at the carol service and the Christingle service, with 180 people at the latter. By contrast, numbers were down for the Midnight Mass on Christmas Eve, but numbers were up for Christmas Day services. There was a brief discussion about the declining numbers attending Midnight Mass and whether, in the longer term this service might be abandoned in favour of the Christingle. Fr Mark commented that this had happened in one of his previous parishes. There was also a suggestion that the location of the crib should be changed as it was difficult to see it from many parts of the church and members of the congregation could have felt excluded from the ceremonies around the crib. It was suggested that the crib could be re-sited close to the font. There was general agreement about this idea.

**Resolved:**

- a. To note with satisfaction the increases in numbers attending Christmas services,**
- b. to keep the question of continuing the Midnight Mass service under review, and**
- c. to consider the repositioning of the crib near to the font.**

**16/17. Garden Party 2018:** After some confusion amongst PCC members who thought the discussion was about the **2017** Garden Party, it was agreed that the date for the **2018** Garden Party should be either 30th June or 14<sup>th</sup> July. It was also agreed that Sue would organise a raffle for the **2017** Garden Party and that consideration needs to be given to the main prize.

**Actions:**

- a. Standing Committee to determine which of the two dates is to be chosen for the **2018** Garden Party**
- b. Sue to organise the **2017** raffle and all PCC members to come up with ideas for the main prize.**

**17/17. Quinquennial Inspection update:** This item was deferred because of lack of time.

**18/17. St. Giles Day street party.** Following the successful street party in 2016 it is the intention to have another on 3<sup>rd</sup> September 2017 (St. Giles Day). In case of inclement weather the party will take place in church.

**Action: Bridget & Angela to organise.**

**19/17. Dates of next meetings. 7th February, Standing Committee. 7th March, PCC. 28th March, APCM (including election of churchwardens and deanery synod members). 16<sup>th</sup> May PCC.**

**The meeting closed with The Grace.**

