

## **Minutes of the St Giles PCC Meeting 16<sup>th</sup> January 2018**

**Present:** Fr. Mark Crowther Alwyn (Chair), Allan Preston, Angela Neale, Emily Brailsford, Jackie Steele, Jane Pomphrey, Martin Smith, Peter Steele, Sarah Higgs.

Fr. Mark opened the meeting with a prayer and a reading from St. Paul's epistle to the Romans.

### **1/18. Apologies**

Bridget Caudle, Claire Drabble, Michael Amos, Helen and Brian Legood, Jean Haines, Joan Link, Sue Grant-Nicholas.

### **2/18. Minutes of PCC and Standing Committee**

With two minor typing amendments the minutes of the previous PCC and Standing Committee meetings were approved as a correct record and signed by Fr. Mark as Chair.

### **3/18. Correspondence**

There was no correspondence to be reported.

### **4/18. Financial Statement**

Peter circulated a table showing the current financial position, which he considered was generally encouraging. Covenanted giving had increased, but he noted that an increase in the Diocesan quota was on its way so there was no room for complacency. Fr. Mark pointed out that the quota was to some extent based on the average Sunday attendance and that this had reduced slightly and this might reduce the rise in the quota.

The accounts were almost complete and would be available for the next PCC meeting.

In response to questioning Peter explained that the increase in insurance was due to this now including the Barn.

Peter reported that 19 parishioners had signed up to the Parish Giving Scheme. This about but a number of covenanted givers had decided not to change their method of contribution. However, it was noted that the contributions of the 19 PGS members amounted to about 50% of the total covenanted giving.

**The financial statement was approved without a vote.**

### **5/18. Arrangements for treasurer next year**

Following Peter's decision to stand down as treasurer at the APCM, the matter of his replacement was then discussed. It was made clear that the lady who had offered to do the book-keeping part of the job could not take on the total treasurer role. After a considerable discussion, during which it was made very clear that the PCC had to have a named treasurer to comply with both church and charity regulations, Jane Pomphrey said she would volunteer to take on the role, provided that the book keeping part of the job was 'contracted out' and that she was given training in what was required. At this point Peter said he was happy to give Jane her the necessary training and assistance and that he would stay on in the role as treasurer until such times as Jane was happy to undertake the job on her own. This was warmly welcomed.

**Action: Jane and Peter**

### **6/18. Arrangements for auditor this year.**

Two possible auditors had been found. Jackie reported that Janet Smith who was auditor for Derbyshire Dales Council for Community Service would do the job at a rate of £20 per hour. This would imply an annual expenditure of around £150. Fr. Mark reported that his next-door neighbour Mrs Pooley seemed to be interested in doing the job and was also sufficiently qualified. It was agreed that he should find out if her apparent interest could be translated into an offer to do the job and if so at what cost. The appointment of the auditor would then be decided at the next PCC meeting.

**Action: Fr. Mark to find out if his neighbour is interested in becoming the auditor and if so at what cost.**

**Resolved: To defer the appointment of an auditor to the next PCC meeting**

Fr Mark has subsequently reported that his neighbour, Mrs Pooley, has agreed to do the auditor's job at no charge. She is a qualified accountant.

#### **7/18. Amount Standing Committee is allowed to spend**

The Standing Committee had been unable to approve expenditure on a scheme to repair the fences at the Barn (see minute 8/18 below), because the total expenditure including VAT, exceeded £500. It was a well-known 'fact' that the Standing Committee was only allowed to spend up to £500 without having to gain PCC approval. However, this never seems to have been formally approved by the PCC though it has been a long-standing practice. The previous treasurer had no knowledge of this ever being formally approved, but had always worked on the basis that £500 was the maximum allowed. It was suggested by Emily that the £500 should be raised to £750 (including VAT). This was seconded by Sarah and on being put to the vote was carried unanimously.

**Resolved: That the Standing Committee should be allowed to spend up to £750 (including VAT), without having to gain PCC approval.**

*NB. The Standing Committee is still required to report any such expenditure to the PCC at the next available meeting.*

#### **8/18.Barn Fences**

A quotation had been received for the repair of the fences near the Barn. The quote is £475 + VAT. The Standing Committee recommended approval. After some discussion about what work was actually involved it was agreed that the quote should be accepted and the contractor told to proceed with the work.

**Resolved: That the quote of £475+VAT be accepted and the contractor told to proceed with the work.**

**Action: Emily**

#### **9/18. Handrail along footpath.**

Further consideration of this issue had come up with a suggestion that the handrail would be better positioned (and be much cheaper to construct) on the side opposite the wall. Angela said that the DAC representatives had categorically refused to sanction such an idea, though no-one seemed too sure what this is the case. Thoughts then turned to a possible alternative solution which would be to relay critical parts of the path and clad the entire path with a resin backed gravel surface. Oddly enough, this doesn't seem to be a concern to the DAC. After further discussion, Emily was charged with investigating what is involved with such a resurfacing, e.g. faculty and planning permission requirements, and similarly for a wrought iron handrail alongside the path.

**Action: Emily**

#### **10/18. Meeting Space Committee Report**

The minutes of most recent meeting had been circulated already circulated. There were two major items for consideration by the PCC.

##### **a) Purchase of chairs and removal and sale of various other items of furniture**

The first was to give formal approval to the proposed purchase of chairs to replace the pews in the Lady Chapel. The proposal had been circulated and there was a brief discussion about what was involved. Emily Brailsford proposed;

- The purchase of 15 x Southwell chairs, European Oak natural finish at a total cost inclusive of delivery and VAT of £4794.
- The removal and sale of various items of furniture from the church to tidy and enhance various spaces. The items of furniture comprise; 4 pine pews from the Lady Chapel, a mahogany table from the North Aisle, a book stand from the same table, the altar rail from the Guild Altar and 3 prie dieux. Any proceeds arising from this sale will be used to part fund the purchase of the new chairs
- The remaining funds to be raised from the PCC's available funds including a legacy from Beryl Findon's estate.

This proposal was seconded by Angela Neale. On being put to the vote the proposition was carried unanimously, with 9 votes in favour, none against and no abstentions.

**Resolved:**

- **To purchase 15 x Southwell chairs, European Oak natural finish at a total cost inclusive of delivery and VAT of £4794.**
- **To remove and sell of various items of furniture from the church to tidy and enhance various spaces. The items of furniture comprise; 4 pine pews from the Lady Chapel, a mahogany table from the North Aisle, a book stand from the same table, the altar rail**

from the Guild Altar and 3 prie dieux. To use any proceeds arising from this sale to part fund the purchase of the new chairs

- To use the PCC's available funds including a legacy from Beryl Findon's estate, to fund any shortfall.

**b) Kitchen, Barn and Children in church**

The second item was to discuss and consider a course of action relating to possible modification to the Barn, to the kitchen area in the church, connected with which was a proposal to bring the children into church throughout the 0930 Family Service. This had been discussed in depth at the Meeting Space Committee meeting 9<sup>th</sup> January (Minute MS 4/18 refers). That minute reads as follows;

*'Angela outlined a quote from the church architect for a refurbished kitchen in the church. The kitchen is not intended for food preparation, only food serving, but the kitchen space would be bigger and more logically set out. The quote received was for £15k+ VAT. This did not include the architect's fees for drawing up the necessary plans, dealing with the required building regulations permissions, the faculty process and the supervision of the works. The estimate for these matters is a further £2900+VAT. Emily mentioned that the Bernard Sunley Charitable Foundation gave grants for works of this nature (kitchens and toilets) and this would certainly be worth exploring further. Action. Emily Angela had also received a quote from the architect for a number of options for the Barn. These included;*

- Complete demolition and replacement by an increased parking area. £25-£30k
- Minimal improvements to the heating system (new radiators etc). £5k
- Sorting out the damp proofing, including installing dry lining and re-plastering the walls. £7k
- Removing the existing staircase and wall and replacing it with a loft ladder. £5k
- Making the Barn fully DDA compliant, including ramped access and a wheelchair accessible toilet. This would probably necessitate an extension to the Barn impinging on the area of parking at the back. £75-£120k

*After a discussion on the merits or otherwise of the kitchen and barn proposals, it was noted that the nature of work on the Barn was dependant on the success or otherwise of moving the children into church. It was decided that we should suggest to the PCC that there should be a month's trial of having the children in church, during which time the architect should be asked to draw up the plans for the kitchen improvements and revisit and update the costs of making the Barn DDA compliant.*

*At the conclusion of the month's trial the members of the congregation should be asked their views on the experiment and these views would be taken into account when the PCC decides what further action to pursue. Quite how the views of the congregation were to be obtained was not decided, but it would not be a secret ballot or by anonymous comments. Nor would it be a binding vote as the decision to continue with the children in church rested with the PCC and the Rector'.*

The salient part of the minute and the one on which a decision was required is the paragraph in red type above. It soon became clear that there were strongly held views both for and against all aspects of suggested package. It was decided to break the issue of the 'children in church' trial period away from the other two parts of the package as this seemed less contentious and in any case it was difficult to see how a reasonable assessment could be made without having a trial period.

Accordingly, Emily proposed that the one month's trial period should go ahead and this was seconded by Angela. On being put to the vote this was carried unanimously.

**Resolved:**

**To have a month's trial of having the children in church during the Family Service, at the conclusion of which trial the members of the congregation will be asked their views on the experiment and these views will be taken into account when the PCC decides what further action to pursue.**

**Action: Churchwardens**

A further lengthy discussion then ensued on the issues of the kitchen and the Barn and indeed the priorities of PCC expenditure generally, e.g. charitable giving versus expenditure on building enhancements. Alan Preston eventually proposed that the Meeting Space Committee's suggested course of action should be adopted and this was seconded by Martin Smith. After further inconclusive discussion, where it was made clear that we wished the architect to identify and cost the minimum requirements to make the Barn fully DDA compliant, this was put to the vote and was carried by 8 votes to 1.

**Resolved: To ask the church architect to draw up the plans for the kitchen improvements and revisit and update the costs of the minimum alterations required to make the Barn DDA compliant.**

**Action: Churchwardens to meet the architect.**

## **NOTE**

Following the meeting, there was an exchange of e-mails about the kitchen/barn issue and the meeting with the architect. As a result Fr. Mark sent round the following message;  
'We are clearly all worried about which way to organise an acceptable Meeting Space for the Church. Feelings are running high. I would like us to be gentle with one another and to seek to compromise. Compromise means that none of us gets our own way or does things exactly as we think they should be done.

This is the compromise that I would like to encourage us towards:

- ***Firstly, have a month where we experiment with having the children's corner in the west end of the north aisle.***
- ***Secondly, move forward with clearing the north aisle and replacing the pews in the Lady Chapel with chairs. The faculty application for this is in progress.***
- ***Thirdly, for the time being park the idea of extending the church kitchen.***
- ***Fourthly, get the Architect to draw up plans for making the downstairs of the Barn DDA compliant, taking out the staircase, using the upstairs for storage, establishing a disabled toilet, and a tea making kitchen. This to be done on the footprint of the existing Barn.***

I am asking my two Churchwardens to deal with the Architects. I will not be involved in this as I cannot get involved at this level with fabric matters.

I would like us to compromise around these four points. These plans will not be acceptable to everyone. For example, I am sad that we are parking the idea of an extended kitchen in the church. Others will think we should have an extension to the Barn. But that is the nature of compromise. None of us can walk away with all the prizes! None of us can have things entirely as we would like them. On this basis I would like us all gently to listen to one another and work as a team to finding a way forward.

Items 1, 2 and 4 were agreed at the PCC. Parking the idea of the extension to the church kitchen is new but I am sure that in the spirit of compromise we can all agree this'.

**Responses how now been received from all but one of the PCC members who attended the meeting on 16<sup>th</sup> January and they are in favour of the suggested compromise. Accordingly, this is the basis on which these issues will be addressed.**

### **11/18. Safeguarding Report**

Joan's report had been circulated and was adopted without further comment or amendment.

### **12/18. Forest Church and School Choir Report.**

Emily reported that the Forest Church would be running for 4 weeks, 3 of which would be before the ½ term and one afterwards. It would involve Years 1 and 2. This development was warmly welcomed. Emily also reported that the school choir came to the church on Advent Sunday. This was well received and it is hoped that the school choir will also come and sing on Mothering Sunday. Emily has been helping with the school choir but they need continuity of teaching which she cannot provide. **Emily's report was noted.**

### **13/18. Feedback on Christmas Services**

Fr Mark was pleased with attendances at the Christmas services, highlighting in particular the carol service, the Christingle/Crib service and the Midnight Mass. Over 200 people attended the Christingle service and attendance was up at the Midnight Mass. Perhaps inevitably attendance at the Christmas Day Eucharist was not so well attended. **The report was noted.**

### **14/18. Fun Club Report:**

Emily reported that last Sunday's Fun Club had been lovely and there were two new children, who she hoped would come again. She confirmed that Bridget had decided to finish her involvement with the Fun Club, largely because of family commitments. Emily made the point that her increased involvement with the Fun Club, plus her choir commitments, made it difficult for her to do the Churchwarden's service preparation and security tasks. However, she accepted the need to forego the Fun Club and choir activities when her turn on the churchwarden duty rota fell due. This of course impacts on both the running of the Fun Club and the choir. This led to a suggestion that the

churchwardens' duty rota needed to be re-examined by the Standing Committee, because Brian Legood, as deputy warden, has the same difficulties given his involvement with bell ringing and the choir.

**Emily's report was noted and the issue of the churchwardens' duty rota will be discussed at the next meeting of the Standing Committee.**

**15/18. Ash Wednesday, Lent and Holy Week services.**

Fr. Mark reported that he hoped to be taking part in an 'Ash to Go' event in Crown Square on Ash Wednesday, in company with Fr. Brian and Fr. Richard (from All Saints). This idea was welcomed. There will be the usual Lent course in the Barn and the full range of services during Holy Week. It was also reported that Stephen Oxley had suggested a production of Stainer's 'Crucifixion' on Ash Wednesday. The intention is that this takes the form of a service rather than a concert and there would be no tickets sold. Instead Stephen is asking for sponsorship from individuals (not the PCC) to defray the costs of soloists and visiting organist. The sum to be raised is £1100. In discussion, it was clarified that the sponsorship monies would not be eligible for gift aid as they would effectively be a means of paying the fees of individuals not donations to a charitable cause. It was also made clear that, in the event of the sponsorship not covering the full costs the PCC would NOT cover any shortfall.

**16/18. Short Discussion about David Mundy's other ideas**

Because of the lateness of the hour, this item was deferred to the next meeting of the PCC. The Secretary agreed to circulate a note outlining David Mundy's suggestions. **See Appendix 1 to these minutes)**

**17/18. Short Discussion about Duncan Ballard's visit last year**

Because of the lateness of the hour, this item was also deferred to the next meeting of the PCC. Fr. Mark agreed to circulate details of a recent meeting which had addressed the issue of reductions in clergy numbers. **Action: Fr. Mark**

**18/18. Mission and Social Committee**

Alison Grindrod had suggested that this committee should be split in two. Whilst there was some support for this idea, the main issue was that of people willing to be on the two committees. There was insufficient time to consider this suggestion and it will be on the agenda for either the Standing Committee or the next PCC. In passing it was noted that Carol Sanderson had said that she would no longer be doing the Christmas cards. This highlighted the difficulties of getting sufficient people to do things like distributing the cards and the Christian Aid envelopes. The question of how we deal with these sorts of issues and what modern methods of communication could we employ, needs full discussion.

**The activities and organisation of the Mission and Social Committee will be discussed at either the Standing Committee or the next PCC along with consideration of methods of communication.**

**19/18. Other urgent business**

Two items for next PCC or Standing Committee were mentioned; lighting on the main path to the church and unstable memorials in the churchyard.

**20/18. Dates of next meetings**

**Standing Committee 13th Feb**

**PCC 13th March**

**APCM 10th April**

**Appendix 1**

**Extract from Minutes of the 16<sup>th</sup> May 2017 St. Giles PCC meeting**

**42/17. Revd. Dr. David Mundy, Diocesan Parish Resource Officer.**

Fr. Mark introduced Fr. Mundy, who had been asked to give us some advice on parish financial resources. In introduction, Fr. Mark quoted the oft heard phrase that 'St Giles has loads of money, let's spend it', reminding PCC members that we have seen a drop in income, had some serious financial commitments recently – with potentially more on the way, and we were facing an increase in our contribution to the Common Fund. We need to think round how we give to the church and how

we steward what we've got. Joan referred to the suggested move to cash flow accounting and financial planning for the longer term. Sue referred to the annual problem of allocating the charitable giving pot and queried whether Fr. Mundy could offer any advice about the percentage a parish should be giving to charitable causes. It was felt that a discussion on this topic alone could occupy the whole meeting and was better left until the next round of charitable giving.

Fr. Mundy then explained his role within the diocese. He pointed out that many parishes were struggling with financial issues and having difficulties in recruiting and keeping a treasurer because of the complexities of church finance. He followed this by leading us through a questionnaire about parish finances. He emphasised that 'stewardship' was not just about money. It also involved stewarding the regular members of the congregation and what he termed 'friends' of the church, on the periphery, e.g. parents of the children at the church school, members of the community who value the presence of the parish church. There is a need to establish better means of communication with such people. One interesting suggestion arising from that was introducing the practice of thanking regular contributors by a letter. Allan pointed out that this used to be the case when it was necessary to get a signature to authorise gift aid, but with the changed arrangements, the sending of letters to donors had ceased. It was agreed that perhaps it was time to introduce something similar.

Another issue was the need for the PCC to produce a budget. Amongst other more obvious things, the budget should identify how the expenditure would contribute towards ministry and mission. An example cited was that expenditure on heating, i.e. cutting down on the amount of heating would reduce the likelihood of organisations like the school using the church for worship or part of the curriculum. The budget needs to link money to the work of the church. 'Budgets are theology in action'.

Fr. Mundy then outlined the newly introduced Parish Giving Scheme. This is a centrally organised arrangement whereby parishioners arrange to give a monthly sum on direct debit, with the option of having this automatically increased on an annual basis in line with inflation. If the donor is a tax payer and the donation is eligible for gift aid, this is again arranged centrally and the parish concerned will get the donation and the gift aid remitted to their account on a monthly basis. He felt this was especially useful for small parishes, many of whom had never claimed gift aid or were well behind in their claims. There was some discussion about how this scheme would work and whether the users of the envelope scheme could (and should) be brought into the PGS. From the point of view of a treasurer, there is no doubt that using the PGS should simplify matters, though initially it may complicate things until all regular donors/envelope scheme members became part of the PGS. Fr. Mundy stressed that all the money received by the scheme is passed to the parish. There is no 'top slicing' by the diocese. Noting that the PGS would reduce the administrative burden on the Treasurer, it was agreed that this should be discussed further at the Standing Committee.

Copies of the questionnaire and a note on the PGS were handed out at the meeting and both paper and electronic copies are available on request.

Fr. Mundy concluded by saying that he hoped his visit had been useful and that he would be happy to come back at a later date to discuss the various issues raised.

Fr. Mark thanked Fr. Mundy for attending and said that he felt we had learned a great deal and would be following up on some of the suggestions. The PCC members endorsed these sentiments.

**Resolved:** To remit further consideration of the questionnaire and Parish Giving Scheme to the Standing Committee.

#### **Extract from minutes of 20<sup>th</sup> June 2017 Standing Committee**

#### **SC20/17. Other financial matters**

**a) Budget production.** It was agreed that we needed to produce an annual budget, but there was some discussion about the need to introduce a cash-flow system first. It was proposed by Peter and seconded by Emily that a small budget team should be established to develop this further. At minimum, the team would include the church wardens, treasurer and Fr. Mark. This was agreed unanimously.

**Resolved.**

**To establish a team consisting of Fr. Benedict, the treasurer and churchwardens to develop a budget system.**

**b) Establishment of a "Friends of the Church" club.** This had been suggested by Fr. Mundy at the PCC meeting as a possible new source of income. It was felt that this was probably easier in a rural parish than in a town, though there are examples of town churches which receive income from a wide variety of non-churchgoers, businesses and organisations simply because of the importance of the building to the overall fabric of the town. Our existing 'bonus ball' scheme was cited as an example of

a similar idea. After further discussion during which the idea was floated that we should put a letter through every door in the parish, it was decided to leave decision on this in abeyance until next year.

**Resolved.**

**To delay further consideration of a “Friends” club until 2018**