

Parochial Church Council

Minutes of meeting held on 24th January 2017

1. **Welcome and prayers:** The Vicar welcomed all, including Zachary Guiliano, a final year ordinand, studying at Westcott House in Cambridge, but living in the parish. The meeting then opened with prayer.
2. **Attendance:** The Revd Julian Francis (Chair), Carol Austin, Doreen Beevers, Susan Booth, Maggi Cull, Anne Game, John Hatch, Simon Kirby, Caroline Shaw, Jenny Uff, Charles Williams, Pat World **Visitors:** Zachary Guiliano, Shirley Atkar (from 7pm)
Apologies: Kirsty Butler, Carol Couse, Philip Couse, John Hurman, John Russell
3. **Minutes of the PCC meeting on 22nd November 2016:** were approved and duly signed.
4. **Matters arising**
 - 4.1. **Outstanding Vacancies**
 - 4.1.1. Church Warden – Prayer is now needed to find two church wardens as JH steps down as he reaches his 80th birthday. JH was thanked for all his hard work over his three years in office. JF stressed that a full expression of thanks would be made at the forthcoming Annual Parish Meeting. JF reported that Nick Gibbs has confirmed his willingness to stand for election at the APCM.
 - 4.1.2. Governor Vacancy at St George's Primary School – the Vicar reported that Lorraine Graham has been appointed to this post.
 - 4.1.3. Deanery Synod Lay Representative – the need to fill this vacancy has now been superseded as the three year term of office of all representatives comes to an end in May, so that four lay representatives will need to be elected at the forthcoming APCM (see item 10.2)
 - 4.2. Prayer, Praying & Prayer Board – JF reported that the Education and Worship Committee are in ongoing conversation about these matters but that a Prayer Board, three feet by two feet, could be fitted, to the right of the entrance, accessible to all and separate from the prayer tree. JF also reported that a prayer walk is being considered as a way to help update the intercessors road list,
 - 4.3. Malawi Update – JF reported this matter is ongoing
 - 4.4. Transforming Church Future Mission Goals – JF reported that since the last meeting Bishop David had announced that the Diocese had been granted £2.565 million by the Church Commissioners specifically for the Transforming Church initiative. Clergy and lay people are to be briefed over the next few months and each parish is being asked to send representatives to a Diocesan Synod meeting on 25th March at St Barnabas, Erdington. Jenny Uff as a member of Diocesan Synod will attend, anyone else interested is asked to make contact with JU. With regard to the proposed St George's Away-Day to discuss TCFMG's it was agreed that, in light of JF's pending absence for an operation, the forthcoming Parish Weekend and JF's sabbatical, it be postponed until early in 2018, although this may change post Diocesan briefing.

4.5. Lighting Project Update – SK reported that a first draft of a proposal will come before the March PCC.

4.6. Future of Financial Governance – JF and SK circulated a paper outlining a possible way forward regarding this matter (see attached). After discussion the following two proposals were agreed.

‘To adopt a new scheme for financial governance (including suspension of Finance Committee).’

Proposed by: Charles Williams Seconded by: Jenny Uff Agreed unanimously

‘To support the Treasurer in beginning to use Data Developments for recording financial transactions and producing annual accounts.’

Proposed by: Carol Austin Seconded by: Justin Pinkess Agreed unanimously

Note: During discussion of this matter JF reported that attendance figures for the Christmas Services were 248, down slightly on 253 in 2015 but that attendance for the Crib service was up from 92 in 2015 to 95

5. JF’s Absence for Operation: JF reported that he is to undergo surgery on February 14th and will therefore be away from parish duties for at least six weeks. Most services and duties are now covered and all would be in the near future. The PCC wished JF a speedy recovery.

6. Painting of the Lady Chapel: following discussion of the paper circulated by Carol Couse, the following proposal way put forward:

‘That the painting of the Lady Chapel go ahead as recommended by the Fabric and Environment Committee but that they be asked to give thought as to which ‘white’ be used.’

Proposed by: Maggie Cull Seconded by: Anne Game Agreed: 11 Abstentions: 1

7. Pastoral Care Terms of Reference: given time constraints, the paper circulated prior to the meeting was accepted and thanks was expressed to Jane Darnton, Caroline Shaw, and Jenny Uff for their work in this regard.

8. Safeguarding - PCC members to be DBS checked as required by the Charity Commissioners: The Vicar gave some background information regarding this matter and reported that all members would be informed in due course once the checking process was in place.

9. Reports

9.1. St George’s Primary School – Headteacher Shirley Atkar addressed the meeting, speaking enthusiastically about the report produced by the National Society Statutory Inspection of Anglican and Methodists Schools in May 2016. SA circulated a copy of the SIAMS Report along with copy of The School Evaluation Form and the latest School

Improvement Plan covering September 2016 – 2018. SA also played a recently produced promotional video made for recruiting teachers into faith schools. Three schools contributed to this video, including St George's Primary School. SA's report of school life and achievements was supported by Anne Game and Maggi Cull both governors at the school. AG and MC spoke of the energy, teamwork and positive atmosphere within the school. SA was thanked for her time in attending and asked to pass on thanks to her staff for all their hard work. AG and MC were also thanked for their involvement, along with other members of the congregation who contribute to the life of the school. It was agreed that the papers circulated at the meeting be made available to the congregation along with a link to the video.

9.2. **Treasurer:** JR's report, delivered by JF in his absence, included the following:

9.2.1. Changes in accounting procedures requires funds collected for special named charities/organisations including BDBF Fees for weddings and funeral services not to be included as our income or expenditure in our accounts - but to be shown as notes within our accounts as to what was raised and paid out to such purposes. Where we make donations (such as our Mission giving over successive years) out of funds raised in our day to day committed income from I.E. Donations gift aided or other, open plate collections etc. and not previously specified as being collected for specific named organizations or charities then we can include these in our income and expenditure and record in our accounts shown in this paper as expenditure under Mission Donations.

9.2.2. With retirements and adjustments in giving 2017 is likely to show an appreciable reduction in gifted income and tax claimed under Gift Aid which, as an estimate could be in the region of 12.5% down. We will therefore be required to consider how we might bring our income level back up but in the meantime there is likely to be a time lag where until the income level can be raised we will have to look very carefully at and consider reducing expenditure setting and keeping within budgets to reduce and eliminate deficits as much as possible. JR will therefore for the next meeting look at projected income and prepare a draft of a budget for discussion highlighting our expenditure items which more of a fixed nature where little adjustment may be available and others where we may be able to and have to streamline.

9.2.3. Increase in Fees for weddings, funerals and room hire – JF reported these increases. Comment was made regarding recent late cancellations and it was agreed that a non-refundable deposit should be taken when the room or church is booked.

9.3. **Social Committee** – the report circulated with agenda was accepted by the meeting. CC and members of the Social Committee were thanked for their hard work.

9.4. **Deanery Synod** – the report circulated with agenda was accepted by the meeting and AG and other members of DS were thanked for their involvement.

10. Correspondence

10.1. Everyone Counts – SB reported that this survey, circulated prior to the meeting had been received and needed completing. It was agreed several people might work

on this, and those interested to forward names to SB. In the meantime SB agreed to investigate the timescale for completion and return.

10.2. Deanery Synod – an email had been received from the dioceses notifying the PCC that the ‘parochial representatives of the laity are elected to the House of Laity of our Deanery Synod, by our annual parish meeting every three years. Lay representatives hold office for a period of three years from 1st June. The next three year period of Deanery Synod starts on 1st June 2017.’

10.3. Faithfull Generation – JF reported receiving a leaflet advertising this day conference on 4th March, for those working with children, in church on a Sunday. It was agreed this be advertised to the wider congregation.

11. Future events - *as listed below*

12. AOB

13. Date of next meeting Tuesday 14th March 2017 – 6.30pm for 7.00pm

14. The meeting closed with the saying of the grace

Future Events

- *February 1st Lunch-time Concert*
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- *March 25th Diocesan Synod*
- *April 23rd Bishop David to preach at St George’s Day Service*
- *April 28th St George’s Day Picnic*
- *June 11th ELCT Songs of Praise – St John and St Peter – 4pm*
- *June 25th – Edgborne Confirmations (Old Church)*
- *July 8th / 9th 2017 Parish weekend at Elim Conference Centre*

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