

ST ANDREW'S CHURCH, READING STREET

Minutes of the Parochial Church Council held on Wednesday, 13th January 2016

Item		Action
1	OPENING PRAYER <u>Present:</u> Rev'd Philip Musindi opened the meeting with prayer. <u>Present:</u> D. Box, R. Collins, D. Foster, S. Foster, J. Graham, P. Long, B. McParland, R. Owen, F. Pearse, G. Silsbury, B. Turp, J. Vince	
2	APOLOGIES: C. Eldred, D. Verrall, T. Waters	
3	MINUTES OF LAST MEETING: The Minutes of the meeting on 11 th November 2015 were approved, proposed by G. Silsbury and seconded by J. Vince.	
4	MATTERS ARISING 4.4: <u>Hygiene Certificates:</u> P. Long had ascertained by telephone that none was required, as catering would be less than 12 occasions per year. It was agreed to ask the Administrator to obtain confirmation of this in writing. 4.4: <u>PCC Noticeboard:</u> Favourable comments had been received but the board must be moved with care as the stand is not very robust. 4.5: <u>Archdeacon Sheila</u> had now left and a profile is being put together for her replacement. 4.9: <u>Summer Ball:</u> confirmed for Friday, 10 th June. 4.9: <u>Voyagers' Rep on PCC:</u> Further discussion on how best to combine the autonomy of the Voyagers with common financial control with the PCC resulted in the decision that the Voyagers report to the PCC's Mission sub-committee. This would enable direct communication of their plans to the PCC. 4.12: <u>Maurice House:</u> weekly news-sheets now being sent to them. 4.12: <u>Future PCC meeting dates:</u> confirmed as 9 th March; April 27 th (APCM), May 11 th , July 6 th , September 7 th , November 9 th . <u>2017:</u> January 11 th , March 8 th , April 26 th (APCM).	SK BT/RC
5	CORRESPONDENCE: New "fit and proper persons" declarations had been received for completion from the Diocese. Agreed to the Treasurer's suggestion that these be completed after the APCM to take account of new members.	JG/BT
6	"I Can See": Copies have been distributed amongst the congregation for storage, co-ordinated by G. Silsbury. All costs have been covered, and a good number sold to date, but need to continue the effort. Maxine was hoping to have a book signing with Waterstones during the half-term break in February. Other possibilities were: poster advertising with order leaflets to the Queen's Road Baptist church; ongoing sales with York Street Methodists and possible sales at the Cathedral shop later in the year. Other suggestions were to approach the Christian bookshop in Cliftonville and Callis Grange School, as well as possibly department stores such as John Lewis and donate books to local libraries.	JG
7	Deanery Synod: D. Foster reported that the main focus had been on considering resources in the groups and trying to reduce costs. Ongoing are presentations and reviews of the various groups, which will take a couple of months. The meeting scheduled for 3 rd February has had to be postponed until April to give more time for the Deanery Mission Plan to be worked on before being presented to the Synod.	

	<p>The last meeting at the end of November mainly concerned the four groups reporting their progress. Some had only just started; the worst were 25% through and the best 60% through. A comment was made from the meeting that St. Andrew's had worked well within the Group and there had been the added incentive with the two vacancies; it had been an achievement to retain three clergy against the 2.5 desired by the Deanery.</p> <p>Concerning the “welcoming videos” to which he had referred at the last PCC meeting, D. Foster thought St. Andrew's was performing reasonably well. Leaflets were being positively distributed and well displayed; the Time and Talents directory would shortly be updated.</p>	BMcP
8	<p>Broadstairs Group Ministry: The “Triangle” had had to cease publication because of various editorial problems but would be regenerated once the two new incumbents are in place at St. Peter's and Holy Trinity and when the Harvest Church will have joined the Group. In the meantime, Pauline Jackson had offered to continue with a magazine for St. Andrew's, first edition likely to be in March. A Group Council meeting is scheduled for 4th February. Further discussions on a joint magazine to take place when the new incumbents have been appointed.</p> <p>Holy Trinity are holding a Candlemas on 31st January at 6.30 p.m. and a reader from each of the four churches is being sought. B. McParland offered to do this as no other volunteers came forward; service to be noted on the news-sheet.</p> <p>St Peter's had had no success from their first advertisement for priest-in-charge. Their fete will be on 2nd July, with St. Andrew's fete on 25th June.</p> <p>Anne Dickinson to be asked if she will co-ordinate the soup lunch at St. Andrew's at the 5th March Lent Lecture. Other joint services are as minuted at the 11th November PCC meeting.</p> <p>Rev'd Dominic Fenton had been appointed at Holy Trinity – he will be licensed on 15th March at 7.00p.m.</p>	PM
9	<p>Finance Report: The Treasurer had pre-circulated balance sheets from the end of December 2015 and at 11th January 2016, using the new software. He explained the rationale behind “designated” and “restricted” lines, the latter being for projects for a specified, particular reason, <i>e.g.</i> the car fund. In the past the Hall had been accounted for separately with the Administrator's fees being paid from that; these fees are now paid from the general account, allowing the Hall to build up a balance. Profits from “I Can See” will be kept separately from the general funds. A meeting with the auditors to be held at the end of March to look at end of year figures. After this year it was hoped to be able to do some of the audit work in-house, thus saving some of the auditors' fees (£1200-1400 this year).</p> <p><u>Gift Day:</u> The Treasurer commented that the timing of the Gift Day in October was not proving ideal as it was difficult to get schools involved and the event was still too reliant on parishioners, who bore the brunt of the giving. His suggestion was for the Finance Committee to re-think plans for future Gift Days, holding them, say, at the beginning of the year rather than early autumn, which would mean having the next one in early 2017. In that case, he could still produce a balanced budget this year, but without payment of any of the arrears. After discussion, it was agreed to postpone Gift Day for this year; to speak to Holy Trinity, Margate, who have a Gift Day every year, to understand what formula they have and to see where their contributions come from. Advice from the Diocesan secretary would also be sought. Referred back to the Finance Committee to discuss and re-think the event and its</p>	BT

	<p>timing.</p> <p>The difference between the balances this year and last could to some extent be explained by tax refunds coming in quicker this year. “Other giving” was down from £8,000 a year to just over £4,500; money was still being given, but not in envelopes. Plate was holding up. Hall income was just over £9,000 this year but lettings not where he had hoped. Birthday parties were ticking over but hadn't really taken off. Expenses were broadly where they were expected to be.</p> <p>All the Gift Aid will be transferred on to the new software and be registered electronically with HMRC, including records held by M. Bruce, who will no longer be involved. HMRC and the Diocese will probably want to make an inspection, and the Treasurer's preference is to request an inspection up-front. Concerning the arrears, G. Silsbury suggested a proper strategy to decide how to go about asking for the arrears to be waived; the community hall is our only source of income; this needs to be made clear. The more we can be open with the Group, the better and to this end, he recommended that all the Treasurers should be invited to attend the next meeting of the Group Leadership Team.</p>	<p>BT</p> <p>LTM</p>
<p>10</p>	<p>Community Hall: A full planning application has been made to Thanet District Council; neighbours have until 15th February to raise any objections. Doorstep discussions have been held with neighbours and no concerns were expressed regarding access. Two contractors are interested in doing the work, quotes are expected within 7-10 days and our commitment to proceed must be made by the end of March. The fund raisers are looking to procure the big money (from Trusts and other financial institutions) but the PCC must be engaged in adding money into the project. The “sales pitch” will be made by the fund raisers (Chris and Chris Naumann) who will produce a dossier as a foundation stone for the appeal, to which the PCC can have input, as well as endorsements from the Hall users. Matched funding can be considered, <i>e.g.</i> £5,000 from a donor if we can match it. The Voyagers had already put aside a sum from Jean Vince's legacy to be given to the Hall refurbishment. Patent No. for reference is F/TH/15/1305.</p> <p>G. Silsbury was thanked for all his hard work on this project.</p>	
<p>11</p>	<p>Review of Christmas Services for 2016: Some of the congregation had disliked the hymns chosen this year, as not being well known, so that they were unable to join in. Hymns are set in advance, according to the time of the year. The other problem was the fact that the Nine Lessons and Carols Service is on Christmas Eve, and together with the Midnight Service and then the Christmas Day service, took a toll on the choir, which these days is unfortunately somewhat depleted. A suggestion was made that perhaps the choir could be augmented at busy times and then if people enjoyed the experience, they may become full members. The Worship Committee would look at the Christmas Eve services at their next meeting on 27th January and whether the Nine Lessons could be moved to the Sunday before Christmas, for example, although a “pulling point” for St. Andrew's was that many people felt Christmas started with the Nine Lessons and Carols on Christmas Eve. Christingle had become very popular and this year there was a record number of 270 people, which had given rise to security and safety concerns; escape routes should be kept clear of pushchairs, prams, etc. In future, these should be parked in the Hall and sidespeople specifically briefed on their role and duties.</p> <p>Rev'd Musindi thanked Sharon Gough and Fiona Pearse for their work with the Sunday school. There is a need for discussion on how to provide for the older children. This will require more than one leader and it was proposed to speak to</p>	<p>RC</p>

	<p>other parents who regularly help to see if groups could be split between them, and devise activities which would keep young teenagers interested, and bring in more older children. Rev'd Musindi to meet with Sharon and Fiona to take this further. Rev'd Musindi also agreed to give out Notices at the end of services, so that parents helping with the Sunday school could be included.</p>	PM/FP
12	<p>Administrator's Report: A quote for the replacement of sections of the hall flooring had come in at £810 plus VAT which was considered too expensive. It was agreed to first ascertain what was causing the problem. Bearing in mind that this area would be needed for a new ramp in the refurbishment plans, G. Silsbury would ask Philip Graham to look at it before a decision is made.</p> <p><u>Quinquennial:</u> An estimate for extra work to be done had been received, this was in addition to £750 paid last year for a report. Not all of the work could be supported as some would be destroyed in the refurbishment. G. Silsbury would discuss with S. Kemp what can be done and challenge the "new standards" - aiming to do what needs to be done for safety reasons.</p>	GS GS/SK
13	<p>Any Other Business: A resolution was required to keep M. Hawthorne as Reader. He is willing to continue and it was proposed by G. Silsbury, seconded by B. McParland and agreed unanimously that he be retained. An application was made for Michael Hawthorne to conduct communion by extension at the 8.00a.m Sunday service and the 10.00a.m. Thursday service on the occasions when the Reverend Musindi is on holiday or otherwise unable to conduct the service, and when none of the other Priests in the Group Ministry is able to assist. Every effort will be made to cover the Reverend Musindi's absence by another Priest, but if none is available, in order to be able to continue these services it was proposed by Duncan Foster, seconded by Sandra Foster, and agreed unanimously, that the PCC ask the Vicar to request permission from the Bishop for Michael Hawthorne, Reader, to conduct communion by extension at these services.</p> <p><u>Queen's 90th Birthday Celebration:</u> Members were asked to think about holding a patriotic-themed celebration around the Queen's actual birthday, e.g. Saturday, 23rd April (as distinct from national celebrations planned for her official birthday) and what form this should take. Pauline and Clive Jackson to be approached to lead, with support from the PCC.</p> <p><u>Outing:</u> Rev'd Musindi offered to explore the possibility of a visit to Bodiam Castle, via the steam railway.</p> <p>There being no other business, the meeting closed with the Grace at 9.45 p.m. Next meeting on Wednesday, 9th March.</p>	JG PM/JG PM PM