

**ST. ANDREW'S CHURCH, READING STREET**

**Minutes of the Parochial Church Council held on Wednesday, 10<sup>th</sup> May 2017 at 7.30 p.m.**

<b>Item</b>		<b>Action</b>
<b>1</b>	<b>OPENING PRAYER</b> Rev'd P. Musindi opened the meeting with prayer. <u>Present:</u> R. Collins, D. Foster, S.Foster, J. Graham, P. Jackson, S. Kemp, P. Long, R. Owen, G.Silbury	
<b>2</b>	<b>APOLOGIES:</b> C. Eldred, F. Pearse	
<b>3</b>	B. Turp was unanimously co-opted on to the PCC for the ensuing year, as he had stood down as Deanery Synod Representative at the APCM. D. Verrall had stood down at the APCM and a letter thanking him for his service will be sent.	<b>PM/JG</b>
<b>4</b>	<b>OPENING REMARKS:</b> This being the first meeting since the APCM, Rev'd Musindi welcomed all to the meeting, particularly S. Kemp, who has joined the PCC. He quoted from Hebrews, 12, vv1 and 2 and thanked the members for their contribution to the life of St. Andrew's and encouraged them to maintain their team spirit in overcoming some of the obstacles encountered on the way to achieving their goals.	
<b>5</b>	<b>MINUTES OF LAST MEETING:</b> The Minutes of the meeting held on 8 <sup>th</sup> March were approved, proposed by R. Collins and seconded by G. Silbury, with a correction in item 5 Community Hall Project: £18,500 received in loans and £6,650 in gifts.	
<b>6</b>	<b>MATTERS ARISING:</b> <u>Faculty Application:</u> To record that at a meeting of the St. Andrew's PCC held on 16 <sup>th</sup> November 2016 it was unanimously agreed to raise a Faculty in order to fit a hoop ladder to the belfry, to enable safe access to the bell loft. The Friends of St. Peter's and St. Andrew's churches have agreed to fund this. 6:4: <u>May Queen Event:</u> This had been successfully held in the church on 6 <sup>th</sup> May. It had been a community event, with around 60% of non-church goers attending. Guides and Brownies had helped with serving 96 cream teas and a positive comment had been posted on the church's Facebook. P. Jackson was thanked for organising this. 6:7: <u>Lent Lectures:</u> These had been successfully held across the Group. 6:9: <u>Dropbox:</u> R. Collins reported that this had been rolled out to the Leadership Team and was nearly ready to include all the PCC. Thanks to him and J. Graham. 6:10: <u>Temple Exhibition:</u> This has been very well received by the congregation and the school children who had visited the exhibition. Thanks were recorded to Mike and Joy Hawthorne for arranging the visit and providing accommodation for Paul and Jenny Hames. 6.10: <u>Visit to Chichester Cathedral:</u> This had not been progressed, as coach transport would take three hours each way, which would mean a very long day overall. Members were asked to give any alternative ideas to Rev'd Musindi.	<b>All</b>

	6.10: <u>Prayer Walk</u> : This was work in progress.	<b>PM</b>
<b>7</b>	<b>CORRESPONDENCE:</b> A pastoral letter from the Archbishop of Canterbury about the General Election was distributed.	
<b>8</b>	<b>APPOINTMENT OF VICE-CHAIRMAN, TREASURER AND SECRETARY:</b> Unanimously elected for the ensuing year were: Joint Vice-Chairmen – G. Silsbury, R. Collins; Treasurer – B. Turp; Secretary – J. Graham.	
<b>9</b>	<p><b>FINANCE REPORT:</b> The Treasurer presented his pre-circulated statements on assets and liabilities as at the end of April. He went through the lines on the accounts and explained that in general the finances were reasonably good, although the regular general income was a little bit lower than he had hoped for. Extra revenue normally generated around Easter time had not been as much as in previous years and there had been one or two extra expenses such as the Lent lectures and a payment for organ tuning, but these were one-off payments and not regular amounts. The current account was now in credit of £2,064. The Hall had ended up showing a deficit at the end of April and the general fund had been used to pay salaries, however an overall £800 profit was seen for 2016 so he hoped that the deficit situation would be corrected soon.</p> <p>The Finance sub-committee had met yesterday. The Quota is paid up to April, helped by the auction and two large donations which he has put into the general fund for the moment and will look at again later in the year. £800 profit had been made from the Hall. <u>Historic Parish Share Arrears:</u> A letter had been received from the Diocese that the first tranche of £7,477 will be written off the arrears although this had not yet been confirmed. A meeting will be arranged with Archdeacon Jo and the Diocesan Secretary to report progress. The PCC approved the Treasurer's suggestion that the Leadership Team, plus the chairs of the PCC sub-committees, should attend this meeting and he will notify the Diocese of this.</p> <p><u>Fund-raising:</u> There were record numbers attending the May Ball on 12<sup>th</sup> May. <u>Summer Fete:</u> The hire cost of Kitty's Green had doubled this year, to £120, so it was planned to have the Fete in the church on 24<sup>th</sup> June. In addition to an extra £60 for administration on top of the £60 hire cost, the lead time of notice to the Council had also changed, in that the request for hire needed to be made not less than fourteen weeks beforehand. This prompted the question as to whether the church is charging the right fees for its services, for example, in using the Hall as a polling station. However, the fee of £250 has been agreed for the General Election on 8<sup>th</sup> June. This could be reviewed in future to ensure we are charging the right fees for our services.</p> <p><u>Social Committee:</u> This would be formalised so that P. Jackson is not being overloaded with having to organise all the events. She will suggest any ideas she has with the relevant committee and then organise the catering side. People will also be encouraged to come to Pauline for catering for their events. <u>Pension Auto Enrolment:</u> Neither of the church's current employees is taking this up. There is an ongoing responsibility to keep a check on this, particularly should</p>	<p><b>BT</b></p> <p><b>SK/LT</b></p>

	<p>there be new employees. The current position has to be formalised with a return by 30<sup>th</sup> August and the PCC agreed to the Treasurer's proposal to send this in now. The Treasurer and secretary will record every six months that there is no change in the take-up of pensions, as employees could join the scheme at any time.</p> <p>The PCC agreed to correspondence currently being received by the Treasurer at his home address to be sent to the Church Office in future, in view of his pending retirement from the role.</p> <p><u>Trustees:</u> S. Kemp will be added to the Trustees and his name will then appear on the Charity Commission Website. D. Verrall will be removed. The Treasurer will also check his own situation, being a co-opted PCC member.</p> <p><u>Plate:</u> Rev'd Musindi commented that the plate collection had been decreasing recently, with very poor amounts being donated for funerals, etc. One solution may be to have the Verger stand with a plate for donations, rather than just putting out a plate. Rev'd Musindi will follow up on this.</p> <p><u>Treasurer's Role:</u> B. Turp is standing down at the end of this year and will rule off the accounts by 31<sup>st</sup> December and get them audited. He will not attend the 2018 APCM. If necessary, two Trustees can sign off the accounts. Mr. Turp offered to keep the records post December 2017 if someone else pays in the money. A new treasurer needs to be in post by late this year in order to learn the role and take over from the end of December.</p>	<p><b>BT/JG</b></p> <p><b>BT/SK</b></p> <p><b>BT</b></p> <p><b>PM</b></p>
<p><b>10</b></p>	<p><b>COMMUNITY HALL:</b> A meeting with Charlotte from Diocesan House is scheduled for Tuesday, 16<sup>th</sup> May. A meeting has been held with the original two contractors, one of whom had produced a very professional tender document. The revised quotes had not risen by more than 5% of the original quote two years ago. £48,000 has been raised from the congregation for Phase I and to help with funding for Phases II and III there was agreement to a proposal to distribute a free copy of the church magazine and the "Vision for the Future" leaflet to the 1700 dwellings in the Parish. The objective was to encourage people to consider giving a loan, or gifting an amount in appreciation of the Community Hall.</p> <p>The cost of 1700 free magazines would be in the region of £300, with delivery done by the PCC and congregation. It was agreed to do this by 5<sup>th</sup>-12<sup>th</sup> June and for everyone to think of contributing an article which would appeal to non-church goers and include factual information, such as forthcoming events. A timeline of distribution and the practicalities of getting this out to be produced.</p> <p>With regard to commencing work on the Hall, it was hoped that this could start in November/December this year. Access to the site is limited and it was hoped to negotiate the support of the neighbour in helping with access.</p> <p>The twenty-eight days' Faculty notice for the hoop ladder has now been completed, and the Faculty returned, so that the hoop ladder and belfry work can now proceed. Shelving is about to be installed in the shed, the boiler house has been cleared, providing some storage there,</p>	<p><b>GS</b></p>

	with the result that the church is now looking much tidier. The lighting is also about to be changed.	<b>GS/CN</b>
<b>11</b>	<b>SAFEGUARDING:</b> S. Kemp has attended three training sessions in his role as Safeguarding and DBS officer. As well as safeguarding for children, emphasis also needs to be on the risk to the elderly and infirm. Those who regularly visit people in their homes are also required to complete a DBS form. There was some discussion over the requirement for all Trustees to be DBS checked, which was felt to be inappropriate. Rev'd Musindi offered to follow this up with the Diocese.	<b>PM</b>
<b>12</b>	<b>PRESENTATION TO M. BRUCE:</b> Malcolm Bruce has now retired as Gift Aid Secretary, having done this for more than twenty years. It was agreed to give him a picture of the interior of St. Andrew's, framed, and with an inscription, in recognition of this.	<b>DF</b>
<b>13</b>	<b>ARCHDEACON'S VISITATION:</b> Scheduled for Thursday, 18 <sup>th</sup> May at Canterbury Cathedral. G. Silsbury kindly offered to transport the PCC members able to attend.	<b>GS</b>
<b>14</b>	<b>MISSION COMMITTEE REPORT:</b> It was noted that attendance at services fluctuated somewhat and Rev'd Musindi commented that friendship evangelism may be vital in correcting this. He had also recently checked the Electoral Roll and visited ten people who had not been to church recently, four of whom then came. The difficulties of persuading friends, neighbours, etc. to come to church were discussed, including how to make this more inviting, when the attitude is likely to be "what's in it for me". The pros and cons of having baptisms during a Sunday service were also discussed; this having been tried in the past but discontinued owing to inappropriate behaviour of some groups, and consequent discomfort to the main congregation. However, it was felt that in future when a baptism enquiry is received, the Administrator will inform the Rev'd Musindi, who will then visit the family with the appropriate form and discuss arrangements. Baptism follow-up visits would also be a good way of engaging families with the church on an ongoing basis. D. Foster remarked that it would be useful to assess progress year on year. Are Sunday attendances going up or down? Numbers of weddings, confirmations, etc. year on year. The Administrator offered to extract the Sunday attendance figures, and R. Collins suggested a system to monitor average figures on a quarterly basis could be set up. In the immediate future, there were five candidates for confirmation and Rev'd Musindi invited members to give a short testimony after a Sunday service on their journey to faith. <b>ADMINISTRATOR'S REPORT:</b> The current users and fees were noted and the Administrator will review whether any increases in charges could be made this year. All rates are due for review next year. The Hall Committee had not met in some time, and a review of the sub-committee set-up would be discussed at the next meeting.	<b>SK/PM</b>  <b>SK</b> <b>RC</b>  <b>PM/All</b>  <b>SK</b>  <b>LT/All</b>
<b>15</b>	<b>ANY OTHER NOTIFIED BUSINESS:</b> Canon Andrew White, Vicar of Baghdad, will be speaking at St. George's School on	

	<p>Sunday, 4<sup>th</sup> June from 6.30-8.30. Evensong will be cancelled to enable people to attend.</p> <p>There being no other business, the meeting closed with the Grace at 9.40 p.m. The next meeting is scheduled for Wednesday, 5<sup>th</sup> July at 7.30 p.m.</p>	