**Minutes of PCC Meeting on Tuesday 5th October 2021**

**at 7-30pm in St Mary’s Church**

**NB:** this meeting had a potentially heavy agenda, so some subjects were deferred to the November PCC meeting, unless urgently needing attention.

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The meeting began at 7-32pm with a prayer from Rev Tim.

**Attended:** Petrina Clackett, Rev Tim Barnard, Sue Pounce, Val Simmonds, Graeme Coles, Peter Clackett, Loraine Hollett, Clare Atkinson, Louise Baneke, Sarah Ainsworth-Coles,

Mel Giddings, Karen Martin, Mark Paton, Roy Evans, Steve Johnson. [15]

**Apologies for absence:** Howard Pool, Rev Sue Gill, Lucy Brown, Clare Samuels, Bart Schmal.

1. **Minutes of previous meetings:**
2. 22nd June 2021 PCC – agreed
3. 11th July APCM – to correct factual errors only – nothing raised.
4. 11th July 2021 PCC following the APCM – we were supposed to elect a Lay Chair, but following the advice of Rev Lovell, the Wardens agreed to rotate as Lay Chair: to clarify this, Petrina C remains as Chair of PCC until the next PCC meeting, when another Warden will take over, *ex officio*.
5. 28th September 2021 Section 11 Meeting – agreed. Duty of Secretary to make sure that the diocese has the right documentation.

[i]Minutes of PCC meetings a), c), and d) were accepted by the meeting and signed by the Chair.

[ii] The minutes b) of the Annual Meeting were deemed accurate with no corrections necessary.

1. Matters arising not on this agenda - none
2. **Correspondence Received, Standing Committee and PCC decisions made.**

Nothing of note received.

**a)**  **For information**

**[i]** Purchase ofnew Parish Office Computer and related software has not been without problems; the monitor is still out stock and now must be sourced from elsewhere. Problem should be resolved by end of week. Data will then be transferred to the new machine and the hard drive from the current computer locked away securely with other valuable objects, or it could be destroyed mechanically, though that is difficult. CA to ask Dr Challoner’s if they can do this; or MG has a drill. It was decided to keep the data file safe until April 2022, then destroy it.

**b) For approval by PCC**

**[i]** Digitisation of Parish Records and possible sale of data to Ancestry. TB reported PCC members’ negative response at meeting with Bishop on this matter. The County Archivist is looking at legal powers regarding objections to terms under which this sale could be done. It was stressed that churches should see some benefit from the purchase of their information by a third party. It’s our property after all. Concern was also expressed over the exclusivity of the data, although such data is obtainable by other means. We awaiting developments and response of Bishop – next agenda?

1. **Reports from Wardens and Clergy of items not on the agenda**
2. All Saints Wardens:

[i] PC reported that the trees have been lopped, and wood taken away. Two new trees are to be planted. Repairs to the gate posts continue.

[ii] 100 people plus attended a memorial service but the interior of the church was adjusted back to its covid safe arrangement afterwards.

[iii] Guest clergy are going down very well.

[iv] Burial book says there have been none since 2014, which is wrong, and attempts to correct the record will be made.

[v] The village newcomers meeting went very well.

[vi] It is hoped to reintroduce covid-safe after service coffee, assuming this has gone without hitch at St Mary’s.

1. St Mary’s Wardens:

[i] SP reported progress with the new hymn book trolley and the new noticeboards. Location has been decided, with diocese agreement. A commemorative plaque has been requested by the donor on both installations; this will be done and the electrician will rig up appropriate lighting on the new boards. Safeguarding information will be prominent on the noticeboards.

[ii] The survey of ways to spread the parish pastoral work did not provoke a strong response, so it will be run again to get more people involved, to grow and care for the congregation.

[iii] Rectory tenants are leaving on Nov 13th. The parish has purchased the carpets and lampshades, which the tenants had bought, to maintain appearance of the Rectory still being lived in. Lively discussion ensued about the disposal of the tenants’ kitchenware, which the meeting agreed is not our problem. Tenant has done good work in the Rectory garden.

[iv] was , but this is a

[v] There seems no prospect of an incumbent living there for some time.

1. Clergy Report:

[i] The clergy are carrying on as best they can, encouraged by support from congregation and PCC. A rota for next year is being planned, with visiting clergy helping out as they have been this year.

[ii] It has been proposed that PCC, on behalf of the congregation, pay for the Marital Blessing of Steve Poulson and Lindsey as a wedding gift. **This was supported by the meeting and an agreement to pay the fees as a present to the couple was passed, provided the total cost does not exceed £1000.**

TH will be returning to conduct this service and might waive his fee (later confirmed) .

1. **Vacancy matters and progress** - Susan & Mel
2. Information since the Section 11 meeting: final edits of the Parish Profile are now done and all is ready, awaiting the Bishop’s statement and other appendices.
3. Form 34 will be returned by the Secretary to Mr Darren Oliver as the Designated Officer, and all due process is carrying through. A copy of the signed minutes of the Section 11 Meeting and the draft Profile were also sent.
4. Final Copies of the Parish Profile when the bishop has added his statement will become available and there should be overhead projection or other visual display for the Section 12 Meeting, chaired by Bishop Alan, on 15th November.
5. TB expects there to be enquiries from prospective applicants and Rev Gill Lovell will be asked for a standard response document which will refer enquirers to a Warden or the Clergy.
6. There are seven vacancies in this Deanery at the moment.
7. **Finance Update from the Treasurer**

**a)** GC reported that each of our chosen charities has this year received **£**1126.28. Other revenue incomes might increase this.

**PCC Treasurer Report Oct 2021:**

1. **PCC cashflow** - continued to be monitored closely across the Parish
2. Have seen benefit of post lockdown recovery with increased weddings - we have 13 more weddings have been held in in Q1/2 & 3 this year than in same period in 2020...3 less funerals.
3. **Parochial Special Services 2020 / 2021 Comparison:**

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| --- | --- | --- | --- |
|  | **Q1** | **Q2** | **Q3** |
| 2020 | 1W/9F | 0W/7F | 2W/14F |
| **2021** | **0W/10F/1M** | **10W/11F/1M/1S** | **6W/8F** |

1. Note - We have paid ODBF in 2021 (Q1-3) Special Service Fees o£ 9437 comp
2. **Good Box** - New Core Machine for SM due in next 3-5 days.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ASC** | **StM** | **Plant / Book Stall** | **Total** |
| 2020 (FY) | 64 / £493 | 228 / £1168 | 0 / 0 | 292 / £1661 |
| **2021 (Q1-3)** | **137 / £1054** | **518 / £2607** | **153 / £644** | **808 / £4310** |

         Good Box has become an important revenue generator - also being used for Gazebo / Marquee Hire.

1. **Finance Simplification** - PC / GC met 1/10 - currently working thru number of actions:
2. Financial integration already underway tp provide support pan parish as agreed - with more PCC payments made (eg ASC Tree Surgery) CPT quarterly investment fund (£618pq) & split of PE revenue (£300pq)
3. Urgently need finalised list of Trustees details that will allow Charities Commission to be updated and CCLA.
4. Will shortly look to add Petrina / Howard & Peter to main parish CAF mandate - which will allow for ASC to plan for all DD's etc to move to CAF for 1/1/22.
5. Need to agree the comms to ASC regular givers to have payments moved to CAF starting 1/1/22 - will leave with PC / CA to take forward - comms needs to go out by end October latest.
6. Still on plan - but Trustees list on note headed paper is the game changer.

**Charitable Giving Good News**

1. To date each of our 4 chosen charities has received £1126.28 (split into 3 payments - £180 / £551.25 / £395.03) - all from Plant / Book Stall & hiring of marquees / gazebos.

2. Can we confirm further support to SP CMS - £1950.00 for 2021?

Graeme Coles, Treasurer

1. **With regard to the final point, the meeting was unanimous in agreeing to continue support for a further three years.**
2. There was a brief discussion, prompted by LBk, about ways to promote charitable giving, using the new noticeboards particularly. Unfortunately, it is not possible for the diocese to boost parish charity resources from its own charity funding.
3. The meeting thanked GC for his report and “a relatively strong balance sheet”.
4. **Fabric and Property**
5. All Saints Church - AS Wardens

[i] Quinquennial works update. Still continuing, but all is on track.

1. St Mary’s Church – SM Wardens

[i] Roof Alarm – date being pursued for installation.

[ii] Heating – PeterC updated meeting on the slow progress, and next steps before approaching contractors for the work. Some are local and used reliably before. The work will be expensive, but the solutions are doable.

[iii] Existing boiler not likely to last much longer.

[iv] Estimated cost of whole work £60k, probably, plus VAT (reclaimable).

1. Parish Rooms – DP has done a wonderful job with film crews use of the site. MP reported some ructions between users which LH has sorted out. A strong income stream is developing from use of the rooms. Clause in hiring agreement to be added. MP to review progress with DP.
2. Piggott’s End

[i] Problem with damp. Stephen Crawley examined it. Problem is with roof tiles (or just one tile). Problems too with window vents, which MP does not rate as very effective. Still looking for a company to do the work. Hadland quotes are expensive so looking at options.

[ii] Grant for cavity wall insulation to be investigated. A fair amount of work needed still. Tenants don’t seem to care too much about proper ventilation to stop damp. LB has recommendation too.

[iii] New Parish Office desktop computer (Noted at 2a) above.

1. **Safeguarding**

Nothing to report. Review Policy at next meeting.

1. **Health and Safety**

Health and safety.Covid is currently rising among school children. Leave churches as are for time being.

1. **GDPR**

Nothing to report

1. **Parish Website**

LBr is unwell and not at the meeting but she is happy to reply to any emailed queries about the website.

The site is going well and is updated regularly.

1. **Charitable Giving**

[i] LBk asked how long we should keep supporting our four present charities. The meeting considered three years a reasonable span before a review: she asked whether PCC therefore agrees to support a particular charity for up to three years.

[ii] This would leave us with only the Linda Jackson from the four we have had.

[iii] LBk to put notice in Weekly News asking for suggested new charities. There must be a link with the parish, not just a choice of a well-known national charity. Ideally, we would develop a dialogue with the charity. **PCC Agreed**

[iv] For the three days in October while book sort and sale is going on, CA suggested we keep the present four until the new financial year. PCC **Agreed**

1. **Deanery Synod**

Need to elect a PCC rep for Deanery Synod. GC (already a member) said SA-C is interested. Roy Evans was happy to join GC too: all were accepted. The Secretary was asked to inform DP as Deanery Secretary. The volunteers were thanked s for their marvellous response.

1. **School news**
2. Coleshill: all going well.
3. St Mary’s: has eight foundation Governors on FGB. There were three parish vacancies but now all bar one (the incumbent’s) are filled: Shanta and Martin will join the FGB, and SJ will continue.

TB did harvest assembly last week, looking forward to Carol Service.

1. **Almshouses**

Nothing to report

1. **Any other business**
2. PeterC suggested it was time to remove TH’s name from AS noticeboard. To save money, it was suggested the name be taped over for time being – doesn’t look nice, agreed, but will suffice. Recorded voicemail message has been changed, so it no longer gives rector’s phone number.
3. General synod vote for *Save the Parish*. PCC to consider the issue..
4. **Provisional Dates of 2021-2 meetings.**
5. PCC decided to change 16th November to 23rd November, with the venue also changed to the Church Rooms, which will need booking. We will try to give members an option to Zoom attend.
6. It was suggested PCC always meets in the Church Rooms rather than the church.

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| Monday  15th November | Section 12 Meeting  Open to all parishioners | St Mary’s Church  7pm (tbc) |
| T~~uesday 16~~~~th~~  now 23rd November 2021 | PCC | Church Rooms |
| Tuesday  15th February 2022 | PCC | tba |
| Sunday  24th April 2022  (tbc) | Annual Parish Meeting  &  PCC post APCM | St Mary’s Church |
| Tuesday  14th June 2022 | PCC | tba |

TB closed the meeting with a prayer at 9-00**.**

SJ

19th October 2021