

## Minutes of the meeting of the PCC on 20<sup>th</sup> July 2016

The meeting was held in The Old School. Members present:

Chair:	Revd Claire Holt (CH)	
Wardens:	Sean Kavanagh (SK)	Margaret Murray (MM)
D/Synod Reps:	Sally Banks (SB)	
Elected Members:	Nicki Bunce (NB)	Sarah Johnson (SJ)
	Bill Manfield (BM)	Dave Welch (DW)
	Sophie Vincent (SV)	Norah Ashley-Barker (NAB)
Secretary:	Sally Banks (SB)	
Apologies:	Rutton Viccajee (RV)	Kay Tauschwitz
	Glenn Penfold (GP)	

The meeting opened at 7.45pm. Claire read 1 Samuel 16 v1-17. This challenges to us to look at the heart as God does, rather than outward appearances. This is a particularly relevant passage for us, as we seek new people to take up leadership and support roles.

### 1. Administrative matters

- 1.1 Standing conflict of interest: – DW works for the Diocese. There is no conflict expected from our agenda, but issues may come up during discussion.

### 2. Review of PCC Terms of Reference

- 2.1 Section C.2: change no. of people at sub-committees. Should be a minimum of 3 people, no maximum, although we note that the group should not be large.
- 2.2 We need to have a Standing Committee, even if it only meets in emergencies. Claire to add this back in, and give this cttee the 'additional areas' responsibilities which don't belong to any one of the sub-committees.
- 2.3 Signatures from CH, MM and SK.

**Action:** CH to update and circulate PCC TOR.

### 3. Minutes of previous meeting & matters arising

- 2.1 The minutes were approved and signed as an accurate representation of the last PCC meeting on 25<sup>th</sup> May 2016.
- 2.2 Updates to actions – the actions carried forward are provided at the end of these minutes.
- 2.3 NJB asked whether Sue should remain an authoriser. The meeting agreed that yes, she should. Other authorisers are Carl Pickles and Paul Burdett.
- 2.3 DBS checks – we get feedback if something comes up in the DBS check; we can then decide what to do about that.
- 2.4 NB to find out what the protection amount is for an individual account for a registered charity, so that we can make a decision about whether we should split our funds across more than two accounts.

**Action: NJB** – determine amount covered by guarantee for charity bank accounts.

2.5 In action 1605/11: CH will talk to Helen Rogers and Pete Shears as they both have fundraising experience in their jobs. DW commented that Juliette at the diocese has a new database with helpful info.

**Action: CH** – include HR and PS in fundraising discussions and planning.

#### **4. Reports from Sub-committees: Vision**

4.1 Claire presented the report from the Vision Sub-Committee.

#### **5. Reports from Sub-committees: Mission**

5.1 Margaret presented the report from the Mission Sub-Committee.

5.2 Julian Wontner is currently refurbishing the noticeboard made by George Gemson, which is mentioned in the report as a possible solution for a Mission information display in the North Room.

5.3 When we review the noticeboards, we should review the position of each, and emphasize the presence of our children on the boards. Noticeboards need to be kept current and not allowed to fossilize or become wallpaper.

#### **6. Reports from Sub-committees: Finance**

6.1 Nicki presented the FinSub report, including a run through of the recommendations in the report.

6.2 DW: the government could change its policy on Gift Aid, so there's a risk of leaving it unclaimed for too long. MM thinks it shouldn't be left longer than a year. CH the Gift Aid money should be used to provide money to enable us to progress key projects which otherwise wouldn't go forward. NJB we could also consider savings accounts with long notice periods to achieve higher interest with more security. SK could we find out the lead time for actually receiving the Gift Aid funds on application? . DW: we should reflect the true picture of Gift Aid owed to us in our accounts. All agreed.

**Action: NJB** - to contact Diocese to get their advice on how frequently to claim Gift Aid, ie. How long is it advisable to leave funds unclaimed.

**Action: NJB** - to ask Mike Ellis what the lead time is between claiming and receiving funds.

6.3 CH: Now we have the go ahead for our projects, we should progress them as soon as possible, as costs will generally go up. SK: we need to be careful that our accounts don't look too wealthy while we making our grant applications for the ramp project. Timing of projects may sort this out – NRR and Roof by end 2016; Ramp start 2017

**Action: NJB** - to talk to Juliette at the Diocese about the best approach on where to hold funds when making grant application.

6.4 Gift Aid forms must be refreshed. DW wording has changed so the old ones won't be valid anyway. This is planned for the stewardship event in September.

6.5 JM: it would be useful to highlight how Gift Aid is calculated and how we can optimise our Gift Aid claim. This will be included in the leaflet for the Stewardship event.

- 6.6 The meeting as a whole expressed their appreciation and thanks for Nicki's hard work on the financial spreadsheet, and for a clear presentation of the figures. Any individual comments or requests for detail should be passed to Nicki, as she will be evolving the format as we see how it works over the remainder of the year.

## 7. Reports from Sub-committees: Maintenance & Projects

- 7.1 Sean presented the report from the Maintenance Sub-Committee.
- 7.2 Need to approve the cost of the architect putting in the paperwork for planning consent for the ramp/porch project. The meeting approved this cost up to £637.50.
- 7.3 Bell tower.

**Action: SK/MM** – to get quotations for the bell tower work and the scaffolding required.

- 7.4 The meeting approved funding of £681, which is our contribution required for the North Room renovation project. In addition, £500 has been given by the Parish Council. The remainder will be funded by a grant from SITA Trust, up to a maximum of £9,400.
- 7.5 It was noted that the sub-committees other than finance will need to produce their meeting minutes promptly, so that their proposals and funding decisions/requests are notified to the FinSub meeting in the following week. This will be helped by a standard format for minutes which highlights finance issues.

**Action: SB** - to send round an empty minutes template to all the sub-committees so we can have a standard format.

- 7.6 Memorial plaques. DAC meeting proposed a stone set rather than a steel plaque, as they are less likely to rise and damage mowers. Unanimously approved.

## 8. Correspondence

- 8.1 Susi parking the van for Blytheswood Care round the back. Minibus-sized van. Proposed to allow parking for free – which becomes part of our noted giving. We charge them the normal fee (£20 per month), but refund the money as part of our giving while we are supporting the charity. This arrangement will be in force until the end of the year, when our mission giving is reviewed.
- 8.2 We have had an application for one of the bench spots highlighted by Claire and Bill as possible locations (along the back fence). Unanimously approved.
- 8.3 The gates at the main entrance path are in need of major refurbishment, however, it will cost approx. £2,000 to restore them. Tony Poulson's mother donated them. Tony is happy for the gates to be moved, if the plaques can be placed elsewhere. Unanimous decision to remove them and store elsewhere on site.
- 8.4 One of the Land Rovers belonging to Lifesigns Group has been stolen from behind the Old School, so we are looking into replacing the side gate to improve security in the rear car park. Tony is investigating for us. The plan is to put the gate further back, and allow pedestrian access while the gate is locked. Tony has also suggested that the plaques currently on the front entrance gates could go on this gate. We have a possible offer of help from Lifesigns Group people, to assist with the work to install the side gate.

**9. Future PCC / Sub-Committee Meetings**

<b>Meeting</b>	<b>Date</b>	<b>Refreshments</b>
Sub-Cttees	w/c 12 <sup>th</sup> Sept	
FinSub	19 <sup>th</sup> Sept	
PCC	October 19 <sup>th</sup>	Nicki and Dave
Sub-Cttees	w/c 14 <sup>th</sup> Nov	
FinSub	w/c 20 <sup>th</sup> Nov	
PCC	February 8th	Rutton and Bill

Please let Sally know if you are unable to provide refreshments on your nominated date, preferably with an alternative volunteer!

## 10. Record of Actions

### 10.1 Actions Carried Forward from Previous Meeting

ID	Subject	Description	Who	Due Date	Done
1605/1	Risk Assessment	Undertake risk assessments with each group, using the template form from CH.	SK/MM	End Aug	In progress
1605/4	Inventory	Check Inventory and take photos	BM/KT	ASAP (by 4/8)	
1605/5	Safeguarding	Meet with EP re. Safeguarding Cttee, role, and checklist	CH		

### 10.2 Actions Arising from this Meeting

ID	Subject	Description	Who	Due Date	Done
1607/1	PCC TOR	Update to reflect discussion in Section 2, and circulate to PCC.	CH	31/7	
1607/2	Finance	determine amount covered by guarantee for charity bank accounts.	NJB	31/7	
1607/3	Projects	Involve HR and PS in fundraising for Porch/Ramp project.	CH	31/7	
1607/4	Finance	contact Diocese to get their advice on how frequently to claim Gift Aid.	NJB	31/7	
1607/5	Finance	Ask Mike Ellis what is the lead time between claiming and receiving Gift Aid.	NJB	31/7	
1607/6	Finance	Talk to Juliette at the Diocese about the best approach on where to hold funds when making a grant application.	NJB	End Aug	
1607/7	Maintenance	Get quotations for bell tower work and for scaffolding required,	MM/SK	31/7	
1607/8	PCC	Circulate templates for sub-committee minutes.	SB	31/7	

## Next Meeting – Wed 19<sup>th</sup> October 2016 at 7.45pm in The Old School

Refreshments: Nicki and Dave

*S L Banks (PCC Secretary)*  
21<sup>st</sup> July 2016