

## RUSHMERE ST ANDREW PAROCHIAL CHURCH COUNCIL

### Minutes of the Meeting held on 28<sup>th</sup> July 2022 in the church hall and on Zoom

**Present:** Gill Ainslie, Bob Batchelor, Kevin Brazier, Robin Brown, David Chaplin (Zoom), Gill Crisp, Rachel Daniels, Chris Gibson (Zoom), David Gill (Zoom), Paul Hesketh, Margaret Mellor, Mary Odam, Tim Oxbrow, Hilary Platts, Teresa Rose, Russell Scates, Sue Scotchmere, Chris Yule.

**Apologies:** Ruth Silburn, Revd Marion Walker

Tim Oxbrow was in the Chair and opened the meeting with prayer.

**22.33 The Minutes of the PCC meeting** held 12<sup>th</sup> May 2022 were approved and signed by the Chairman as a true record.

#### Matters Arising:

22.26 Prayer Tree: part of a bigger project to reorganize the old end of church for the Open Door and create a prayer space. Tim to ask Maureen to talk to Marion about it.

22.30 Outlook meeting: not yet taken place

22.32 Jubilee Tree: Ruth has met someone from Suffolk Wildlife Trust. Information from Bishop Martin about availability of saplings to be passed to her.

**The Minutes of the Standing Committee** held on 16<sup>th</sup> June by email about the Engagement of a Graphic Designer for the Parish Profile were approved and signed. It was agreed that in future Standing Committee minutes should also be circulated to PCC members.

**22.34 Correspondence:** none

#### **22.35 Outstanding Quinquennial works**

- Drainage from north nave roof: this will be funded entirely from grants received for the roof. The PCC was asked to agree that obtaining a quote and contracting for the groundwork involved could be dealt with by the Standing Committee. **The PCC agreed.**
- Hall roof: awaiting evaluation and quotes. There will be a report at the next PCC.
- Hall south window: this is proposed as an 'own labour' job, with the main expense being scaffolding. The PCC was asked to agree that the Standing Committee could authorise the work if the estimated cost is less than £5,000. The Treasurer pointed out there was enough in the Fabric Restricted Funds to cover this. **The PCC agreed.**

#### **22.36 Autumn Concert Series**

A paper had been circulated about the progress so far with organizing the concerts and requesting help with various aspects of publicity, setting up and clearing away on the day and providing refreshments. There were some offers of help and Mary will put out a sign-up sheet for catering.

It was felt that a decision on holding any future concerts should await the appointment of a Director of Music/Organist.

Thanks to everyone who has contributed to making the concerts happen.

## 22.37 Vacancy matters

- The PCC was asked to approve that Jim Ainslie is invited to attend PCC meetings so that both Parish Reps (Jim and Margaret Mellor) are at PCC to report on vacancy matters. **The PCC agreed**
- The Ministry Team/Vacancy Group continue to meet monthly, and the next meeting is on August 4<sup>th</sup>.
- Visiting clergy – please make visiting clergy welcome at breakfast and coffee time, and try to attend Thursday 10am Holy Communion if possible
- Proposed timescale: Section 12 meeting on Sept. 7<sup>th</sup>, ads in Church Times from Sept. 15<sup>th</sup>, interviews 11<sup>th</sup>-12<sup>th</sup> Oct. It was felt this was a very tight schedule, and that the Parish Reps might raise this with Archdeacon Rhiannon.

## 22.38 Treasurer's Report

### a) Matters arising

- Energy Audit initial fee paid, data still being collated to send for audit.
- Hall hire charges for regular users; review ongoing. It is not anticipated any increases would be introduced until 1<sup>st</sup> January 2023 at the earliest.

### b) Income May-June 2022

- Appeals responses: £500.
- Donations: £1,000 legacy from 'Brad' Bradbeer; £1,000 legacy from Ted Barnes, restricted to Organ Fund; £150 from Ipswich Chamber Choir; £100 from Suzuki concerts; £103 from Contactless payments plus £50 from online & car park; £47 from Candle-holder; £40 from Baptism.
- Roof Appeal: £8,800 from National Churches Trust.
- Events: £932 from Platinum Jubilee weekend (less £314 expenses).

### c) Payments schedule May-June 2022

Costs of Hall water heater leak include £1,560 for new heater (will be kindly met by Lunch Club and VAT refund) and £132 for ceiling repair by Smarttrams.

### d) Income & expenditure to 30/06/22

Format: May PCC figures; 6 months against 2021, and 2019 (last normal year)

- Deficit of £450 flattered by £4k of unexpected donations and £2.2k not paid for Organist, without which Deficit would be nearly £3k lower than 2021;
- Changes across income categories, including drop of £4.5k PG against 2019, and total down £5k against 2019;
- Changes across expenditure categories, all down against 2019 except Parish Share, Running costs & Insurance; yet to buy any Boiler fuel.

### e) Funds schedule @ 30/06/22

- Dee Fabric Designated fund used to initially pay for Hall water heater;
- Strong Youth Designated fund used to pay for Youth & Families Worker;
- Roof Restricted fund yet to pay final Maguire invoice c. £4k;
- Organ & Music Restricted fund includes Bell and Barnes legacies;

Overall level of Funds has improved by £3.8k @ 30/06/22.

*Nb* Gas rate fixed until October 2023 and electricity until October 2024

### f) Future expenditure

- recruitment costs c. £2k and Parish Profile c. £1k.

**The PCC agreed** that £300 of the Platinum Jubilee 'profit' should be shared with a suitable local charity.

### **22.39 Updates:**

During the vacancy the Churchwardens are responsible for Health & Safety and the Area Dean for Safeguarding.

Health & Safety: we are currently using the Post-Covid 19 lockdown Risk Assessment v.10.5 that was reported to the last PCC. No current issues have been identified. The next meeting is on 8<sup>th</sup> September; please let a Warden know before then if you have any concerns.

Safeguarding: a concern was raised recently and has now been resolved. 26 DBS checks have now been updated; in future these will only last 3 years rather than 5 as now. Our Safeguarding Action Plan needs to be reviewed and approved: Prop. Bob Batchelor, Sec. Rachel Daniels and **the PCC agreed**

### **22.40 Churchwardens' report**

- The new Wardens were admitted to office in services at St Mary's Woodbridge (Tim) and St Andrew's (Teresa). Thanks to all those who helped with the Visitation service here, and to Gill Ainslie for a smooth handover.
- Thanks to all those who helped with the very successful Platinum Jubilee weekend and with the leaving service and refreshments for Rev. Sue and Anthony
- The Wardens have made their annual inspection of church lands and the churchyard. A report on issues has been handed to Kevin for the Monday working party to consider. The two sections of the churchyard east wall have now been rebuilt and paid for by East Suffolk Council.
- Thanks to Bob Mellor and team for their rapid replacement of the hot water tank in the hall loft, and the renovation of the kitchen ceiling is now complete.
- Thanks to all volunteers for The Open Door hospitality and fellowship project, the Monday team for keeping the church and grounds so well maintained, Mary O. and Margaret M. for playing at services and the many others who help with Lunch Club, social events and youth activities.

### **22.41 Panel Reports**

Pastoral Panel minutes: it was noted these minutes should be kept confidential, as they contain personal information.

### **22.42 Church events**

16<sup>th</sup> July - Coffee morning raised about £100

30<sup>th</sup> July – Quiz

19<sup>th</sup> August – Fish and chip supper and talk by Ruth Silburn

21<sup>st</sup> August – t@4 – picnic style refreshments, but in future will be bring-and-share

7<sup>th</sup> September – Section 12 meeting

10<sup>th</sup> September – Ride & stride

10<sup>th</sup> September – Family fun day at Dumbarton Road – help needed

18<sup>th</sup> September – concerts begin

24<sup>th</sup> September – Children's Harvest event

29<sup>th</sup> September – PCC meeting: rescheduled from 15<sup>th</sup> September

### **22.43 Any other business**

- Stained glass window – still under consideration by the Diocese
- Collection plate will be passed during 10am service in future
- PCC agendas, minutes and papers – it was agreed these could be printed out for any PCC members who requested them; please let the Secretary know if you would like paper copies
- 10<sup>th</sup> September Ride & Stride - please let Kevin know if you can help with signing in visitors on the day
- PCC members agreed they find it useful to see the Treasurer's notes before the meeting

The meeting closed with The Grace at 8.50pm.

**The date of the next PCC Meeting is Thursday 29<sup>th</sup> September 2022.**  
*(please note change of date)*