

RUSHMERE ST ANDREW PAROCHIAL CHURCH COUNCIL

Minutes of the Meeting held on 25th July 2024

Present: Revd Alan Comfort, Gill Ainslie, Bob Batchelor, Kevin Brazier, Rachel Daniels, Claire Driver, Chris Gibson, Margaret Mellor, Mary Odam, Tim Oxbrow, Hilary Platts, Ruth Silburn. Jim Ainslie was also invited to attend.

Apologies: Robin Brown, David Chaplin, Joan du Boulay, David Gill, Revd Marion Walker, Chris Yule.

Revd Alan opened the meeting with prayer.

24.30 The Minutes of the PCC meeting held on 16th May 2024 were approved and signed by the Chairman as a true record.

Matters Arising:

24.21 Emergency lighting – the work will be carried out on Monday 12th August

24.26 Heating – the work is in hand. Memorial bench – still waiting to hear back from the person who requested it.

24.27 Standing Committee. The Terms of Reference below were tabled and will be discussed at the September PCC meeting:

The functions, powers and responsibilities of the PCC Standing Committee:

- a. It may transact the day-to-day business of the PCC between PCC meetings, subject to any directions given by the PCC.
- b. It shall be responsible for preparing the agenda for each PCC meeting, taking account of any items requested by PCC members.
- c. It may act on behalf of the PCC in matters of urgency that arise between meetings of the PCC, but must report such matters to the PCC.
- d. It is a management committee, not a policy committee. Decisions made by the SC may only be of a management nature and cannot dictate policy.
- e. It may, at the direction of the vicar or the PCC, consider policy matters in preparation for consideration by the PCC; however, any decision on such matters is the responsibility of the PCC. It is not empowered to make policy decisions.
- f. Any recommendation made by the SC shall be reported to, and recorded in, the minutes of the next PCC meeting.

24.29 The Terrorism (Protection of Premises) draft Bill [Martyn's Law] – was re-introduced in the King's Speech. We will need to notify the Regulator under the Standard Tier requirements and have in place procedural measures in the event of an attack. The PCC will be kept up-to-date as the implications of the draft bill become available.

Minutes of the Standing Committee held 25th June. re louvres on the church tower. An incorrect version had been circulated and the name was corrected from William Stannard to William Steward. **The PCC agreed** to a contribution of no more than £100 for fuse box and cabling and the minutes were signed.

24.31 Correspondence: none

24.32 Ministry Team

- Growing in Depth: a half day session on 14th September on Acts will lead into a sermon series going through to Advent
- May Festival: a review of 2024 and proposals for 2025 were tabled. Thanks to everyone who took part or helped in any way. It was felt delivering the booklets in the parish was worthwhile and showed just what the church was doing. Some events didn't attract many non-church people but the LCGC was very successful. Many 'Why Jesus?' booklets had been taken and the Alpha courses had inspired people. Difficult to assess the impact of the Festival, but possible 500-600 people had been reached through all the events. Issues were raised about finding a headline act and speaker, staging/sound system/seating and ticketing, but **it was agreed** that something similar would be organised in 2025 and Tim would contact AED about upgrading the sound system and whether they would assist again.
- Informal worship: growth is slow, but encouraging. **The PCC agreed** it should move to the 2nd Sunday from September 8th.
- Reader Ministry: Dave Yaroslaw has started his one-year training. Chris Yule is ending his Reader ministry and his last service is on September 29th, followed by drinks and cake. **The PCC agreed** that Dave be invited to attend PCC when Chris steps down.

24.33 Treasurer's Report

- Matters arising: the restricted Local Evangelism Fund has been set up as the PCC requested (24.23e); letters of thanks outstanding, treasurer will issue shortly.
- Income May-June 2024
Donations: £250 from Music at Rushmere for use of facilities; £223 from contactless, £41 from on-line and car park; £450 from various individuals.
Events: £192 from coffee morning; May Festival covered in detail in 24.32.
Other: £50,000 from Lloyds fixed-term deposits, £20,000 back on deposit.
- Payments schedule May-June 2024
Heavy expenditure for May Festival, including boiler fuel "just in case"; oak for tower louvres; plans drawn up by Nicholas Jacob for possible alternatives for vestry roof.
- Income & Expenditure to 30/06/24
Excluding May Festival income & costs, and Youth Worker costs, income up 7% and expenditure up 2%, thus now a small surplus of £600;
Giving incl. Gift Aid up nearly £6k (20%); all other income lower than 2023 at this stage, apart from donations and interest;
Mission costs are due to Messy Church, decision needed at year-end whether to transfer to Local Evangelism Fund.
- Funds schedule @ 30/06/24 Overall funds total up £4k.
- Other
Electricity contract to be renewed from 1st November, and **the PCC agreed** to go for a 3 year 'green' deal at an additional cost of c.£700 p.a. The Treasurer will also investigate a 'green' gas deal.
Lloyds deposits: pending PCC deliberations on future capital projects.
Income possibly approaching £100,000 by the year-end, so PCC may need to consider formally registering with the Charity Commission, which would create a lot of extra work.

24.34 Meetings with the DAC

Meetings had taken place with James Rolls, Diocesan Net Zero Carbon Officer (17th June) and Edmund Harris and 8 others from the Diocesan Advisory Committee (4th July), and notes of these have been circulated. The intention was to familiarize them with the premises and get their preliminary thoughts on matters such as heating options, the vestry block roof and the west and south doorway entrances before starting any formal pre-faculty consultations.

Before the DAC can provide further advice, the PCC needs to provide clear and justified anticipated needs for its buildings to support the development of its stated aims and objectives. We need to balance our requirements and the significance of the building. After some discussion it was agreed:

- a) the anticipated pattern of building usage in 5-10 years' time is much as now, but hopefully with more people
- b) the requirements (heating & facilities) in the future should enable the church to be used in 'zones' to enable the most efficient energy use
- c) the PCC's priorities are to:
 - repair/replace the vestry roof
 - find a way of glazing the south door entrance, to retain heat when the door is open
 - heat people, not the fabric of the building, and to be able to control individual zones

Tim and Jim will prepare a paper on this for the DAC meeting on 4th September, at which they will review their site visit to St Andrew's and produce a pre-faculty guidance report.

24.35 Updates

Health and Safety: Lone Working Policy – the full policy has been revised and a section added for Open Door volunteers. **The PCC adopted the policy** and the summary will be circulated to volunteers.

Access ramp for Old End Chancel steps – during the site visit of DAC members on 4th July, Daphne Rose, the DAC Disability and Access adviser noted poor access from the old end to the chancel and has recommended that we obtain a ramp/hand-rail to facilitate independent access for wheelchair and walking-aid users. **It was agreed** Tim will obtain quotes for bespoke and off-the-shelf ramps

Requirement for "Salvage Priority Sheets" - any 'hot work' for the heating system and/or vestry block roofs will require a "Hot Work Permit", and our insurers will require a 'Fire Emergency Strategy' that includes a salvage list for the fire service to use to prioritize items to be saved. **It was agreed** the Standing Committee and H&S Officer will develop the Fire Emergency Strategy with advice from David Gill regarding salvage items.

Safeguarding: Bob highlighted items from the Safeguarding Action Plan which needed action and how these would be dealt with before the Plan can be signed off.

Eco-Church: the recycling station is working well; Ruth and Marion have visited Mendham Church to see how they achieved a Gold award, and they have offered to help St Andrew's; people are encouraged to complete an Eco Survey.

24.36 Churchwardens' report

The wardens have a monthly meeting with Alan. Thanks to everyone who helped with the Fun day, especially Paul Hesketh. There have been several concerts in the last 2 months which have resulted in donations to the church. Open Door is still thriving and is good outreach in the parish. Thanks to all who continue to work on the church and grounds.

The Parish Council would like to project poppies onto the church tower on Sunday 10th November. **The PCC agreed.**

There will be a service at the WWI Memorial on Monday 11th November, followed by entertainment in the new end of church.

The Parish Council has offered funding for a large screen in the church hall and to improve and update our sound system. They will discuss it at their August meeting and the matter will come to the September PCC Meeting.

24.37 Panel Reports:

Pastoral Panel – no matters arising

24.38 Church events

May: Festival

June: Alpha course, Sports Ministry Breakfast and Messy Sports

July: Messy Sports and Fun day

Future:

July 27th Prayer Breakfast with Dick and Caroline Seed
 Quiz

28th Shared lunch

August 4th Joint service at St Andrew's

Wednesday Treats throughout August

24.39 Any Other Business

- The stair carpet and kitchen flooring at the vicarage need attention. The Diocese has been informed but done nothing, so **the PCC agreed** that Kevin would arrange for the work to be carried out and inform the Diocese so they can update their records.
- New Day Youth Festival in Norwich: Rachel is taking a group from church **and the PCC agreed** that costs would be met from the Local Evangelism Fund.
- Cycle racks: wardens to investigate secure cycle racks to replace the stone ones.

The meeting closed with prayers and The Grace at 10pm

The date of the next PCC Meeting is Thursday 26th September 2024.