



A meeting of the PCC took place  
in the Ellerton Room on 12 July 2022 at 6.15pm

## MINUTES

Present: Revd James Hutchings, Fouki Heller, Steve Cox, William Heller, Phil Bladen, Michael Ross McCall, Helen Eidi, Geoffrey Barnett, Annie Sullivan, Sue Mackworth-Praed, Judy Gowing.

Apologies for absence: Paul Teverson, Trisha Hawkins, Peter Boyling, Cathy Putz, Lis Munden, Carolyn Wilson, Alison Macmillan, Michael Murison

1. Approval of minutes were signed as an accurate record.

Matters arising

Toby Ward will be invited to Sept meeting.

**Action: JG**

2. Finance

- Management accounts: Michael introduced his new format for monthly and quarterly accounts giving much more detail and was thanked for his work preparing them. He noted that the reported surplus at 31 May will be reduced by the expected value loss on investments in June.
- The new quarterly format from 30 June will provide ratios and statistics including service attendance, giving (through standing orders), renting at Kitson Hall, number of weddings and bank transaction volume, in order to provide a more complete picture of what is happening in the church.
- Stewardship Accounts Examination quote: Having looked at the previous year's accounts, Stewardship has revised its quote as it is a much bigger job than initially envisaged. It still represents value for money compared with other churches. Michael proposed (seconded by Phil Bladen) that PCC appoints Stewardship to be our Independent Examiner for 2022 accounts at a fee of £1,550 plus VAT and authorises Michael Ross-McCall to make the necessary arrangements. All in favour. **action: MRM**
- Book-keeper: Michael has found that undertaking all the financial transactions, record keeping, analysing the income from multiple sources and book-keeping is more work than a volunteer should be expected to do. The Treasurer should be in a supervisory and analytical role. So we need to recruit a book-keeper to undertake these administrative tasks in addition to Tiziana's book-keeping role, for an estimated 5hr/week. Geoffrey Barnett proposed (seconded by Steve Cox) that we appoint a book-keeper with all speed and authorised Michael to take the necessary steps. All in favour. **action: MRM**
- Capital expenditure policy: Michael proposed (seconded by Geoffrey Barnett) that items purchased or donated for the church's own use (including furniture, office equipment and fixtures like lighting and fire alarm) are capitalised when the cost of purchased items, or the fair value of donated items, is more than £ 250.00 and the item is expected to benefit the charity over more than three accounting periods. Depreciation is charged on a straight-line basis so as to write down the value of each asset to its estimated residual value (if any) over its expected useful economic life. All in favour. **action: MRM**

### 3. Rector's report

Communion: James would like to move back to the bread and wine on 24 July. Covid is not a temporary problem and is not going away. With the bread and wine offered separately, and a larger gap between the two, communicants can discreetly choose to only receive the bread by leaving the altar rail before the chalice assistant arrives. He will write to all chalice assistants and prepare a piece for the Weekly News. **Action: JH**

Ukraine: Amongst various initiatives going on, the church will be hosting English language lessons for Ukrainian and other refugees during the summer holidays on a Thursday in the Melvill Room. These are provided by volunteers who have been doing this at the Castelnau Centre which is closed in the holidays. Miranda Cnatingius, one of our evening congregation, is one of the volunteer teachers.

This year our Patronal Festival will be on Sunday 14 August, in common with most churches with Mary as patron. The more usual time for this in early September will be a return to school 'backpack Sunday' on 11 September.

### 4. Associate Priest update

This is currently being re-advertised, this time in the Church Times and with some potential for local housing being provided. The application deadline is end of August, with interviews on 20 September.

### 5. Kitson Hall

The Ark Nursery will go into voluntary liquidation at the end of their term on 8 July. William has received expressions of interest from various sources and is in advanced discussions with two parties, one of whom is interested in taking on the nursery and the other who would like to use the hall for a wide range of children's activities. Phil Bladen proposed (seconded by Annie Sullivan) that following the Kitson Hall Management Committee meeting on Monday, the Rector, Churchwardens and William are authorised to make the decision.

AJ has worked extra hours. Michael Ross McCall proposed (seconded by Fouki Heller) that we pay AJ for the extra hours she has worked as an interim measure. AJ's work is of a high standard and has introduced HallMaster which is a useful addition.

### 6. Fabric (written report from Peter in his absence)

- Lych gate: the renovated gates have received many expressions of approval. We propose postpone spending a further £2000-£3000 on stripping the black paint from the superstructure. A donor has funded the cost of the renovation of the gates in memory of her husband, and we plan to attach a small plaque on the rear of a gate to commemorate him.
- Fire alarm upgrade: Completed. There are fire alarm call points at exit doors and the top of the Ellerton and Kitson Room stairs. These are WiFi, and there are WiFi repeaters to communicate signals to the main alarm box in the office. New sounders replace the bells. Many thanks to William Heller for leading on this.  
Should the alarm go off there is a straightforward way to turn it off, at the main fire alarm box in the bow fronted cupboard in the office. On the box, there are notes on the steps to take. The system for automatically alerting the fire brigade if the alarm goes off has developed a fault. This will rapidly be remedied. There is a second link to the fire brigade, by landline, and this continues to work.
- Hoare memorial: we still hope that the stone will be ready for installation in October.
- Floodlights: the work that the PCC recently approved may be carried out

<p>fairly soon.</p> <ul style="list-style-type: none"> <li>- Projector and screen: we are informed that revised quotations for this work may be ready for submission to the PCC soon. However as with everything else at present the price of the equipment is unlikely to remain stable between PCC approval and the items arriving at the church.</li> </ul>
<p>7. Policy on recruiting ex-offenders. It is now a requirement that we adopt and practice such a policy. Its adoption was proposed by the Rector. All in favour.</p>
<p>8. Safeguarding</p> <ul style="list-style-type: none"> <li>- Confidential declaration forms had been completed by most members present. Would others please print, complete and leave in the office for Natash Mold's attention? The Data Controller on p 6 should be Judy Gowing. <b>Action: those who have not done their forms</b></li> <li>- First Aid awareness course: An initial session will take place on Sat 23 July 10-12am. Judy will invite stewards, PCC, the Friends. Numbers are limited to 16. First come first served. <b>Action: JG</b></li> </ul>
<p>9. Correspondence: MSF thank you letter was received.</p>
<p>10.AOB Michael Ross McCall has declined the invitation to join the Kitson Hall Management Committee. Richard Nickels has agreed to join and it was suggested that AJ should be on the committee.</p>

**Future meeting dates:**

27 Sept, 15 Oct (Away Day) 29 Nov, 7 Feb, 28 Mar