

Barnes Team Ministry
The Parish Church of St Mary Barnes

A meeting of the PCC took place at St Matthias church in
Richmond on Saturday, 30 September 2023 at 1:30pm

MINUTES

PRESENT: Revd James Hutchings, Revd James Marston, Geoffrey Barnett, Peter Boyling, Fouki Heller, William Heller, Elisabeth Munden, Michael Ross-McCall, Richard Nickels, Deborah Stewartby

IN ATTENDANCE: Cheryl Cole (up until item 6, Staffing), Helen Gibbs

APOLOGIES: Trisha Hawkins, Paul Teverson, Alison MacMillan, Helen Faride

1	<p>Rector's Report</p> <ul style="list-style-type: none"> - Figures around services are very good with live stream numbers constant. Good things are happening at SMB and should continue to be encouraged – bike sale, bookfest, patronal service, back to school service, climate service. 	
2	<p>Current management accounts (presented by MRM) <i>Note: Management accounts at 31/8/23 were emailed to members for review in advance of the meeting.</i></p> <ul style="list-style-type: none"> - Deficit from operating activities (excluding unrealised gain on investments) was £46k, compared to £45k budget deficit and £16k surplus at 31/8/22. Including unrealised investment gains of £24k, 2023 net deficit was £22k. - Net deficit of £22k was also split as church deficit £67k, Hall surplus £26k, Friends surplus £19k, confirming the vital contributions from Friends and Hall. - Forecast deficit for whole of 2023 was £65k compared to £66k in the budget. - Cash used in 2023 operating activities (8 months) was £126k as compared with £141k in the budget for whole of 2023. <p>Cash flow forecast for period 1/9/23-31/12/23 showed bank balances of £18k at 31/12/23, after a transfer from the Shawbrook 60-day notice deposit of £25k. Liquid funds were predicted to be £114k at 31/12/23 including the CCLA accumulation unit investment of £86k (excluding endowment fund).</p> <p>MRM would prepare a detailed draft budget in October based on the 9-month actual results to 30/9/23 for review / approval in November.</p>	
3	<p>Reserves policy (presented by MRM)</p> <ul style="list-style-type: none"> - Charities are required by the Charity Commission to adopt a reserves policy and update it annually. - Reserves policy (covering general, designated and restricted funds) defined the minimum assets (bank, deposits, investments) to be retained at all times to meet possible future 	

	<p>expenditures including capital spend. The aggregate total and individual fund amounts had no impact on the operating results (deficit/cash reduction).</p> <ul style="list-style-type: none"> - New policy reduced the total minimum reserves from £260k (in current policy) to £181k, mainly from removing Ministry income fund and reducing general fund to 2 months' expenses. - Comparison of new policy showed a shortfall of £6k on Unrestricted fund test and £14k surplus on the Total funds test, proving that actual funds approximated to the new policy. <p>On a proposal by MRM, seconded by GB, the PCC members unanimously approved the new Reserves policy.</p>	
<p>4</p>	<p>Stewardship</p> <ul style="list-style-type: none"> - Stewardship campaign earlier in 2023 was light touch due in part to the cost of living crisis. The SC now favour a second stage to this appeal in the autumn. - Concern has been raised about the absence of a collection during services. A number of people have changed to regular giving but the potential of this has not been fully realised. 'Ways to give' will be a regular feature in future and the diocese's Digital Giving Officer could also advise on this. - A 10% increase in giving was budgeted for in 2023. A 5% increase was achieved in the spring. Average planned giver gives £96/month. The national average is £67/month and the diocesan average is £97/month. One third of givers give less than the national average so there is scope to improve overall levels of giving. - There are 3 key areas a new stewardship appeal could target: <ul style="list-style-type: none"> o It could be an opportunity to write to the 92 households on the electoral roll that are not planned givers. o Of planned givers, 115 did not reply to the spring appeal and it is important that we ask them to review their giving, even if they cannot make any changes at present. o Very few of the regular families are planned givers. We could appeal for support for children's provision. 	
<p>5</p>	<p>Parish Support Fund (PSF) (presented by JH)</p> <ul style="list-style-type: none"> - JH outlined the objectives of the PSF as raising funds from parishes to pay for stipends/related costs of clergy employed in the Diocese. - Diocese had requested as the 2024 payment an increase of 3.3% (£6,180) on top of St Mary's 2023 Ministry parish share of £187,272. - JH advised the two preferred options for 2024 as: pay the 2023 total with offer to increase later if finances permitted; or pay the requested total of £193,452. - MRM stated that no increase should be paid as part of cost containment measures to help reduce the projected 2024 deficit. <p>After discussion, the PCC members unanimously agreed to restrict the 2024 payment to PSF at the 2023 level of £187,272 subject to review in 2024.</p>	

6	<p>Staffing (Presented by JH)</p> <ul style="list-style-type: none"> - JH proposed that Julie Smith should not be replaced at this time; all members unanimously agreed. - JH advised that the key assumptions in the 2024 budget were Offerings/donations/legacies, Ministry parish share and Staff costs (number of staff, hours worked, rate per hour). <p>MRM outlined the increased staff cost of £50k (57%) in 2023 (new staff, more hours worked and increased hourly rates) and suggested a cap of 2% increase to hourly rates for 2024.</p>	
7	<p>AOB</p> <ul style="list-style-type: none"> - Safeguarding concerns have been raised. The process has been triggered and communicated promptly and properly to the diocese. JH thanked LM and the CWs for their involvement and hoped for a conclusion soon. - Toby has resigned as Director of Music and the process to appoint a new Director of Music is underway. 	

The meeting closed with the Grace at 3pm.

Future dates:

<u>SC</u>	<u>PCC</u>
13 Nov	16 Oct
	28 Nov

James Hurley
28th November 2023