

St Andrew's Church

PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held on 5th June 2018 at 7.30 p.m. in the Church Vestry

Present: Rev. Dr. Steve Griffiths, Victoria Wiggins, Patience Wilson, Paul Edwards, Frances Cansfield, Diane Cater, Claire Reilly, Claudia De Rienzo, Andrea Edwards, Dinos Kousoulou, Barrie Lane, Illy Duce, Rex Bourne, Rob Barwood-Symmons, Adele Barwood-Symmons, Emma Oppong-Addai, John Tanner, Richard Berndes, Paul David.

1. Opening Prayer

The Rev. Dr. Steve Griffiths opened the meeting with a prayer.

2. Apologies for absence received from : Damian Browne, Lizzie Baughen, Ruth Mackay.

3. Appointment of ex-official members.

The following appointments were made:

Election of Secretary. Dinos Kousoulou was proposed by Frances Cansfield and seconded by Andrea Edwards.

Election of Safeguarding Officer. Claire Reilly was proposed by Illy Duce and seconded by Claudia De Rienzo.

Election of Additional Needs Advocate. Damian Browne was proposed by Victoria Wiggins and seconded by Steve Griffiths.

All were unanimously elected by the PCC.

4. Minutes of the Meetings held on 12th March 2018

The minutes of the meeting of 12th March 2018 were approved.

5. Matters Arising and Actions and Decisions.

5.1. Cathy Mann's attendance at PCC. Steve has yet to invite Cathy Mann.

Action: Rev Dr Steve Griffiths.

5.2 Prayer Haven. It was confirmed that the Haven was now in operation and that the policy is that no one other than the Vicar should be in the building on their own. Permission to redecorate the exterior of the Haven has as yet not been pursued through the Council.

Outstanding Action.

6. Roles and responsibilities of the PCC. Rev Steve Griffiths agreed to circulate a leaflet that explains the role of PCC members. The Governance arrangement of the Church of England was briefly explained highlighting that each Parish was a registered Charity in its own right and the PCC were Trustees of the Charity and were responsible for holding the Vision of the Church and ensuring that it was delivered and holding the Vicar to account. PCC decisions were not binding on future PCCs who can overturn previous decisions. An Archdeacon's Visitation happens every 5 years which gives the PCC an opportunity to talk to the Archdeacon without the Vicar. The next Visitation will be held as part of the PCC meeting on the 4th September 2018.

7. Safeguarding Policy. The safeguarding Policy for St Andrew's is based on the Diocesan Policy and needs to be adopted each year. It was recommended that the policy should be dated. **The PCC voted unanimously to adopt the Policy for the ensuing year.**

8. Appointment of Quinquennial Architect. It was reported that the Church Wardens and Rev Steve Griffiths had interviewed Alex Veal and have recommended his appointment as the Quinquennial Architect. The appointment was proposed by Rex Bourne and seconded by Paul Edwards.

The PCC agreed unanimously to appoint Alex Veal as the Quinquennial Architect .

9. Parish Centre Hire Agreement. The updated hire agreement was considered by the PCC and, subject to a number of minor amendments, it was proposed by Illy Duce and seconded by Emma Oppong-Addai.

The PCC voted unanimously to adopt the revised Hire Agreement for the Parish Centre.

10. Finance Report. Rev Steve Griffiths presented the Finance report and revised budget. The Finance Team have been joined by David Wiggins who will act as Treasurer. It was proposed to formally appoint David Wiggins as Treasurer; this was proposed by John Tanner and seconded by Rex Bourne.

The PCC unanimously appointed David Wiggins as Treasurer.

10.1 Fabric costs to date. The meeting noted the level of expenditure committed to date. It was anticipated that a further £6000.00 was likely to be needed in fees over the next few weeks bringing the total spend to approximately £15,000. This has not been budgeted for and it was proposed to put out an appeal to raise these funds as they could not be recouped through the grants processes.

Action: Steve Griffiths.

10.2. Charitable Donations.

The PCC considered a paper proposing that the new toilets in the Parish Centre be Twinned with Toilets in underprivileged countries at the cost of £360.00.

The donation was proposed by Victoria Wiggins and seconded by Patience Wilson.

The PCC voted unanimously to donate £360 to Toilet Twinning.

11. Appointment of MABS Director. Rev Steve introduced the paper outlining the reasons for changing the management arrangements in MABS. The proposal fundamentally affects the post of Family Chaplain, as in effect that post will be deleted and replaced by the post of Director. It was confirmed that the current duties of the Family Chaplain will be included in the new Job Description for the Director. The proposed changes to the management arrangements to MABS was proposed by Rex Bourne and seconded by Barry Lane.

The PCC approved the proposed Changes to the MABS Management Structure.

12. Towards 2030 discussion. There was a discussion on the paper circulated by Rev Steve Griffiths. The PCC were supportive and enthusiastic regarding the general direction of the paper. It was noted that several churches had restructured their buildings successfully in the way proposed and benefitted from the increased public use of the spaces created. Steve Griffiths informed the meeting that he had discussed the proposals with Bishop Rob and Archdeacon John who both supported the proposals. It was noted that to have a chance of successfully bidding for grant funding the plans had to show a clear community benefit and an engagement with local partners and other key players in drawing up the proposals. We also noted that bids for Lottery funding had to be submitted by September as there is going to be an 18 month moratorium on Grants after September.

The PCC felt that the Paper should be adopted as a basis for any future Mission Action Plan but accepted that it was not in a position to influence future PCC decisions. Rev Steve

Griffiths agreed to produce a revised MAP for the July meeting of the PCC and if approved by the PCC this will be published in September,

It was agreed that the PCC would adopt the “Towards 2030” paper as the basis for developing a MAP and other strategic documents.

Action: Rev Steve Griffiths to produce a draft MAP for the July meeting of the PCC.

13. Re-ordering Project. The proposal to focus on the works required in the Bell Tower as a first phase of the program of works was agreed by the PCC within the timescales outlined above. The question of any liability that might fall on the previous Quinquennial architect for not spotting the defects in the Bell Tower was explored as was the possibility of reducing the current cost of survey work and quotation costs. Rev Steve Griffiths had explored these issues and has concluded that it was impractical to pursue any claim against the previous architect. It was noted that some quotes are being prepared at nil costs. Rev Steve Griffiths stated that it was his intention to form a Project Team to help manage all phases of the work outlined in the Re-ordering Proposals

It was proposed by Claudia De Rienzo and Seconded by Andrea Edwards that Rev Steve Griffiths should continue progressing the work required to renovate the Bell Tower.

This was agreed unanimously by the PCC

The meeting accepted that Steve Griffiths would be under a great deal of pressure over the next few months and agreed to remain united in supporting the proposals and to pray both for its success and also for Steve Griffiths to be given the strength and support he will require over the coming months.

Closing Prayer

The meeting ended with prayer and the Grace.

Date of next meeting 16th July 2018