

St. Giles PCC 12th November 2019
Minutes

Present: Fr Mark Crowther-Alwyn (Chair), Angela Neale; Jason Knighton; Jackie Steele; Claire Drabble; Jane Pomphrey; Martin Smith; Brian Legood and Michael Amos
Fr. Mark welcomed everyone to the meeting and began proceedings with a prayer and reading from St. Paul's epistle to the Colossians.

71/19. Apologies. Apologies had been received from Emily Brailsford, Gill Briggs and Sarah Higgs. Stephen Oxley had left a message on the Rectory phone but it was only heard later.

72/19. Minutes of PCC meeting 3rd September and Standing Committee 8th October.

The minutes of the PCC meeting 3rd September and Standing Committee 8th October were approved as a correct record and signed by Fr. Mark. There were no matters arising that weren't otherwise on the agenda

73/19. Correspondence.

There were three items of correspondence reported.

- a) Carol Sanderson had written to say that she had to give up dealing with the Children's Society collecting boxes because of her ill health. Carol's decision was noted with great regret and she was formally thanked for all her work for the Society. She asked for volunteers to take on the role, noting that over £700 had been collected for the society. It was agreed that there would be a request for a volunteer on the next news sheet. **Action: Claire**
- b) Martin reported on the recent Deanery Synod meeting, which had included a very thought provoking talk by Fr. Ballard on his recent visit to Bosnia-Herzegovina. Copies of the minutes of this meeting are available on request.
- c) Fr Mark reported that Sue Grant-Nicholas had left a bequest of £5000 for expenditure on altar clothes, books or other equipment. The bequest was not to be used for 'general purposes'. This was discussed further under the next agenda item (minute 74/19).

74/19. Financial Report

a) The meeting then discussed the possible uses to which Sue's bequest could be put. After a brief discussion it was decided that the best use would be to replace the existing blue chairs in the N Aisle with wooden chairs matching those recently purchased for the Lady Chapel. Fr. Mark had spoken to the family and they were of the opinion that this would be a good memorial to Sue. After further discussion it was also suggested that these new chairs should have a book shelf and this would cost slightly more than those in the Lady Chapel. A faculty would be needed.

Resolved: To purchase a set of wooden chairs for the N. Aisle, similar to those now in the Lady Chapel, but with the possibility of a book shelf on each one.

Action: Churchwardens to progress the necessary faculty and obtain quotes for the replacement chairs.

b) Jane presented her financial report,

- i) The charitable giving is now completed; the cheques having all been despatched. Gift Day letters have been done and are available for collection at the back of the church. Noted that the Hurst Farm Craft Workshop would like Fr. Mark to pop in and see what was happening with the money they'd been given. Fr. Mark happy to do this but needs sufficient notice of any meeting. Normal meeting day is apparently Monday, which is often difficult for Fr. Mark. **Action: Jason and Fr. Mark to liaise.**
- ii) The St. Giles current account has £15k in it, which includes the bequest from Sue Grant-Nicholas. There is £100k in the investment account and £68k in the deposit account. There is also £27.5k in the Education account. There was then a brief discussion about the source of the funding for the Barn project as some of the funding will have to be drawn from one or other of the interest bearing accounts. It was suggested that the money should come from whichever account pays least interest. **It was agreed that a final decision on this issue should rest with the Standing Committee.**

75/19. Restricted Funds. Following on from the discussion at the recent Standing Committee it was suggested that there were a number of funds which ought to be classed as 'restricted'. These included any monies donated specifically for defined purposes, e.g. the bell fund, but in addition, Angela reminded the meeting that the next Quinquennial Review and report was due in April and we needed to bear in mind issues that were likely to arise. Amongst these are; roof repairs/refurbishment for the N side of the church, Renewal of the electrical wiring and plasterwork (probably including some of the lighting), Repointing the external walls and drainage. The church architect is to be asked his opinion on the drainage issue and for indicative estimates of the costs of these various possible expenditures. It was agreed that, rather than have a separate visit by the architect, we would await the outcome of the Quinquennial Review and structure our restricted fund requirements around that report and the estimated costs it contained.

Resolved: To note the need for a number of restricted funds. These to include;

- **any funds donated specifically for defined purposes and**
- **any major expenditure items arising from the forthcoming Quinquennial**

Review, (probably including roof repairs/refurbishment for the N side of the church, renewal of the electrical wiring and plasterwork (probably including some of the lighting), repointing the external walls and drainage).

76/19. Kitchen Refurbishment Project. Angela reported having received a quote for the replacement of the floor covering in the choir vestry and kitchen area. The money raised by Stephen's concerts will go towards this and there has been an anonymous offer to make good the shortfall. The floor covering will be to industrial/commercial standard, rather than normal residential standard. No extra expenditure is needed on the floor itself, but to put new floor covering in the toilet area would cost an additional £150. After some discussion it was agreed that we should get a 2nd quote (see Appendix 1 below) and it was also decided that we would probably need a faculty for the work. It was hoped that any work could be achieved before Christmas, but this would depend on the faculty process and the availability of the flooring contractors. It was agreed that Fr. Mark, the churchwardens and the Treasurer should decide on which quote should be accepted.

Resolved:

- **To obtain a 2nd quote for the floor covering in the choir vestry and toilet,**
- **To instigate any necessary faculty process and**
- **That Fr. Mark, the churchwardens and the Treasurer should decide on which**

quote should be accepted.

77/19. Barn Project. In Sarah's absence, Martin read out a note he had received from her about progress on the Barn project. The results of the planning and building regulations applications are still awaited. Assuming these are granted liaison will then take place between the builder and relevant PCC members regarding dates for commencement of works. Angela remarked that she had been sent a letter about the planning application by DDDC, but she had not actually seen the plans. Nor had Fr. Mark or Jason. **Action: Fred to send a copy of the plans to Fr. Mark and the Churchwardens.** The Barn project group have been examining possible sources of grant aid, but had not obtained any as yet. However a fund raising event (barn dance) is being arranged for early Spring 2020.

The report was noted.

78/19. Safeguarding. Joan's report had been circulated and was duly noted. Of particular concern was here desire to stand down from the role of Safeguarding Officer as soon as possible, and thereby raising the issue of someone else to take on the job. It was agreed that this should be an item on the news sheet and possibly an item in the next magazine outlining the tasks involved.

We noted that Joan's report identified another surge of activity re safeguarding and that this is imposing further work on her and on anyone who takes on the role. We also noted that whoever is involved in the choreographing of the Advent Candle-lit service and any churchwardens, deputy church wardens and welcomers involved in such services, need to be familiar with and adhere to amelioration measures outlined in the risk assessments for candlelit services. It was agreed that designated people are appointed to act if a fire or other incident takes place at such services and also someone needs to make sure that the electric candles for children under 5, do have batteries.

Joan was unclear whether we have a Risk Assessment file, but is of the opinion that we should have one, which would include all risk assessments associated with the church. She offered to advise on risk assessments but pointed out that she was not the Health and Safety Officer. It became clear that we hadn't actually got a designated H&S Officer, but Jason volunteered to act in this capacity and this was warmly accepted.

Resolved:

- **To advertise for a volunteer to take on the role of Safeguarding Officer and to ask Joan to write an item in the next magazine outlining the tasks involved.**
- **That whoever is involved in an official capacity in any candlelit services, needs to be familiar with and adhere to amelioration measures outlined in the risk assessments for candlelit services and.**
- **That designated people are appointed to act if a fire or other incident takes place at such services.**
- **To appoint Jason Knighton as the PCC's designated Health and Safety Officer.**

79/19. Mission and Social Committee Report.

- Noted that the Glow Party cost £35.27 and was successful in that it was an enjoyable experience, though the attendance was not as great as hoped for. The expenditure was approved.
- Christmas morning sherry. Joan is dealing with the Carol service and Claire is dealing with Christmas morning. **Action: Joan and Claire to arrange.**
- Candlemas poster (and banner). There will be a poster for Candlemas, but no banner. **Action: Fr. Mark and Angela to arrange the poster.**

80/19. Noticeboard. Fr Mark tabled the three quotes he had received for the new noticeboard near the lych-gate. Copies of the quotes are available on request. After a brief discussion it was agreed by the majority of the PCC members present to approve the proposal put forward by 'NoticeBoardsOnline' at a total cost, including VAT, of £3384. The voting was 7 in favour of the NOL noticeboard and 2 against, noting that the 2 votes against were cast 1 each for the other two options.

Resolved: To approve the purchase and erection of the noticeboard proposed by 'NoticeBoardsOnline' at a total cost, including VAT, of £3384.

Action: Fr. Mark and Churchwardens to agree final siting of noticeboard and give final approval to the wording.

81/19. Heavy Tables disposal and Cellar. The table is still in the cellar. Noted that Sarah had fallen whilst descending the steps to the cellar. Noted that Briand and Fr. Mark had also slipped on the stone steps recently. It was agreed that the steps were dangerous and that the gate at the top should be locked, there should only be one key and that it should be kept in in the safe and only issued as required. There should be a warning notice at the top of the cellar steps. These actions were agreed. **Action: Brian to arrange to erect a warning notice and procure a lock and key for the cellar steps gate.**

82/19 AoB

Almost inevitably, the discussion about the cellar gave rise to a couple of other H&S issues.

Jane mentioned that the MU were moving their meetings from the Barn into the church because of the nature of the slope up to the Barn and the general ambience of the church was preferable to the Barn at the moment.

Jason suggested there was a case for extending the footpath lighting from the church right up to the gate and Brian suggested that it would be possible to get LED lights for £34.95 for the clock face. These would last longer and be cheaper to run. This was agreed.

Action: Brian to get LED lights. Jason to contact electricians for a quote for the path lights.

83/19. Dates of next meetings

Standing Committee 17th December 2019.

PCC 14th January 2020

2nd quote for floor covering in the choir vestry, kitchen and toilet area.

Dear PCC Members

I have received a quote from Derwent Carpets for this flooring.

It is £1533. This includes VAT, taking up the old carpet (but not taking it away, however they will cut it into small pieces for us to take to the dump), moving furniture as required.

It is heavy duty commercial flooring and joints will be welded.

To include the toilet as well would be an extra £144 (includes VAT)

This compares with £1,944 for the vestry + £153 for the toilet from Elliott Carpets.

The Derwent Carpet quote is nearly £400 cheaper but there is not the same choice of designs.

Angela has a picture of the designs and I can always borrow the sample card again.

Although the toilet already has vinyl flooring it is in a poor state and badly stained. If the vestry is redone with vinyl flooring I would suggest that the toilet is redone at the same time and that the extra cost should come out of Church funds. This would also alleviate the need for a join between the vestry and the toilet.

I understand that we are going to apply for a faculty now so there is little chance of this work being done before Christmas. Perhaps the Standing Committee should look at this again in December.

Regards Jackie