

**St Mary's Church Eaton Socon Parochial Church Council  
Minutes of Meeting – Thursday 26th March 2020**

**Present :** TR            RN            EJ            DH  
              JG            TS            IS            JF  
              DC            EC            ML            GC  
              RP

**Meeting Chair:** TR

**Minutes:** JR

**Meeting started :** 19:45            **Meeting concluded :** 20:52

1. Reflection and Prayer

DC opened the meeting by reading an extract from The Easter Story, reminding us that in this time of fear (COVID-19), we can continue to trust God. DC then led the PCC in prayer.

2. Story Sharing

EJ, DH and GC spoke briefly about events in their lives.

3. Apologies

None

4. Minutes of Meeting held on Thursday 27th February 2020

The minutes were signed by TR as an accurate record.

**Proposed - IS Seconded - RP. Passed unanimously**

5. 27th February Minutes Action Point Table Update

See table at end of minutes.

6. Finance Focus

a) February's accounts

- The February accounts were as expected.
- The February accounts did not show anything to cause concern other than cash collections were running under budget by about £40 a week
- There was a donation through the website for Future Developments. This was the first time a private donation had been made in this way
- There have been 3 donations towards the new Bibles for 10, 5, and 2 bibles
- Streaming of Sunday service during the Coronavirus incurred set up costs of £265 which has been covered by a donation

**TR thanked RN for his work.**

b) Next Quarter Projections

- RN assumes that planned regular giving will be unaffected during this period of lockdown
- RN made the assumption that giving by weekly numbered envelopes would dry up. This was questioned and the consensus was that some of this income is likely to come in once current lockdown is lifted.
- all income from collections (including yellow gift aid envelopes), hall lettings, sundry donations and occasional fees would be lost with exception of 1 crem service a month @ £30.
- **Total predicted shortfall of income over quarter against budget was £8649.**
- Regarding expenditure, RN assumes that much of the day to day expenditure such as youth, fellowship. Worship, services, refreshments, hall hire, outreach, building maintenance, cleaning, printing and stationery would fall away.

- **Total predicted 'saving' of expenditure over quarter against budget was £4552**
- General account reserves as at March were £8418. Based on assumptions over next quarter, reserves would reduce by £4097.
- RN suggested depreciation could be suspended but TS pointed out that this has no effect on cash flow so would make no difference to reserves whether suspended or not so no need for this action.
- EJ thanked RN, saying the analysis was very helpful
- TS asked whether it was worth reminding people that they can give online, via text/website
- JG said that we should be mindful that some people will have been furloughed/lost income as self employed and so financial situation will now be different.
- TR said that there may be 2 or 3 crematorium services a month
- **TR thanked RN for his work**
- **ACTION: TR to add a reminder to his email to congregation, reminding them that there are various ways to give, being mindful of the new financial situation some may find themselves in.**

## 7) Ministry Focus

### a) Ministry during the Coronavirus Situation

-TR's time is split in the following 3 ways:

- 1) St Mary's connect through LIFE Groups and Pastoral Groups led by RPepp. People are appreciating phone calls and they have had a positive impact. TR encouraged us to ring people that we know.
- 2) Crematorium based funerals. No hymns can be sung, visits to the family have to happen over the internet, attendance at the service is immediate family only. TR predicts that this part of the ministry will get busier.
- 3) Live Streaming services - the feedback has been encouraging. Members of the PCC said that they felt part of the service. The number of views was about 1500. The R family will lead these services. This Sunday will include something for the children.

There have been mixed messages about whether it is ok to lead these services from the church building, with government and Church of England advice seeming to contradict. TR is waiting for clarification on this.

- TR advised people to keep an eye on the website for resources/information.
- EC and DC shared that they had enjoyed joining in with London Internet Church
- JF said that Alexa has a C of E app with prayers on it.
- TR encouraged people to send ideas/church websites that are good and they could be added to the church website for others to use.

### b) APCM Postponement

APCMs can be delayed until the end of October 2020. All the paperwork still stands, but the meeting will be delayed until the Autumn. Those in office, stay in office until the Autumn, e.g. Churchwardens.

## 8) Correspondence

JG has been in contact with the leader of the Pastoral Care team over ensuring those who were volunteering had the correct DBS clearance where financial handling was involved but that other forms of care (eg prescription collection) did not require this.

## 9) Dates of future meetings

2020: **APCM Sunday March 29<sup>th</sup> - postponed**

2020: **PCC AWAY DAY Sat April 25<sup>th</sup> - postponed**

2020: Apr 30<sup>th</sup>; May 28<sup>th</sup>, June 25<sup>th</sup>, Sept 10<sup>th</sup>, **Sept 24<sup>th</sup>** (Budget), Nov 5<sup>th</sup> & 26<sup>th</sup>

## 10) Final Prayer

- RP closed the meeting with prayer

The meeting closed at 20:52

## PCC Meeting Action Log as of Thursday 26th March 2020

#	Month / Item	Action	Owner	Due / Status
1	Sept / 7b	Children & Communion – arrange next PCC discussion <b>Update 28/11</b> – awaiting date (carry forward)	TR	Ongoing To be updated in June
7	Sept / 11c	'Growing Younger' – Meeting with SMES's PCC oto be arranged <b>Update 26/2</b> - meeting on 30/4/20 at 7:30pm. This meeting will be opened up to others. TR to invite.	TR	Ongoing To be updated in June
12	Oct / 9b	Identify and approach possible volunteers for Light Factory <b>Update 28/11</b> – four volunteers Darren Smith and (once a term) Barbra Jarvis, Nanette Hesketh, Tim Robb Carry forward to identify further volunteers	ALL	Ongoing To be updated in June
14	Oct / 11b	Ongoing actions relating to lighting systems and kitchen <b>Update 26/2</b> – LED lighting fitted on the screen at the back of church	DH	Ongoing To be updated in June
21	Oct / 11f	Installation of COR Concrete Plinths - <b>27/3</b> these have been done.  Measurements for the shed need to be obtained. The Den has a bench.  <b>Update 27/3</b> – in progress and awaiting quotes	TR DH	Closed
27	Nov / 11f	Update risk assessment with addition activities identified and ensure consistency of risk assessment for each area <b>Update 26/2</b> - Ongoing - there has been some progress	EJ + Others	Ongoing To be updated in June
29	Jan / 6	Environmental Policy Formation of Charter for Environmental Policy Group	RPepp/AH  & Cmtte	Ongoing To be updated in June
33	Jan / 9b	SEND Project ML offered to help LF with funding applications <b>Update 26/3</b> - ML has spoken to LF. LF will contact ML	ML	Ongoing To be updated in June
35	Jan / 9c	APCM Electoral Roll display and revision to be handled by PCC Secretary (BN) - completed (26/3) <b>Update - 26/3</b> - APCM postponed	TR	Closed

38	Jan / 10d	Buildings & Fabric Architect's next visit on Friday 14th February 2020 <b>Update - 26/2</b> - It was a good meeting. The architect is coming back with a revised proposal on 20/3/20 at 10am. <b>Update - 26/3</b> - Architect is amending the plan of the church hall to try to increase capacity. The architect provided 3 pricing grids for a quantity surveyor and a quantity surveyor will need to be contracted.	EJ	Ongoing To be updated in June
40	Feb / 6a	Finance Life Group Leaders to be reminded to forward monies received for resources to the Treasurer for accounting purposes	TR	Ongoing To be updated in June
41	Feb / 6b	Finance Develop Contactless Donations with SumUp unit using a Tablet	GC, DH & TR	Ongoing To be updated in June
42	Feb / 7c	Church Bibles Church Family to be asked to sponsor a new Bible for St Mary's	TR	Ongoing To be updated in June
43	Feb / 7d	Easter Posters Poster reflections to be taken forward with Printers and recirculated	TR	Closed
44	Feb / 9a	Safeguarding Risk Assessments for Young People activities to be presented at PCC Away Day	JG	Ongoing To be updated in June
45	Feb / 10	Correspondence Consider invitation to host pre-Lambeth Deanery Service with Bishop of Perth	TR	Closed
46	Feb / 11	Prayer and Reflection for March 26th Meeting	DC	Closed
47	March / 6b	- TR to add a reminder to his email to congregation, reminding them that there are various ways to give, being mindful of the new financial situation some may find themselves in. TR to circulate email to PCC to make sure that the wording is right.	TR	April

*Note: The above **closed** actions to be removed from next month's PCC recorded action log.*