

**St Mary's Church Eaton Socon Parochial Church Council
Minutes of Meeting – Thursday 28th May 2020**

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

Meeting Chair: TR

Minutes: JR

Meeting started : 19:34 **Meeting concluded :** 20:57

1. Reflection and Prayer

DH shared a short reflection and began the meeting in prayer.

2. Story Sharing

Members of the PCC shared how they were getting on during this period of lockdown.

3. Apologies

JF

4. Minutes of Meeting held on Thursday 30th April 2020

The minutes were signed by TR as an accurate record.

Proposed - RP, Seconded - ML. Passed unanimously

5. 30th April Minutes Action Point Table Update

See table at end of minutes.

Many things were to be updated in June, however due to the ongoing situation with COVID-19, most things will now be updated in the Autumn; TR will update the table accordingly.

6. Finance

a. April's accounts

- RN circulated his financial report prior to the meeting.
- The deficit has increased to £9378 from £8960 - one of the reasons for this is that a number of weddings have been postponed.
- Planned giving - There will be an update on envelope giving in June, as people were able to drop their envelopes off at church this week.
- The bill for the plinths/shed base has been paid and allocated to legacy balance in designated fund.
- The money that was claimed under the furlough scheme, has been received.
- Parish Share - This is a large part of our expenditure, due to the slight drop in giving, this is now 58% of our giving as opposed to 55%.

There is a £3000 bill to pay for the quantity surveyor plan which is to come from future developments balance in designated funds.

EJ proposes that we pay this bill from designated funds.

RP seconded. Passed unanimously.

b) Parish Share

- EC had asked a question about the parish share, prior to the meeting. TR had circulated his response prior to the meeting. TR asked for the thoughts of the wider PCC.
- It was suggested that we are likely to be in a better financial position at the moment than many of the churches in the Diocese and that we have to trust we will be in an improved situation by the end of the year.
- TS asked what our reserves were like at the beginning of the pandemic. RN replied that we are about £1900 down on what we would have expected to have. We had £12,055 in reserve at start of year.
- TR thanked RN for all his time and increased work throughout this time.**

There was a break at this point for 'Clap for Carers', the meeting resumed at 20:07.

-RN informed the PCC that Bishop Alan had sent a letter to him with a £25 Charity Aid voucher enclosed for our church. **ACTION: RN will write to thank Bishop Alan for the voucher.**

7. Environmental Group revised Mission Statement

RPepp and AH joined the meeting at this point, for this agenda item only.

An updated Mission Statement had been circulated to the PCC prior to the meeting. There were no further questions from the PCC.

**Proposal: The PCC accepts the Creation Care Mission Statement.
Proposed - RP, Seconded - TS. Passed unanimously.**

TR shared that a sermon series is being planned for the Autumn on Creation Care and that there will be a LIFE Group series to go with it.

8. Updates/Matters for PCC

a) Safeguarding update

JG - No update at the moment.

b) Future Developments Update

EJ circulated the architectural feasibility study and plan prior to the meeting.

-Hall development: This will be 190m² which will seat about 170 people. The architect advises that the DAC will resist anything bigger. Within the floor plan, there is scope for moving things around, for example, the kitchen and offices could be swapped around.

-Australian Gumtree: this has been removed from the churchyard by the council. There are still some trees which need to be removed.

-The initial feedback from the DAC on the hall development plans is positive. We will need to justify to the DAC how it will benefit ministry and the broader community.

-There are some things which will need a decision in the future, for example, whether secondary double glazing is needed - it is desirable, but not essential. TR commented that it is good to look at making the building as environmentally friendly as possible, when reordering the church.

-ML raised the point that we would have to check that the roof was suitable for solar panels.

-EJ believes that the new build is not subject to VAT, but that the church reordering may be. GC has been tasked with looking into this and will have something to report at June's meeting.

-RN thought it would be helpful to include VAT in costs when the document is produced.

-TR shared that he believed it was good practice to seek to raise 10% extra of the money needed on a building project, with the intention of giving away 10%.

-EJ pointed out that the items from the surveyor do include risk analysis and contingency, which amounts to 3%, but that it would be prudent to have a bit more of a contingency built into the costs.

-The next steps are to have the documents updated so that there something to present to the DAC.

-There will have to be another meeting with the architect so it is clear what is included in the costs and what our needs are.

-It is thought that paying for better drawings is a good idea, so that there are clear drawings when it is presented to the congregation.

ACTION: EJ to bring back an updated document with costs and get a clear figure from the architect on amount to produce drawings.

Longer term the detail will need to be refined, along with the cost.

-Tower repair: QS estimates the tower repair will be in the region of £40k

- TR said the Diocese requires at least 80% of the money to have been raised before beginning the building project. However as this is a large project, we would look to raise 95%-97% of the money before proceeding.

-TS commented that we should add in 10% contingency costs - if this money isn't used, it can be used for other things, such as mission work.

-DC asked whether the work on the church tower should be part of the whole project. TR said that the money for the tower would probably come from Grants etc. EJ agreed that the tower is a priority - it isn't at risk of falling down, but needs to be repaired, as it is a duty of care to the public. DC asked whether the tower could be taken out of the project and dealt with separately, so that we could start work on the tower, without waiting for 95% of the money to be raised. GC suggested phasing the project, so different phases could be started as the money was raised.

TR thanked EJ for his work.

9. Correspondence

- EJ said that the lay chair of the Biggleswade Deanery, Rosemary Bentley, had been in touch to say that there is a zoom meeting about the Parish Share on either 17th or 23rd June. EJ and TR are planning to 'attend' this meeting.

-TR shared that Word on Wednesday has been launched - there are reflection videos on the church website. Word on Wednesday will also give others in the church a chance to share a reflection.

TR will update the congregation via email.

12) Dates of future meetings

June 25th, Sept 10th, **Sept 24th** (Budget), Nov 5th & 26th

13) Final Prayer

- TR closed the meeting with prayer at 20:57

PCC Meeting Action Log as of Thursday 28th May 2020

#	Month / Item	Action	Owner	Due / Status
1	Sept / 7b	Children & Communion – arrange next PCC discussion Update 28/11 – awaiting date (carry forward)	TR	Autumn 2020
7	Sept / 11c	'Growing Younger' – Meeting with SMES's PCC to be arranged Update 26/2 - meeting on 30/4/20 at 7:30pm. This meeting will be opened up to others. TR to invite.	TR	Spring 2021
12	Oct / 9b	Identify and approach possible volunteers for Light Factory Update 28/11 – four volunteers Darren Smith and (once a term) Barbra Jarvis, Nanette Hesketh, Tim Robb. Carry forward to identify further volunteers	ALL	Autumn 2020
14	Oct / 11b	Ongoing actions relating to lighting systems and kitchen Update 26/2 – LED lighting fitted on the screen at the back of church	DH	Autumn 2020
27	Nov / 11f	Update risk assessment with addition activities identified and ensure consistency of risk assessment for each area Update 26/2 - Ongoing - there has been some progress	EJ + Others	Spring 2021
29	Jan / 6 April / 9 May / 7	Environmental Policy Formation of Charter for Environmental Policy Group. Update 30/4 - Charter has evolved into Mission Statement and revised version will be presented at May PCC meeting Update 28/5 - Revised Creation Care Mission Statement accepted by PCC	RPepp/AH & Cmtte	Closed
33	Jan / 9b	SEND Project ML offered to help Liz Faulkner with funding applications Update 26/3 - ML has spoken to Liz. Liz will contact ML	ML	Spring 2021
38	Jan / 10d April / 10b	Buildings & Fabric Architect's next visit on Friday 14th February 2020 Update - 26/2 - It was a good meeting. The architect is coming back with a revised proposal on 20/3/20 at 10am. Update - 26/3 - 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. Update 30/4 - EJ to circulate the revised plan from the architect. Update 28/5 - EJ has circulated plans to PCC members	EJ EJ	Closed Closed
40	Feb / 6a	Finance Life Group Leaders to be reminded to forward monies received for resources to the Treasurer for accounting purposes	TR	Sept 2020

41	Feb / 6b	Finance Develop Contactless Donations with SumUp unit using a Tablet	GC, DH & TR	Autumn 2020
42	Feb / 7c	Church Bibles Church Family to be asked to sponsor a new Bible for St Mary's	TR	Autumn 2020
44	Feb / 9a	Safeguarding Risk Assessments for Young People activities to be presented at PCC Away Day	JG	Spring 2021
48	April / 7d	Finance Finance Focus Document to be circulated around the Church	TR	Closed
49	April / 9	Creation Care Group £100 donation to A Rocha. Information to be forwarded to RN	AH	Closed
50	April / 10b May / 8b	Future Developments EJ - DAC need a business case justifying expansion of the church hall. EJ to bring back updated Development documents with figures for architectural drawings	EJ	Autumn 2020
51	April / 10b	Shed DH to obtain quotes for Shed	DH	Autumn 2020
52	April / 10b	Church Clock TR to advise Dorcas Engineering that clock still needs attention	TR	Autumn 2020
53	April / 11	Foodbank Energy fund help update from Foodbank Update: No need in the local area at the moment	TR / RPepp	Closed
54	May / 6	RN will write to thank Bishop Alan for the Charity Aid voucher.	RN	June

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