

**St Mary's Church Eaton Socon Parochial Church Council  
Minutes of Meeting – Thursday 30th April 2020**

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

**Meeting Chair:** TR

**Minutes:** JR

**Meeting started :** 19:40            **Meeting concluded :** 20:52

1. Reflection and Prayer

TR opened the meeting in prayer.

2. Story Sharing

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

3. Apologies

None

4. Minutes of Meeting held on Thursday 26<sup>th</sup> March 2020

The minutes were signed by TR as an accurate record.

**Proposed - EJ Seconded - DH. Passed unanimously**

5. 26<sup>th</sup> March Minutes Action Point Table Update

See table at end of minutes.

6. Standing Committee update re: Furloughing Staff

TR asked for any questions regarding the decision to furlough the staff. The PCC were positive about the decision and had no questions.

*The PCC all accept furloughing the staff and are happy with the decision.*

7. Finance

a) March accounts

- RN circulated his financial report prior to the meeting
- Net addition of £770 to forecast deficit from March.
- Some regular giving has decreased and some changes made to regular gift aid
- Annual deficit set to rise from £7409 to £12828 with 'corona' effect accounting for £4996 of that
- Impact of giving by weekly envelope adjusted down by 25% as now clear that some are switching to bank standing order.

b) April-June's quarter

- RN circulated an updated report for additional information to hand since Last report
- 7 weekly givers intend to switch to/have switched to bank transfer
- 10 weekly givers continuing to give via envelopes
- the prediction on printing costs has been altered to show an increase in costs

c) Furloughing

- Staff have been furloughed with effect from 24/4 until the end of June. The amount that the church can claim back from this just about equates to the loss of income over that period. Forecast deficit at end of year is reduced to £8960
- TS commented that RN had worked hard to access the Government grants and that the attached document was an excellent piece of work. He went on to say that the challenge is that we still have a deficit in the region of £9K after the first quarter.
- RN advised that the furlough money should come through within 6 working days.
- **TR thanked RN & TS for all their work.**

d) Finance Focus

- TR pointed out the amended finance focus and asked for the PCC's views, which were that it was well-balanced and was stating the facts. TR asked the PCC whether it could be emailed out to the congregation - the PCC agreed that it could.

**'The PCC agrees that the finance focus can be emailed out to the congregation - 30/4/20'**

**Action: TR**

-RN referred to a statement from the Parish Giving Scheme advising that instructions to start/amend giving through this scheme (by direct debit on 1st of month) can now be made by telephone.

*At this point in the meeting there was a break to allow people to 'clap for carers'.*

*The meeting resumed at 20:05*

## 8. Ministry Focus

Prior to the meeting TR had sent out a report to the PCC detailing what was happening currently in the Parish. He asked the PCC if they had any questions about it.

-GC asked whether TR needed any help with printing etc. TR replied that he was managing the printing, but that it might be helpful to have some assistance with the collating of the paperwork. GC has offered to help.

-TR has some people helping him deliver the booklets to people

-TR commented that through this time we need to do things that meet the needs of people, rather than just replicating/doing things for the sake of it.

Possible future developments? JF suggested that we could use zoom for Bible studies/Alpha

**-TR asked people to prayerfully consider what we should/shouldn't be doing at the moment.**

## **Agenda Item 9 delayed to later in the meeting – follows Item 10**

### 10. Updates/Matters for PCC

#### a) Safeguarding update

-JG has been making face masks and has given them to all members of the Pastoral Team and Foodbank Team.

#### b) General Buildings Update

-EJ has received a revised plan from the architect .

#### **ACTION EJ to circulate this plan**

- EJ had a meeting at the church with the quantity surveyor, who is now working on a quote. They are going to break the quote down, so that the church can prioritise decisions on things, i.e. the church development will be shown separately to the hall development. He will also provide information on the church tower - there are grants that can be sourced for the restoration of the church tower.

- EJ has had some correspondence with the architect.

#### **ACTION: DAC need a business case justifying expansion of the church hall (EJ).**

-RP asked for an update on the removal of the church organ. DH said that there had not been any contact with the people in Poland, who were wanting to buy it, since lockdown. TR commented that the Faculty for its removal is valid for 12 months, which takes us to 2021, but that would likely be extended if required due to the current situation.

-RN asked about the Church Hall Kitchen – conversations are continuing, but little progress at this time.

-RN has paid out £3929 to PCS for plinths, bases etc - we will reclaim about £1100 of.

-DH is getting further quotes for the shed, now that we know the space/size.

**Action: DH to obtain quotes and confirm reclaim costs**

-The church clock is still not striking properly, the company will keep coming back to tweak it until it is.

**Action: TR to keep liaising with Dorcas Engineering about this**

**TR thanked DH and EJ for all they are doing.**

## 9. Environmental Group Update

*AH and RPepp joined the meeting at this point*

*A report from the creation core group was circulated to the PCC, prior to the meeting, along with a mission statement suggesting how/what we should do.*

*Two actions are needed: approve the mission statement and the donation of £100 to A Rocha*

-AH explained that the core group had had one face-to-face meeting before COVID-19. Two further meetings had been cancelled, but things had been agreed over email.

The PCC had an opportunity to comment/ask questions/discuss the report and mission statement.

- GC liked the way that they had covered the church grounds/building etc and the personal response. AH commented that they should run in parallel.

-RP suggested that we should frame the mission statement as 'St Mary's...' rather than 'The Christian Church...' There was a discussion around this. AH is to amend the mission statement in the light of this discussion and send it to TR/PCC to approve.

**ACTION 1: The PCC chose to wait for a revised copy of the mission statement for them to approve at May's meeting.**

**ACTION 2: To make a donation of £100 to A Rocha.**

**Proposal: A donation of £100 to be made to A Rocha. Proposed: DH, Seconded: EC. Passed unanimously.**

***TR thanked AH and RPepp and their team for the time and work.***

AH left the meeting at this point.

## 11. Correspondence

RPepp gave the PCC an update on the Foodbank and Pastoral Care Team.

Foodbank: The food bank is working well. The 4 church-based distribution centres are closed. There are deliveries happening on Monday/Wednesday/Friday and there are 8-10 deliveries a day. The numbers receiving food are up a bit on normal, but not massively so. The amount of food in store and the money in the account is healthy and therefore in a better position than other food banks.

-It was agreed that the church will renew their usual monetary gift to the food bank later in the year, as the foodbank is currently in a good position financially.

-JG asked about whether there was enough money to help with energy resources; RPepp didn't know the answer to this.

**Action: TR and RPepp to make enquiries**

Pastoral Care Team: Face-to-face meetings have stopped. 13 members of the team are phoning people who are not in LIFE Groups about once a week; there are 130 people on the list and over 400 phone calls made so far - people are pleased to hear from the church.

**TS asked RPepp to thank members of the team on behalf of the PCC.**

**TR thanked RPepp for all he was doing.**

## 12) Dates of future meetings

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>

## 13) Final Prayer

- RP closed the meeting with prayer

The meeting closed at 20:52.

**PCC Meeting Action Log as of Thursday 30<sup>th</sup> April 2020**

<b>#</b>	<b>Month / Item</b>	<b>Action</b>	<b>Owner</b>	<b>Due / Status</b>
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 to 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. <b>Update 27/3</b> – in progress and awaiting quotes <b>Update 30/4</b> – project completed	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 April / 9	Environmental Policy Formation of Charter for Environmental Policy Group. <b>Update 30/4</b> - Charter has evolved into Mission Statement and revised version will be presented at May PCC meeting	RPepp/AH & Cmtte	May
33	Jan / 9b	SEND Project ML offered to help Liz Faulkner with funding applications <b>Update 26/3</b> - ML has spoken to Liz. Liz will contact ML	ML	Ongoing To be updated in June
38	Jan / 10d April / 10b	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. <b>Update 30/4</b> - EJ to circulate the revised plan from the architect.	EJ  EJ	May  May
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
44	Feb / 9a	Safeguarding Risk Assessments for Young People activities to be presented at PCC Away Day	JG	Ongoing To be updated in June
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	Closed
48	April / 7d	Finance Finance Focus Document to be circulated around the Church	TR	May
49	April / 9	Creation Care Group £100 donation to A Rocha. Information to be forwarded to RN	AH	May
50	April / 10b	Future Developments EJ - DAC need a business case justifying expansion of the church hall.	EJ	May
51	April / 10b	Shed DH to obtain quotes for Shed	DH	Ongoing To be updated in June
52	April / 10b	Church Clock TR to advise Dorcas Engineering that clock still needs attention	TR	Ongoing To be updated in June
53	April / 11	Foodbank Energy fund help update from Foodbank	TR / RPepp	May

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