

PCC Meeting Minutes

12th December 2017 at St Pauls

PCC Members Present:

Sandra Cole, Christine Cocks, Rev Dave Poultney, Ingrid Harris, Elizabeth Jones, Revd Mary Kingsley, Greg Batts, Felicity Cox, Gill Onslow, Mark Crampton, Len Richards, Catherine Brant and Ann White (Chair), Maureen Fleming, Ali Saunders.

Apologises

George Crompton, Alex Evans, Phil Stiff, Rev Anne Underwood, Caroline Harper, Roger Prangnell, Betty Greengrass, Stuart Brant, Gill Macey

Minutes of last meeting- agreed

Matters Arising

All covered in the agenda for the meeting

Finance Update

PCC (26 Sept) approved to draw down further reserves of £20K which has been done by Felicity Cox.

Expenditure month on month is reducing, we have generated more income than expected. However, there is still a deficit between income and expenditure. The good news is that we are going in the right direction but there is still a way to go to get to a balanced budget.

Felicity Cox talked through draft budget for 2017 explaining some of the overspend. Felicity explained Parish giving and committed to providing details of all the charities given to this year.

Felicity illustrated giving the importance of giving in kind and change the method of giving to ensure we can claim gift aid.

Felicity highlighted areas of income that have fallen below expectations;

Regular giving – as a result finance committee proposing a stewardship campaign.

Collections and Donation from services is down as well. Though collections from recitals is up.

Finance committee recommended that Christmas collections go towards supporting the work our youth worker does with vulnerable young people in the Parish.

Recital Lunches to be moved to mission cost centre in 2018 budget.

The level of reserves used in 2017 is in line with 2016 which is estimated at £45455 for 2017. Current reserves are approximately £800 000. See paper presented by Felicity for more information.

Felicity explained that the 2018 budget is realistic and has been reviewed by finance committee.

100 club could be better promoted and lots of ideas to improve it have been proposed and will be implemented in 2018.

Income 2018 – Assumption is that stewardship campaign will increase regular giving in 2018.

Recommendation to the PCC to note

1. The PCC is asked to provisionally approve the budget for 2018, with any amendments they recommend.
2. The PCC is asked to task the Hon. Treasurer and the Finance Committee with making any amendments from the meeting and with any new information which comes to light as the year closes.
3. The PCC is asked to accept the following proposal:-
 - Promote St James's Church for filming by registering with a Film Location agency.
 - Encourage better uptake of Parish 100 Club throughout the parish it is currently mainly at SJ.
 - That the PCC lead a CMF Stewardship Campaign;
 - Encourage wider support of parish fundraising and produce a list of events, 1 per month.
 - Publicise wills and legacies as a way of funding special items.
4. The PCC is asked to consider how they would like to disseminate information on the budget and financial decisions made to the wider parish membership.
5. The PCC is asked to continue to support the drive for increased income and reduced expenditure.

Proposed by Felicity Cox and seconded by Christine Cocks These were approved unanimously.

Cash Handling Policy

Felicity presented the Cash Handling Policy.

Proposed Felicity Cox and seconded by Christine Cocks Approved unanimously.

Parish Wedding and Funeral Fees 2018

Ann White went through the table of proposed fees for 2018. The PCC are being asked to agree the fees the Parish have responsibility for. Statutory fees are determined by the Diocese and not the PCC.

Christine Cocks, Rev'd Mary Kingsley, Catherine Brant, Ingrid Harris and Mark Crampton all declared an interest as possible beneficiaries of fees and left the meeting prior to the vote.

Proposed that the fees be accepted by the PCC for 2018.

Proposed Ann White and Seconded by Elizabeth Jones. Approved unanimously.

Hall Hire

The paper originally sent round has been amended. Ann White outlined the proposed charges for the halls in 2018.

Ann White proposed from the chair the revised fee structure and was approved unanimously.

Action – website and booking forms to be updated.

War Graves Commission Project

Ann presented the paper from John Rose on the application to the War Graves Commission. This project is funded by the WGC and they will provide and fit signage by the Lychgate advising that there are war graves in the churchyard. The PCC agreed this was a very worthwhile project and one we wanted to be part of.

Proposed that the PCC support the application to the War Graves Commission

Proposed by Christine Cock and seconded by Greg Batts. It was unanimously approved.

Office Staff

Ann provided a verbal update on the what is happening with our parish administrator. The wardens spoke to somebody who might have been interested but declined the offer of employment. An advert has been put in Look for the role at 10 hours per week.

The PCC expressed thanks to Jennie Crawley for all the work she has done in the office.

AOB

Charity Commission Update

Ingrid Harris's husband, Bob Harris is now employed by the parish to dig graves for the burial of ashes. This has been noted and Felicity Cox will advise the charity commission of the connection.

Statues at St. James's

Ann advised that the Faculty has been approved for the permanent placement of the statues of St. James' and Our Lady in St James's Church.

Rectory

The Diocese has let the Rectory from Saturday 16th December.

Date of Next Meeting: This is the Section 11 meeting and will take place on 22 January 2018, 7.30pm at St Pauls.