

**MINUTES OF A MEETING
OF RUSTINGTON PAROCHIAL CHURCH COUNCIL
HELD ON TUESDAY 21st July 2020 – via Zoom**

Present: Rev Natalie Loveless (Chair), Henry Bott, Pam Brooks, Sue Gardener, Geoff Gibb, Jackie Gordon, Liz Henderson, Pamela Jones, Carrie McLeod, Glyn Mathias, Dot Mitcham, Steve Newman, Lesley Payne and Jan Peacock.

- 1. Devotions** – Natalie opened the meeting with today's Gospel reading from Matthew 12 46-50. One version from NRSV and one from The Message.
- 2. Welcome and Apologies** – Natalie welcomed everyone. No apologies as all members present.

As the Church of England has not stated we can constitutionally agree anything via Zoom all proposals and decisions will have to be ratified via e-mail following the meeting.

- 3. Declarations of Interest** – All present were fine with the agenda today.

- 4. Minutes of PCC Meeting 9th June 2020**

An amendment had been asked for and this was approved by members as follows – *Item 8. The last two sentences of paragraph two to be changed to 'The treasurer replied that a major overhaul of the organ takes place every 20years and as this was undertaken 5 years ago it was not due for 15 more years. For minor repairs funds would be released from elsewhere if required. Natalie pointed out that the pipes are encased as fixtures in the church so they would be deemed to be part of the fabric of the church and funds could be released from elsewhere if required.'*

The minutes were then approved and will be signed by the chair on receiving a hard copy.

- 5. Matters arising from these minutes. Item 6** – *Update on roof repair Henry Ave. Was this as a result of the work done on the party wall by next door neighbour? Did neighbour therefore pay?* The builder who was repairing the roof to the neighbouring house flagged up the state of the lean-to roof over the toilet and as he had scaffolding up, he offered to do the repair as it would cost less.

Item 6 – *Ebound had been contacted over the bill and it transpired that when they changed their accounting system three years ago, they added a nightguard to our annual bill. This had not been noticed by us, but they have reimbursed the money from the last three years.*

- 6. Confidentiality of minutes** – Minutes of 9th June can be put onto the website as they stand and a copy placed at the back of the church.

- 7. Understanding our Finances** – At the request of PCC members Natalie had put together a comprehensive report showing the various accounts and resources. This had been sent to members a week ago so they could read through in advance of this meeting. Going through each heading members were given the opportunity to ask questions along the way.

Bank accounts – the quarterly dividends (1c) amount to approx. £1750 a year. This goes into the reserves account and the aim is to have about £20,000 in it. At the present time there is £12,000 in it. It was asked if some of the lump sum from the bequest (Faulkner) should be used to top up the reserves account.

Other assets – Senst Bequest – the interest from the two CBF investment accounts is paid into the CBF deposit fund. These funds are controlled by the PCC. This also applies to the Faulkner bequest. Other funds are controlled by the Diocese.

Funds – It is thought that the Chancel Trust Fund can only be used on the fabric of the church.

Trusts – 5b – clearly shows that the rent money coming in is being paid back into the Senst Bequest fund before any of the other accounts where money was borrowed for work carried out on the cottage.

Comments:- Members felt the report had been very useful and helpful putting things in a more simplified way.

It would be difficult to have a big thanksgiving appeal when we have £57,000 sitting in an account, however our income does not match our expenditure so there is a lot for PCC members to think about. In terms of how it is managed – do we spend some of the reserve money to tidy things up (pay off the loans) or do we keep it invested and go to the church family to explain that our income does not meet our expenditure?

One member expressed the view that the capital – wherever possible – should be left and only the interest be spent.

Another member said that now we are aware of the amount of money we have the task of the PCC is to have a vision on how to grow this – not in a financial sense but in a people one. How can we use it to reach out into the village? Natalie replied that there are two strands to our responsibilities – reaching out but also paying our bills.

Other areas to look at – the management of the Hall and Cottage, the Vicar and Churchwarden account and Seasight account. We need to bring in a Legacy Policy.

A proposal was made that the Standing Committee rationalise some of these points and discuss what needs to be done, calling on the expertise of the finance team. They should report back to the PCC in Sept with some proposals. All members were in favour and this will be ratified by e-mail.

- 8. Treasurer's report** – A statement of the current financial situation had been circulated prior to the meeting. Two reports from the Treasurer had also been sent out. He explained in more detail at this meeting about contactless giving and how it works. The Diocese is encouraging churches to consider online and contactless giving as over the last few months with churches closed the amount coming in has been quite reduced. The treasurer proposed that we should go ahead in setting up online giving via our website and to introduce contactless giving. This was duly seconded and all members in favour. To be ratified by email.
- 9. Sub-groups** – no groups have met so no reports.
- 10. Safeguarding** – report sent out prior to this meeting. No questions were raised.
- 11. H & S** – a report had been sent out prior to the meeting. No questions were raised. Natalie wished to thank Christopher and Bob for putting up a Perspex screen in the church office ensuring the safety of the office staff.
- 12. Deanery Matters** – Clergy Chapter have continued to meet via Zoom.
- 13. Churches Together in Rustington** – a meeting had been held via Zoom. Natalie had proposed that the yearly subscription be waived this year and the other churches had agreed this.
- 14. Matters raised by the Vicar** – Natalie explained that a risk assessment had been carried out before the church was opened for services. With safe distancing 40 bookable places were available but there were 47 chairs actually out. Thanks were given to Gill Renny for all she is doing to keep Noah's Ark and Messy Church online each week. Grace and Claire are continuing with Chatterbooks (Youth Group) online and talks are being held to see if it could be possible to do any face-to-face work with JSquad. Maureen has been holding coffee mornings in her garden and Bill has managed to have Men's Fellowship via

Zoom. Posies of flowers have been delivered to many of the church family over the last couple of months. A video has been sent to the local care homes to keep in touch. Home Communion will not be starting up just yet. The Pastoral Visitors were doing an excellent job of keeping in touch with those shielding.

The Chancel Working Party group will be reconvening shortly.

15. Matters raised by the Churchwardens – As the Hall is not being used at the moment the Hall Management Group thought this would be the ideal opportunity to have the kitchen refitted and updated. (This has been discussed at PCC meeting on and off over the last few years.) Consultations have been held with all the groups which use the hall kitchen and all were given the chance to comment. Some asked if the sinks could be raised but unfortunately this is not possible as they are commercial ones. PCC members were able to see the design which has been drawn up, showing the units by Howden with a central island. The hand-washing sink and one work top would be able to move up and down, allowing someone in a wheelchair to access them. There would be a new fridge freezer (£800), heated hostess trolley (£1,500), and commercial dishwasher (£2,000). Two quotes have been received so far.

The first, for £29,600 is for the new units and fitting.

The second, from Alan Strudwick is itemised as £15,000 for the new units and £5,900 to fit/install them and take away old units.

In addition to both quotes would be new flooring (1st quote £3,233, awaiting another one) and decorating (£1,250).

Total therefore for second quote would be approx. £30,000.

A proposal to go ahead with the work was made and seconded with one against, all others in favour. To be ratified by email.

Discussion followed on where the money would come from with a proposal that the money be taken from the Burial Ground Fund. This was duly seconded with one against, all others in favour. To be ratified by email.

Henry Ave – there has been a major water leak between the road and the house.

Ecclesiastical insurers were called who arranged for it to be fixed as quite a large job. Just waiting on a report of the damage incurred to the hall and porch area.

Trees in the garden of Henry Ave and the cottage have been cut back/down.

Natalie thanked the C/W's for all their hard work.

16. Correspondence – None received.

17. Any other business – none

Dates of future meetings

15th Sept, APCM 13th Oct, 10th Nov. 2021 – 12th Jan, 9th Mar.

The meeting closed at 9.50pm with a prayer.

Signed:

Chair

Date: