

**MINUTES OF A MEETING
OF RUSTINGTON PAROCHIAL CHURCH COUNCIL
HELD ON TUESDAY 1ST FEBRUARY 2022 AT 7pm**

15 members were present.

The minutes of the meeting on 9th November were approved as correct.

Matters arising from the above minutes – Item 4 – PCC agreed to give £500 to Welcome Churches for work with Afghan Refugees but Financial report for this meeting states £584.10 given. It is thought this is the residual amount after the other two charities had been paid.

Authorised Lay Minister (ALM) - The ALM role description was shared with the PCC. Natalie will meet regularly with Claire. There may be some expenses e.g. for training which will need PCC approval. This will be recorded under 'Clergy expenses' in the accounts. All congratulated Claire and wished her well.

Pantry update – started 6th October has been going for 16 weeks. First week visited by 10 families, has gradually increased to 44 last week.

Charlie is overcome with the kindness and generosity of everyone in congregation and local businesses. The shelves are restocked each week. Local greengrocer has offered vegetables every two weeks. Charlie would be happy for more people to get involved with helping as the opportunity to chat over a cup of tea could be lost with so many attending.

Those who used the Pantry were asked to answer questions in a survey e.g. how they had heard of Pantry - word of mouth and Facebook. The feedback was all positive.

The Chair thanked Charlie for his work with the Pantry.

Jubilee – Wednesday 1st June evening – Flower Festival preview and concert in church; Thursday - Kings and Queens lunch in hall; Friday – wedding in church; Sunday morning – ecumenical service on green by Methodist church; The Flower Festival will continue Thursday – Sunday with refreshments in hall, raffle and other fundraising activities. This is to be our major fundraising event of the year. Money raised in the church will go to the church, money raised in the hall will be divided between the church and the missions we support. Other events in the village include concert in Woodlands Centre and Street Fair on Saturday.

Item 7 Hub Feedback – The Wickbourne Centre Open 8am – 10pm Mon-Fri Mon-Fri 9-5 Local Authority hire rooms. There is: toy bank, toddler group, IT support (County Council provided computers). No food /clothes bank, arts and crafts, activities for the elderly. Hot drinks available - buy one pay for two – for the churches pastoral fund. No food at present. Building set up with 50% grant from local authority and in conjunction with Arun Church. (Church now meets at The Littlehampton Academy). Raise money by renting out space. 2-3 jobs 5 part time. Volunteers 5-6 members of the congregation. Governance – separate Trust – allied to Arun Church.

Treasurer's report – Financial Report circulated before the meeting.

The provisional budget for 2022 – Total Income £91,000 Total Expenditure £126,000

These totals are different to the Draft Budget agreed by the PCC in November 2021 which were based on "best guess figures". Now that the end of year figures for 2021 were available some figures in the budget had been rounded up.

Handling Cash – a procedure for handling cash has not yet been completed or discussed with the Finance Group. Envelope money is counted at home and as there is currently no one to count collections/donations/votive candle donations this is being done by the same people before being banked. Natalie wished it recorded that she was not happy with church collection going to people's houses to be counted. Money from raffles not to be counted at home either. All money collected /given in church to be counted in church then banked. Money collected in hall to be counted in hall then banked. Pamela and Dot offered to count church money and bank it every two weeks after church sitting on a Friday. Glyn to provide a 'paying book'.

Seasight account is closed – money now paid into PCC account. **It was proposed that Seasight money is a Designated Fund; Duly Seconded 14 in favour 1 against.**

Branding – presentation given by Zoe Mills on behalf of group. Branding helps view the church, draw people in, easily recognised, can help with first impressions. At present we have cross keys and sword /picture of the church/different colours (red, orange and blue)/different style of text and how our name is written (apostrophes added). It was felt that something modern and clear is needed.

New designs include using quatrefoil shape, images of fish and waves from outer glass doors. Blue and red colours from stained glass windows. Text font to be Gill Sans and group names to include church name e.g. St Peter and St Paul Pantry. Ideas to be displayed in church for all to see and to get feedback from the congregation before a decision is made on a final design. Our web address is difficult to remember Zoe has done some research and will obtain new domains on our behalf. Approx. cost £30. **Proposed and duly seconded that a new domain be purchased.** Zoe was thanked for her help and continued input.

GDPR policy –prepared by Geoff Gibb.

It was proposed that we adopt the Guidance for managing GDPR. Duly seconded. All in favour.

Safeguarding – It was reported at the meeting that Pantry and Bolder volunteers had all completed their required training. Claire received a message from Church House – requesting she complete C2 training. She will inform Keith.

Health and Safety – report received.

Deanery Matters/Churches together in Rustington – New Rural Dean - Rev Natalie Loveless appointed by the bishop.

SP&SP - hosted the service for Christian Unity on Sunday 23rd January at 6.30pm and are organising the Good Friday Walk of Witness. Other CTiR events include Ecumenical Lent groups and Jubilee service Sunday 5th June.

Matters raised by the Vicar/Curate – Permission requested and given unanimously for Bolders to go off site February 15th to make sausages and on March 22nd to visit Out of Bounds.

Matters raised by the Churchwardens – tree work including the tree by the flagpole completed. Lych gate – formal application made – now in consultation with the Dioceses. Quinquennial – CWs will sort out an order of work to be done. Lighting – Glyn is getting another quote for work. Following the storm, fencing had to be replaced at 23 Henry Avenue at a cost of £445.

Question – re Item 14 PCC 9th November – is there any progress with problems with AV equipment? Bill Dodd looking into.

Correspondence – Received from Trustees of Humphrey Bequest. They have agreed and paid for the work on the churchyard trees. “As regarding work needed following the Quinquennial inspection of the church, we are also pleased to fund this. We will transfer to the PCC an initial grant of £20,000, please let us know if and when more is required.”

PCC secretary wrote to the Parish Council to ask if a grant towards the upkeep of the churchyard could be made again this year? Rustington Parish Council replied 25th January 2022 confirming that they would make a grant of £750 for the year commencing 1st April 2022. As the Church is in the process of relinquishing all responsibility for maintenance of the churchyard the money will be paid monthly £62.50. They ask for bank details to enable BACS payments.