

**MINUTES OF A MEETING
OF THE PAROCHIAL CHURCH COUNCIL
OF ST PETER AND ST PAUL, RUSTINGTON
Held on Tuesday 23rd May 2023 at 7.00 pm**

Present: There were 21 people present

1. **Opening Devotions** – The meeting began with prayer.
2. **Welcome and Apologies** – A welcome for everyone. There were no apologies.
3. **Minutes from previous meetings:**

28th March 2023 – It was proposed and seconded that the Minutes be accepted as an accurate record of the meeting; seconded the proposal. 13 in favour four abstentions

12th April 2023 – It was proposed and seconded that the Minutes be accepted as an accurate record of the meeting; seconded the proposal. 11 in favour, eight abstentions

9th May 2023 – page one, item 5 - ...we need.... was repeated; same paragraph should read an Alpha.... not a Alpha.....; page 2 should readtwo weeks.... nottwo week.....
Following those corrections, it was proposed and seconded that we accept the Minutes as an accurate record of the meeting; 20 in favour, one abstention.

There were a number of abstentions as this was the first proper PCC meeting with the newly elected PCC members.

4. **Matters Arising from above Minutes**
The boiler has now been done at 23 Henry Avenue.
There were no other matters arising.
5. **Confidentiality of Minutes**
There were no matters of confidentiality.
6. **Health and Safety**
The Health and Safety report was circulated before the meeting.
We have had quotes for the emergency lights from three separate contractors. Clarification is still needed and this item will come back to the PCC once this has been sought.
7. **Safeguarding**
There was no report, just a reminder that people will be contacted for DBS checks and training where relevant.
8. **Allocation of Committees/Groups**
People were allocated to the following groups:
Eco Church
Church building and Grounds
Finance
Social and fundraising
All the groups will arrange a first meeting date at the end of the PCC meeting.

9. Finance (to include a first quarter review)

A report was circulated in advance of the meeting showing the financial position as at end of April 2023.

- Money for the boiler came from the repair grant but will need to be paid back as the repair fund is just for repairs to the church
- Our own invested reserves are held by us but the Diocese hold the rest and we just get an annual certificate. We could ask the Diocese if we could have a six-monthly review.
- Parish Share – this is the amount we contribute to the Diocese, which cover things such as the vicar's salary, housing, training clergy, insurances and central support staff. As we are a wealthy parish, we, (the PCC), have agreed to pay an extra £8000 a year to aid poorer parishes.
- We have £10,804 in our reserves. We are behind on the parish share and money has been taken from the repair fund to pay for the Henry Avenue boiler. Once those monies have been taken, our reserve will be at £0. Our invested reserves, at the end of December 2022 was £26,626.
- We have enough money in May to pay the parish share for May.
- We have a lot of money in legacies.
- If we get to the end of the invested funds, do we use the legacies or ask the congregation for more money?

It was proposed and seconded that we leave £20,000 in the investment fund and take out the rest. All were in favour.

Legacies – we are in a very fortunate position in receiving legacies from people. Some are designated or restricted for specific purposes. What do we feel should happen to legacies that are not designated?

- Should it have a time limit on it so that families/friends can see what it's been spent on.
- It could also be used for mission – such as youth work.
- It shouldn't go into general funds.
- £8800 sitting in the designated legacy fund currently.
- Would it be useful to have a policy on legacies?
- We want to inspire givers but not restrict the usage.

When we appointed a Children and Family worker, there was a budget of £100 a month. This has been being paid out of general funds. The salary comes out of Phillippa Senst fund; it would be sensible if the budget and salary (as well as money for an annual retreat etc) comes out of the Phillippa Senst account. It was proposed and seconded that we use the money in the Phillippa Senst fund to pay for the children and family worker's expenses, salary and an annual retreat; all were in favour. This will be backdated to January 2023.

Bradley Smith came to speak to us at Evensong recently; it was proposed and seconded that we make a donation of £100 to the Prayer Book Society and this will come out of the third pot for charities.

A report had been circulated before the meeting.

- We had a £5000 shortfall
- It shows clearly what goes in and out and from where.
- This will be sent out quarterly to the PCC members but with names redacted.
- Useful to see where different amounts of money come in from (funeral fees, donations etc).
- It shows how our investments are doing.

- Clearly shows the cost of things.
- Parish stripe – donations that are made on line; commission is paid to the machine providers.
- DPC is online payments
- Accrual accounting means that revenue is recorded when earned and expenses when incurred.
- Assets are debits whereas income is a credit. Bank statements are shown from the bank's point of view.

In future, this document will go to the PCC on a quarterly basis; any questions will go to the finance team and be fed back to the PCC.

10. Bolders Permission

Paperwork had been circulated prior to the meeting, requesting permission to take the Bolders to the Church Allotment and to the beach. It was proposed and seconded that we give permission; all were in favour.

11. Matters raised by the Vicar

The administrator has handed his notice in. He has always had a second job and now that needs his full time. He will leave in August. We will do the same as previously when we advertised for the job.

12. Matters raised by the Churchwardens

The faculty is being put together for chancel furniture, vestments and altar frontals. Costings were circulated to the PCC prior to the meeting and are likely to increase due to the passage of time. From the displays, there has been lots of positive comments. The DAC came and gave us informal advice. We now have to have formal advice and can then apply for the faculty.

The stained-glass windows (12) currently have opaque poly-carbonate on them. The architect on the quinquennial report advised that this was replaced by steel grilles. This will also be included on the faculty. Two quotes have been received, the lower of which was £3000 plus VAT and £940 + VAT for fitting the grilles.

A Motion by the Churchwardens (for the further re-ordering of the Church) that the PCC hereby approves

- I. of the provision of new Chancel furniture (designed by Treske) all designs as previously submitted to the PCC and subsequently displayed in the Church namely:-

- I x Nave Altar Table
- I x Preaching Lectern with integrated step
- I x Lightweight Portable Lectern
- 4 x Choir Frontals
- 4 x St Mary's Choir Benches
- 2 x St Mary's Server's (Side Chairs)
- I x President's (Priest's) Chair
- 2 x Priest's (Server's) Chairs
- I x Credence Table
- I x Paschal Candle Holder

2. of the provision of Altar Frontals Chasubles and Stoles (designed by Juliet Hemingray) all designs as previously submitted to the PCC and subsequently displayed in the Church namely:-

Green Altar Frontal
Purple Altar Frontal
Purple Chasuble
Purple Stoles
Red Altar Frontal
White Altar Frontal
White Chasuble
White Stoles
3. of the provision of 15 no. folding tables for occasional use in the church to be supplied by Mogo Direct as described in their quotation of 20 March 2023
4. of the provision of 12 no. window grilles to replace degraded polycarbonate screens and rusted grilles on stained glass windows as scheduled in Silver Stained Glass Ltd.'s quote of 17th October 2022
5. of the provision of a new Lych Gate panel to be supplied and fitted by Cooper Joinery in accordance with their sketch plan and quote dated 13 March 2023

It was proposed and seconded that we accept this proposal; all were in favour.

The fence that Arun District Council put up, next to our lych gate, is going to be replaced by the same company (Coopers) who did the lych gate. We asked Arun Council if they'd be willing to pay and they have agreed and paid us £1750 which was the quote from Coopers. We will need to pay VAT.

The tables which have been bought for the church hall, which are now in the church also need to be included on the faculty so they can legally stay in the church! The tables are stored in the AV cupboard and the chair cupboard.

Thanks to those who were getting rid of the rubbish from the church and taking it to the tip.

The branding designs to complement without matching, the designs on the vestments and altar frontals.

13. Any Other Business

- a) Disposal of items – all the red kneelers can go straight away.
There is other stuff in the chancel that will also need a faculty in order to get rid of (to other churches possibly).
- b) Altar Linen
The altar linen is in need of replacing. They all need to be listed and photographed before then can be disposed of.
We had circulated paperwork before the meeting, showing different options. There is money in the Ecclesiastical Vessel fund that can be used for this (as we don't need any more chalices etc). Of the two choices, option B was preferred. It was proposed and seconded that we go with option B and that we replace all the linen at once; all were in

favour. The cross on the linen will be red – as it was on the previous set. Claire will go ahead with ordering the new linen.

c) Welcomers

Two new people would like to be added to the Side persons' rota.

It was proposed and seconded that they join the rota; all were in favour.

The meeting closed with the Grace at 20.48

Signed:Chair

Date:

Dates for future PCC meetings:

20th June 2023

12th September 2023 which will include a six-monthly financial review

14th November 2023 which will include a nine monthly financial review and agreeing the budget for 2024.

2024

23rd January

19th March at which we will accept the accounts for the APCM

14th May APCM