

**MINUTES OF A MEETING  
OF THE PAROCHIAL CHURCH COUNCIL  
OF ST PETER AND ST PAUL, RUSTINGTON  
Held on Tuesday 12<sup>th</sup> September 2023 at 7.00 pm**

**Present:** There were 17 members present.

1. **Opening Devotions** – The meeting began with worship and prayer.
2. **Welcome and Apologies** – Everyone was welcomed. There were apologies from three members.
3. **Minutes from the 20<sup>th</sup> June 2023**  
The Minutes were accepted and signed as an accurate record.
4. **Matters Arising from above Minutes**  
It would be useful, when and where appropriate, to give evidence for and of decisions being made. There were no other matters arising.
5. **Confidentiality of Minutes**  
There were no matters of confidentiality.
6. **Health and Safety**  
The report was forwarded before the meeting.
7. **Safeguarding**  
The report was forwarded before the meeting.  
Only one person is now needing to complete the DBS and some of the members have started the training.  
Parish Administrator's are not subject to DBS checks; however, the case was made that with all the role entails, a check is needed; the check was completed with no issues arising.
8. **Finance**  
We don't have an Independent Examiner; the person who did it last year will now give her expertise and advice and to make sure the accounts are all in order. It means that we have to find another IE which will need to be done before the accounts are ready for the APCM.
  - a. **Finance group feedback including generosity plans**  
The report from the finance group was read – see attached.  
A member is shadowing the current person for the payroll position. All the payroll information is on the office laptop and is password protected.  
  
Generosity group – will be meeting in October.  
All the PCC feedback following our visiting speaker has been forwarded to the Generosity group to carry forward.
  - b. **Six-monthly financial review**  
The Finance group will ask for the updated report and circulate it to the PCC members.  
A finance report had been circulated in advance.
    - Some of the holiday club monies still need to be sorted out.

- A question was asked: How will we continue to pay the Family and Children worker now the fund is disappearing? The remaining money has been invested; this can be pulled over when needed.
- When it is needed, a decision will need to be made as to how much we have available as cash. It was requested that a further £10,000 to be transferred into the main account as in the next two or three months. The finance team will ask for information about the funds for a decision to be made in November,
- How long until our reserves run out? We have been running at quite a large deficit budget this year; if that continues, we could run at about -£20,000 next year, but that will need to be established when the budget figures are finalised. It is not ideal to spend legacies on running costs, but if giving does not increase, we will need to. This is the sort of information of which the congregation need to be aware.
- Do we continue paying extra parish share? These are the sorts of conversations that need to be had at the next PCC meeting.
- It would be good to let the congregation know about how and where money is needed.
- It would be useful to have some hard facts, like cost of electric, gas etc, available to the congregation.

### **c. Change of signatories**

It was proposed and seconded that the PCC approve the amendment to NatWest account signatories. All were in favour.

It was proposed and seconded that Carrie have access to internet banking. All were in favour.

Any money raised from social/fundraising events gets split between church and charities. Half the money will go to the church, half the money goes into the mission pot. Two thirds of that go out to FSW and supporting our overseas charity. The other third goes to a flexible pot which we agree on each year. We should make sure that it is well signposted that we are raising funds for charities as well as the church.

Interest accrued in the multiple funds account should go into the general fund.

Most of the money given to the pantry is given by places or people who wouldn't ordinarily give to the church. Costs have increased in order to keep the pantry running.

Many thanks for the fuller report which is easy to understand.

## **9. Sub-Group Feedback/Updates**

### **a) Social and Fundraising**

The report was given..

The events have been really good – a good mixture of socialising as well as fundraising.

### **b) Eco**

The report was read.

There is an area with what looks like a compost heap (south east corner) which will need clearing with a small digger; this would make a good outdoor worship space. And nearby graves could be re-wilded. It would be good to get quotes to get it cleared. It would be helpful if we could help people understand that the place where ashes are interred is a sacred space. Thanks for including more creation-based hymns. Also looking at making small changes like the coffee we use.

**c) Building and Grounds**

The report was read

We will ask the Churchwardens to speak to Arun Council about the possibility of clearing that area. The eco and building and grounds groups will meet up and move forward on some areas.

Glass doors – it was recommended at the quinquennial report that the floor was slightly sanded down but both options are being looked at.

**d) AV project**

The report was read.

There are various issues; clergy microphones don't show if they're on or off. It would be good to have a wireless microphone on the new lectern. The position of the AV set up at the moment is not ideal as they're not part of the worship and the clergy can't see them.

An email had been received.

After discussion, it was agreed in principle that we go ahead with the proposal. We will ask the to see what he is wanted and the Standing Committee will discuss and decide.

**e) Music team**

A small team meet frequently to discuss and decide the music.

**f) Hall reordering**

A separate team who manage the hall meet regularly. There is a separate group who are now starting to meet to discuss the possibility of the hall reordering. Some things like the mens toilets, access to the parish office, and pantry use could be improved.

**10. Church Diary 2024**

The feedback from the diary/calendar for 2023 has proved very successful and popular. A small team will meet to work on the calendar for 2024.

**11. Lighting – including visit to St Matthew's, Worthing**

Three quotes were received (to replace the current lighting system); two were actual quotes, one company wanted £300 to prepare the quote. Their ballpark figure was £25,000. St Matthew's have recently had a new lighting system installed, by CLS who are one of the companies who have submitted a quote and who know our church building. The Standing Committee agreed that it would be beneficial to go and see a current job they've done.

**12. Lay ministers of Communion**

One member has joined the Sacristan Team; It was proposed and seconded that the PCC approve the training as a Lay Minister of Communion. All were in favour. If anyone else would be interested in being a Lay Minister of Communion, please let the vicar know.

**13. Offsite permission**

**a) Rounders event**

Please make sure the risk assessment (and any other papers received) are read thoroughly. All in favour of accepting the revised risk assessment.

**b) Bolders**

The leaders would like to take Bolders to Laser Tag at the end of term, to Out of Bounds. It doesn't need a risk assessment, but needs approval. All were in favour.

**14. Matters raised by the Vicar**

Congratulations to the whole church for receiving the Rustington Parish Council's 2023 Parishioners' Award in respect of a Group/Organisation which was awarded to the Pantry in recognition of its caring commitment, dedication and service to the community of Rustington. On the 13<sup>th</sup> September, a member of the congregation is receiving her award of the Order of St Richard's.

We also won the scarecrow competition.

The new fence next to the lych gate is in place and looks very nice.

**15. Matters raised by the Churchwardens**

The Churchwardens were not present.

**16. Any Other Business/Correspondence (to be notified 24 hours before the meeting)**

Communion wine; in order for everyone to be able to partake in the Common Cup, it would be beneficial to be able to offer a wine from which alcohol has been removed. Canon Law says that you cannot use alcohol-free wine or grape juice, but wine from which alcohol has been removed. It was proposed and seconded that we go ahead and offer this in future. All were in favour. Thanks for all the research on this.

The meeting closed with the Grace at 20.59.

**Dates of future meetings:**

**14<sup>th</sup> November 2023 which will include a nine monthly financial review and agreeing the budget for 2024.**

**2024**

**23<sup>rd</sup> January**

**19<sup>th</sup> March at which we will accept the accounts for the APCM**

**14<sup>th</sup> May APCM**