

**MINUTES OF A MEETING
OF THE PAROCHIAL CHURCH COUNCIL
OF ST PETER AND ST PAUL, RUSTINGTON
Held on Tuesday 14th November 2023 at 7.00 pm**

Present: 17 members were present.

1. **Opening Devotions** – The meeting began with a passage from Colossians Chapter 3 and then we listened to a worship song.
2. **Welcome and Apologies** – Everyone was welcomed. There were apologies from three members.
3. **Minutes from the 12th September 2023**
4 amendments – *Item 8a – to shadow not take over.*
Item 8c – It was agreed that the interest
Item 12 – ‘the PCC approve training as a Lay Minister of Communion’ and change eucharistic Assistant to Lay Minister of Communion.
Item 14 – change the first sentence to ‘Congratulations to the whole church for receiving the Rustington Parish Council’s 2023 Parishioners’ Award in respect of a Group/Organisation was awarded to The Pantry in recognition of its caring commitment, dedication and service to the community of Rustington.

Everyone was in agreement that with the amendments the Minutes are an accurate record. They will be signed once the amendments have been made and a copy printed off.

4. **Matters Arising from above Minutes**
None raised.
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.
An update on safeguarding training required – still 10 outstanding but some of these were the holiday club volunteers who completed the basic training but have not undertaken the Foundation (this is not a necessity). Of those that still need to undertake training the safeguarding officer will be sending out an email to chase them up. Only one person is now needing to complete the DBS.

The yearly approval of the Safeguarding policy/statement was due. This had been sent out to PCC members before the meeting. One member would like added to the end of Paragraph 5 – *or at risk of harm*. The safeguarding officer will be asked to amend the form and then it will be signed by the vicar and churchwardens. It was proposed and seconded that the policy be accepted; agreed by all members.

The vicar has recently attended some leadership training where it was suggested as best practice to show in the slides at the 10am service a picture of the safeguarding officer and herself as the safeguarding officers for our church.

8. Finance

The report had been sent out prior to the meeting.

One member has obtained the VAT refund – many thanks to her for this.

a. Nine-monthly financial review

The pie chart is a little misleading as it seems we have not paid any electricity bills since February. A member has been taking the readings monthly. We will attempt to speak to EON about this. It was suggested we could look into having a Smart Meter installed.

b. Proposed Budget for 2024

This had been sent out to members in advance of the meeting. The Vicar explained that the Parish Share had increased as usual for next year. At the recent Deanery Finance meeting we were told Parishes should not be using their reserves to pay extra for the pledged amounts. It was agreed that we would still pay the extra amount for this year but would not pledge extra for next year. This can be reviewed at any time.

PGS giving has increased as more people sign up for it.

£3500 has been paid in via the tablet and website giving.

The Churchwardens had received a request for the Diocese asking for £300 to pay for the Vicar to attend the Clergy Conference in 2025. All PCC members were in agreement to pay this as a lump sum next autumn so it will be added it into the budget.

It was proposed and seconded that the PCC accept the Budget for 2024: Everyone in favour.

Thanks to the finance team, for all the work that had been undertaken in getting the proposed Budget ready

9. Twinning Toilets

The curate talked about the recent Eco group meeting where it was discussed about twinning the church/hall toilets with ones in 3rd world countries. A poster/certificate is provided of the twinned toilet and displayed on the back of each toilet door to raise awareness of the need for proper sanitation and running water. A one of payment of £60 covers the cost of each toilet.

Following discussion it was proposed and seconded that a collection be held in the New Year with money from the 3rd charity pot used to top up the amount to twin 7 toilets; all in favour.

The Eco group would choose the countries where the twinned toilets would be.

10. Lighting

A report regarding the lighting had been sent out to members prior to the meeting. Has the architect been involved. The architect is aware and his advice will be sort after one of the quotes has been accepted and before a faculty is applied for. One member felt we should be going back to the company who installed the lighting to address the issues/problems rather

than putting in a new system. We were informed us that the company had never been very forthcoming when contacted over problems in the past. If the lights failing are causing ongoing problems and it is time to move on and look elsewhere.

Four options –

- Go back to Pope's the original company.
- Accept one of the 2 quotes.
- Have another company give a quote – who have asked for £300 to just come along and look at what we might want.
- Something completely different.

It was proposed that we go back to Popes. No one seconded.

It was then proposed and seconded that we accept CLS subject to the architect being involved for advice; I abstention; all others in favour.

It was proposed and seconded that the money be taken from the one of the funds, and an application made to one of the bequest funds for any shortfall. I abstention; all others in favour.

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.

11. Update on Sign Up Sunday

Those who had put themselves forward for various roles had been contacted. One of the areas that no one had volunteered for was the Friendship Lunches. The vicar will be holding an open meeting in Dec to discuss the way forward.

12. Church Diary

The draft edition had been sent out to members prior to the meeting. There are a couple of typos that need rectifying. It was decided that a Church Gathering take place on 25th July as it was felt there would be enough volunteers to run it. The times should read 10.30 – 12.00 so need changing.

A member of the congregation (who attended the Alpha course) is interested in running a 5-week course on a variety of Sacred Music. This would be held in the church probably on a Wednesday afternoon in Lent.

The Mardis Gras would be an evening event not an afternoon one.

The diary will be printed in black and white with some of the picture reduced in size to cut back on the cost.

13. Matters raised by the Vicar

When the subgroups meet could whoever takes their minutes send a written report to the PCC secretary that can be sent out before the following PCC meeting. There is no need for a report from each group at every PCC meeting.

14. Matters raised by the Churchwardens

The Chancel furniture has been ordered and we are still hoping will arrive before Christmas. The next phase will be new chasubles (being made at the moment), acolyte candlesticks and a new cross. The vicar will also be looking at the possibility of a new aumbry.

Could we look at new albs for the servers as some of them look a little old and worn. It was also raised that the younger children who carry the acolyte candles wear a robe for the more important services such as Christmas and Easter. It was suggested that the children be asked.

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

None received

The meeting closed with the Grace at 20.40.

Dates of future meetings:

2024

23rd January

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

14th May APCM

11th June

9th July

Signed.....

Dated.....