

**MINUTES OF A MEETING
OF THE PAROCHIAL CHURCH COUNCIL
OF ST PETER AND ST PAUL, RUSTINGTON
Held on Tuesday 9th July 2024 at 7.00 pm**

Present: 17 members were present.

1. Opening Devotions

We opened in worship to start the meeting.

2. Welcome and Apologies

Everyone was welcomed.

Apologies had been received from three members.

3. Minutes of PCC meetings held on: 11th June 2024

It was proposed and seconded that the Minutes were an accurate record of that meeting. All were in favour. CBS should be DBS (number 11). Item 17 needs 'agree' removed.

4. Matters Arising from Minutes

It was agreed that the necessary paperwork could be taken home regarding the utilities, just not to keep files at home.

5. Confidentiality of Minutes

There were no matters of confidentiality.

6. Health and Safety (Report circulated in advance)

There were no matters arising.

7. Safeguarding (Report circulated in advance)

There were no matters arising.

8. Utilities Update

After some hiccups with EON, we now have a date (26th July) for the installation of the smart meter. We have changed to a fix-rate plan from mid-June; annual bills should be around £4000 (on the flexible rate it would be around a further £1600). EON have said they will take the full amount, not just a set amount; we will need to make sure we know what the monthly bill is, in order to make sure there is enough money in the account. We will ask EON if they can cap the amount taken out to ensure we will be able to pay the monthly amount.

We have not had any gas invoices from Total Energy since April.

Water – we are paying around £37 a month at the moment.

We need to keep bills for seven years.

It would be useful to have a look at usage versus cost.

9. Choir Robes

The following report had been written:

Background — I have been in the choir 32 years and the choir, as a whole, have never in this time had new robes. About 20 years ago some of the choir had new robes hence why we have 2 slightly different shades of blue.

A new member joined us almost a year ago now and is a very valuable asset to the choir and is very faithful in his worship and attendance with the choir. Unfortunately, there is no cassock that fits him so is using a very old tatty black one currently.

We now have our amazing new chancel furniture and new altar frontals as well as new chasubles for the priests and it would be really good to see the choir in new matching cassocks and surplices.

The catalyst for putting this forward now is that a member of the choir for a few years left a legacy to the church... unspecified. When she was with us she was a very enthusiastic member of the choir and did ask what and how she could contribute to the choir and music in anyway. When I heard about the legacy, I really felt that she would be so happy to fund new robes hence why I asked at a PCC meeting and was asked to look into the finances involved etc.

Research - I have contacted the two main suppliers of choir robes who between them provide the majority of choir robes in our cathedrals and churches as well as ecclesiastical robes .

I received fabric samples in many colours from both. There is no obvious difference in quality or weight of the cloths.

Our current cassocks are quite heavy and lined - one company offers lined cassocks as standard, the other company although can provide lined for an increased price, state that it is now more usual to have the lighter weight fabric and unlined; this more economic option is represented clearly in the cost shown below. The lined option are also now made in a lighter weight polyester. One company offered a RSCM discount the other offers a discount when purchasing a certain number which we would fulfil, this is reflected in the prices below.

There are currently 9/10 in the choir but feel it would be good to order 14 so that we have spares which size wise we would make sure they would fit our friends who join us in an ad hoc way as well as having spares for potential new members.

	Watts	Croft
Cassock	£295 = £4,130	£125 = £1,750
Surplice	£109 = £1526	£85 = £1190
Cost for 14	£5656 - RSCM discount = £5231.80	£2940-5% discount = £2793

Watts offer 7.5% discount for RSCM and if ordering more than 15 cassocks is reduced further.

Croft, as we will order more than £500 worth the price will be reduced by 5%.

Both reductions shown above.

We received several colour swatches form the above suppliers and the choir collectively selected their three preferred colours taking into account the altar frontals, clergy robes and other colours such as in the stained glass windows in the chancel,

We then ranked these 3 to our top 2. We appreciate Natalie will make the final decision.

The two preferred colours chosen by the choir are burgundy first choice or navy blue second choice. The third colour as an alternative is royal blue.

It would be good to get a matching one for a conductor.

It would be possible to buy more at a later date if required.

There is not enough money in the Healy fund (which is used to purchase music).

We may be able to sell the current ones second-hand, but they are very tatty and not particularly fresh.

It was proposed that the money be taken from the aforementioned legacy and go for the quote from Croft; the motion was seconded; all in favour.

10. Use of Church Building (See attached paperwork)

A document has been put together with regards to church use and church hire. The document that came out (Bishop's Directions) should be amalgamated into the document that we have started.

We will need to give the guidelines to groups hiring the church so they are aware of the stipulations; point six – regarding safeguarding needs is the one point that needs careful consideration.

- Who is ultimately responsible for any safeguarding issues?
- Do we need to get the groups hiring the church to sign it?
- Will we start advertise use of the church?
- We do charge, but it's a minimal amount; we may need to re-visit this at some stage.
- Does this only apply to people who are paying, or to everyone – including those we have invited?

It was agreed that these be incorporated into our document and circulate it to the PCC for approval. It was agreed that whoever is hiring the church will sign the document, thus taking responsibility for themselves.

11. CMS update (see attached email and profiles)

The people we currently support are moving from CMS to CMJ; do we want to continue to support them or to keep our support with CMS.

We started supporting them in 2020 and said that we'd support them for five years. We have not heard anything directly from them about their plans. It would be good to know what their work with CMJ will be.

He is not in favour of women-ordination which doesn't sit comfortably with many people. We shouldn't feel pressured to continue support individual people.

If they have changed their work in the agreed (loosely) five-years, we needn't feel obliged to continue our support.

We could carry on paying CMS until we decided what we wanted to do.

We chose them (with CMS) as they were hoping to re-open a St Peter's, which has now not happened.

It was agreed we carry on paying CMS for the next couple of months and find out what is going on with them.

12. Finance (Reports circulated in advance)

The Finance Group will be looking at the budget at their next meeting and will be presented at the September PCC meeting.

The lighting seems to have cost considerably more than first quoted. We will have a look at the quotes and invoices.

We need to encourage less cash payment and more card (tap and go) payments, as paying in cash will be less convenient when Nat West closes in Rustington. Five church members have volunteered to do the paying in. Most cash is generated by Sunday Coffee and Coffee Break, so that's where we will introduce the tap and go.

We could suggest increasing monthly giving to cover coffee donations, or suggest paying a larger amount once a month.

The machine we have can have different screens set up for individual groups.

Admin from the office are happy to provide support with the tap and go machine.

We have a payroll with five people; the payment showing on the church hall is the cleaner's salary, that the church hall (which is a separate trust to the church) will repay the church.

There is an increase in payment for church music, licence etc, as we have moved up a band due to our increase in electoral roll.

We need to have a proper look at how we handle our legacies and what our policies are relating to them. Families often like to know how legacies have been spent.

- How does it work when the legacy comes in?
- How do we as a group decide how they are spent?
- How do we encourage people to leave legacies?

The Generosity Group will look at this in the new year.

13. Radio Relay System (Report circulated in advance)

- They would need power (which there is in the tower).
- They would pay the cost of the power (around £50 - £60 per year).
- The ariel would be on a piece of concrete so would be moveable.
- St Leonard's in Turner's Hill have had one put in – could we ask them if they needed permission to have it put in.

We will get some more information and update people by email.

There was a mixture of feelings as to whether this was something we approved of.

14. Matters raised by the Vicar

We will have a new Lay Reader who will be coming to us on training.

Sharing the Peace – someone from the 8.30 am congregation has asked if we can again be invited to share the Peace. It is not prohibited to shake hands now; what some people don't like is the moving round the church to shake hands with everyone or chatting at length with friends.

A note will be put in the notice sheet explaining what the Peace is and what it means; it will also advise that shaking hands is not forbidden and leave it to individuals to make their choice.

15. Matters raised by the Churchwardens

The squeak has been fixed and the radiator leak fixed – the cost was £700.08.

The fence at 23 Henry Avenue has been fixed for a cost of £110.

The organ has been tuned.

The curate's neighbours have asked if a tree that is encroaching into the garden of 23 Henry Avenue could be checked. It is in the garden of 21 Henry Avenue; the occupants of 25 Henry Avenue have concerns about it. We will check it once the premises is vacated.

We were asked by Ecclesiastical Insurance to carry out an telephone call questionnaire about our insurance, which has been taken care of.

There is a war grave in the churchyard; and we are paid £15 every three years to look after it.

They have asked if they can relinquish paying and we take care of it, as they're trying to save money.

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

The childrens' and families worker contract will terminate on 30th September 2024. We need to review the post and decide how we move forward.

She started up Monday Rocks, she does monthly Toddler's Worship, as well as Rocks, Bolders, assemblies in schools. She would like to start up some further clubs in schools; her experience as a head teacher relating to work on sensitive safeguarding issues recently has been invaluable.

She is contracted to work 30 hours a week (and usually works more than that) so we should increase her hours.

A fixed term contract would be better for Gill.

We shouldn't rely on legacies for payment.

There is enough money in the Phillipa Sents account to cover the next three years for 37 ½ hours a week.

We should also think about increasing her salary as well.

We should think about putting the cost of a children and family worker into our day-to-day finances.

It would be good to review the job roll.

We should include time for training and retreats etc into her job description.

We can let her know that her job is secure for three years and that her salary and hours will be reviewed.

The meeting finished with the Peace at 21.02.

Signed:
(Chair)

Date:

Dates of future meetings:

27th August	Standing Committee
10th September	PCC
8th October	Standing Committee