

DIOCESE OF ST ALBANS
PARISH OF ST ANDREW, BIGGLESWADE

MINUTES OF THE PAROCHIAL CHURCH COUNCIL MEETING
TUESDAY 11th JULY 2023 IN THE CHAPTER HOUSE

PRESENT: Revd. Liz Oglesby-Elong, (Rosemary Bentley), Rob Butcher, Paul Daniels, Vivienne Gayfer, Hilary Johnson, Rob Lackey, Ruth Marshall-Jones, (Chris Parker), (David Pilgrim), Andrew Rutt, Mark Simmons, (Nettie van de Weerd), Nicola Woodward

(.) means not present at the meeting.

1. Welcome, prayers and apologies for absence

Rob Butcher chaired the meeting and Revd. Liz led the opening prayers. Apologies from those not present were received and accepted.

2. To receive the Memorandum of Discussions of the Standing Committee held on 20th June 2023

Hilary was surprised at item 5 (AOB) following the PCC meeting of 16th May. Rob B said that this would be discussed under the Growth & Mission item. The paper was received and approved by all those present.

3. To approve the Minutes of the PCC meeting held on 16th May and matters arising from that meeting

Rev'd Liz referred to item 6d) Growth & Mission and asked that a sentence be removed. Subject to this amendment, the minutes of the PCC were approved and signed.

Matters Arising:

6c) Building & Grounds: Ruth confirmed a letter had been sent to Daws Insurance.

6b) Public Worship: Hilary commented on the cost of the new hymn books. Andrew said that we do need to be mindful of what we are spending out of the Donations and Legacies Fund, referring also to the cost of the new Church noticeboard.

4. Group Reports

a) **Finance:** Andrew referred to the paper circulated to PCC for the months January to May 2023.

General Fund

- Budget deficit of just under £12K with actual just under £4K so a positive variance of £8K
- Unexpected donation of £1K in January which was gift aided
- Less funerals therefore less fees
- Other income under budgeted so a positive variance of £1300
- Less use of gas and electricity in the first five months of the year
- Parish administrator - a positive variance of £2K

Andrew said he was hopeful that the budget set of minus £18K could come in at minus £12K.

Designated Funds

- Major Fabric Fund has taken more fees for the heating project
- Emergency Mission Fund receives allocations each month from mission giving and so is building back up
- Donations and Legacies Fund stands at £4K before the deduction of circa £2K for the noticeboard.

b) **Growth & Mission:** Rob B referred to the paper circulated to PCC.

- The G&M Sub-Committee had reviewed the current MAP and felt that it was timely to revise this to bring it up to date and to include the challenge of the new heating system project. The proposed new MAP was discussed by PCC; Mark had one comment on number 4, Eco Church, whereby the second bullet point referred to the Eco Church creating a plan to achieve carbon net zero. He asked if that was down to Eco Church

and said it seemed a more significant piece of work that doesn't lie just at the door of Eco Church, rather that they are to contribute towards the plan to achieve CNZ. Subject to this amendment, **Rob B proposed that PCC adopt the new MAP. All in favour.**

- There was a recommendation to PCC to contribute £200 to CHUMS from its mission fund for the Deanery Project 2023. Andrew asked if this money came out of the EMF or out of the normal mission fund. Rob said that it was the latter. Rev'd Liz noted that up until the recent Deanery Summer Evening Worship service the collection was £398 and following the service a further £373 was raised. She added that the Deanery Synod had agreed to extend the support of this project for a further year to the end of 2024. **Rob B proposed that PCC accept the recommendation. All in favour.**
- Outside Church had been discussed and it was acknowledged that some good services and activities had taken place and that some of these should be repeated during the coming year. There was a recommendation to PCC to purchase two sail flags with the St Andrew's branding at a cost of £200. **Rob B proposed that PCC accept this recommendation. All in favour.** Andrew asked if this cost would come out of the Donations and Legacies Fund; Rob confirmed it would. Mark asked about the design of the sail and if it was one of our making; if not would there be any prospect of opening up a design competition at the schools or our Sunday school? Rev'd Liz felt that given we were approaching the end of term, it probably wasn't something to be considering at the present time, but could be going forward. **ACTION: Rob B to speak to Chris.**
- The Bishop's Harvest Appeal 2023 this year is to be Mission Direct in Uganda, supporting its work in Kumi, Uganda by providing materially poor families with chickens. **The proposal to PCC was that St Andrew's support this appeal through retiring collections, plate collections on the day of our Harvest Festival, and publicity of on-line giving via that giving button. Rob B proposed that the PCC support this appeal. All in favour.**

Rob B circulated a letter he had sent to Rev'd Liz following a meeting they had had with Lucy Dilley and Nick Gurney of the Country Fayre committee following the decision made by PCC at its last meeting. Rev'd Liz and Rob B had met with Lucy and Nick, to listen and to hear their concerns.

Following that, Rob B put forward the suggestion that the Country Fayre could include a stall manned by the Heating Fundraising team which could be in a prominent position and be given regular mentions over the PA and that any monies raised by the stall would go towards the Heating Project. Then the rest of the money raised would be split between the two named charities.

After some discussion, it was agreed that we must not get into a situation whereby the PCC is being asked to rubber stamp something, and the decision making needs to be discussed much earlier and through the correct channels. It was also understood that how we understand our mission is important and that we have a duty of care for the building so that we can do mission from it and within it. Revd Liz said that we do need to find a way forward and so she is happy to support this way ahead. Rob B said that there need to be terms of reference and the need to understand timelines. Rev'd Liz suggested and it was agreed that we ask the Country Fayre committee to provide its terms of reference and planning timeline to the standing committee for its October meeting in preparation for the next PCC meeting in November.

Rob proposed that **the Country Fayre actively supports the presence of a stall promoting the heating appeal and that any proceeds from the stall will go solely to that appeal. All other receipts will be shared by the two designated charities. Also that the Country Fayre committee will work with the PCC to produce terms of reference including their relationship with the PCC and its committees. Eight in favour, none against, two abstentions.**

ACTION: Rob to compose a letter to send to Lucy and Nick to formalise the above to be signed by the Vicar and Churchwardens.

- c) **Building & Grounds:** Rob B spoke to a report received from Chris in connection with the Heating Project.

- Tenders gone out for both the heating work and the associated building work
- Recommended contractors are **CME Heating (Heating)** and **Lodge Brothers (Building Work)**
- Revised cost of heating project is £230,000 of which we have at present £23K
- The trustees of the Peter Vickers Memorial Trust have met and have agreed (1) a donation of £190,000; (2) a loan to PCC to cover the shortfall to allow work to commence; (3) a loan to cover VAT while being recovered from the government.

Andrew confirmed that the loan from the Peter Vickers Memorial Trust to cover VAT will be paid back.

So currently there is a shortfall of £20K after the Peter Vickers contribution which we believe we can cover by continued fund raising, grant applications and sale of the system. Rob B confirmed that the Diocesan registrar is satisfied that there are sufficient funds to start the work. He added that there is a contract meeting with the Architect at the end of July and then the contracts will be signed. The heating firm has said that they can start work hopefully in the first few days of September although preliminary work in the boiler room will take place before then.

Rob B proposed: **The PCC accepts the tenders of GME Heating and Lodge Brothers, to agree that any funds raised beyond the project cost to be paid back into the Peter Vickers Memorial Trust, and to agree to start the work in summer 2023. All in favour.**

There was a further proposal in connection with the offer of £190K from the Peter Vickers Memorial Fund to which Andrew proposed an additional sentence.

Rob B then **proposed: The PCC accepts the offer of £190K from the Peter Vickers Memorial Trust. This would mean the PCC recognises that this leaves a shortfall of £20K. All in favour.**

It was agreed that this amount needs to be widely publicised and that this should be done as soon as possible. **ACTION: Rob to make an announcement on Sunday at the 10 o'clock service.**

d) Eco Church: Mark reported that the group had not met since the last PCC meeting but they are looking to have a meeting before the end of the month and so will be able to report into Buildings & Grounds on 1st August when it is hoped there will be an opportunity to present a few comments and draft plan. Hilary asked if the Building & Grounds sub-committee has the right to veto what Eco Church say. Rev'd Liz said no.

e) Communications: Ruth reported that the Comms sub-committee had met and that the button was ready to be pressed on the order for the new church noticeboard once we know whether we require a faculty or merely an Archdeacon's Letter.

Website: Peter was seeking the PCC's approval to change the website data source as iKnow is being discontinued – all changes being free. **All in favour.**

Social Media: nothing to report on social media other than encouraging people to contact the team with as much warning as possible to get things scheduled.

5. Deanery & Diocesan Reports

Rev'd Liz noted that Archdeacon's Inspections will be happening – 19 in total. The Deanery website has been re-vamped. Next Deanery Synod meeting on 10th October.

6. Churches Together

The meeting scheduled for June was cancelled and there is no date or venue in the diary for another meeting. The Christmas light switch on will be on 24th November and there will be a CT stall from 12 noon to 8pm. There are no worship or joint other events currently planned.

7. Safeguarding

Nicola confirmed that she has enrolled to do the relevant training in October and she has receipt of the Safeguarding newsletter which she found very informative and will send to the

Parish Administrator. One comment was received on the Safeguarding Policy to remove Harmony Youth Choir from the list of Children's Groups on page 4.

ACTION: Nicola to make update. Rob B proposed that **PCC accept the Safeguarding Policy. All in favour.**

8. **Correspondence**

Rev'd Liz had received a letter of resignation from PCC from Oliver Dilley and Ruth had written a letter of acknowledgement and thanks to Oliver.

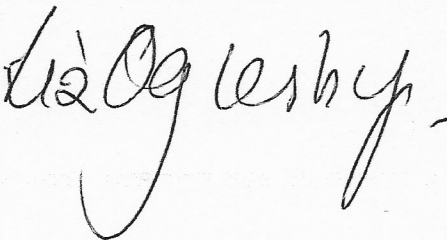
Hilary reported with regard to EPMS foundation governor that there was someone in the frame but Vaughan was currently not able to say who it was.

9. **Any other Business**

Rob B updated PCC on the church car park. He has devised a notice to put on the windscreen of those cars using the car park who are not church members or on church business which has proved effective. He added that he will be writing a policy on this.

Rev'd Liz closed the meeting with prayer.

Next PCC meeting: Tuesday 26th September. **NB Bishop Richard in attendance**

(Chair) 

(Date) 26th Sept, 2023
