



**Minutes of a meeting of the Parochial Church Council
held in the Church Rooms on Wednesday 12th July 2017**

Present: Revd. Roy Woodhams (chair), Revd. Ian Maslin, Mike Roberts, Jeff Wood, Fiona Cantelo, Howard Cherry, Joan Connolly, Judy Wedderspoon, Paul Jenkins, Claire Oxborough, Maria Poole, Antony Garstone, Sue Knight, Simon Smith, Colin Tilbury, Sandra Keeping, Margie Nursey

Apologies: Katherine Tuck, Robert Isherwood-Crook, Linda King, Susan Clarke, Jan Durrant, Roy Hislop, Rosemary Burt, Rosie Kidd, Jan Goldsmith

The meeting commenced with the PCC prayer

1. Additions to the Agenda

None

2. Minutes of the last meeting

Judy asked for an amendment to item 5, Building Committee Proposals. £5000 of the cost had been pledged by the late Alex Wedderspoon should read "£5000 of the cost has been given and the remainder has been pledged in memory of the late Alex Wedderspoon. The amendment was seconded by Roy Woodhams and agreed. Acceptance of the amended minutes of the June 2017 meeting, proposed by Colin Tilbury, seconded by Maria Poole, agreed.

3. Matters arising

Judy Wedderspoon mentioned that she had not been present at the last meeting and therefore had not given her photographic ID to Jane O'Leary. Roy said she would need to call Jane and arrange to meet her for her identity check, also anyone else on the PCC that was absent at the last meeting would need to do the same.

4. Correspondence

None

5. Team minutes as presented

Young Persons

Nothing arising to bring to the PCC. They are waiting for Gabrielle to arrive before setting a date for the next meeting.

Social

Sandra Keeping encouraged everyone to buy tickets for Picnic in the Park and then told the meeting about a quiz night planned for Saturday September 16th. She will contact all the Church teams encouraging them to come along.

Buildings

Tony Garstone reported that the team had made a list of the most urgent items to be dealt with which included the South Aisle roof, the Lych Gate and the Vestry roof which is a flat roof and apparently leaking. He reported that they had obtained a quote for the



Vestry roof repair which was £2500 and then another £500 for the tile work around the roof. Roy said he knew nothing about the roof leaking and suggested it was left until it really presented a problem. Tony said he would talk to Jeremy about it.

Church lighting was estimated between £45000 and £60000. Jeff had said there was some grant money coming and the remainder – about £24000 would need to come from Heritage Day and the Rectory Fete. He suggested as part of Heritage Day asking people to sponsor a quoin. Tony said they had talked about that at the Buildings meeting. Howard Cherry said it was better to ask for the whole amount needed rather than individual projects. Roy agreed saying if you ask for £100000 you will likely get £50000 and if you ask for £1M then you might get £650000 so we need to be sure what the whole amount needed is. He said it was a long term project and would maybe take 10 years to complete all the repairs that are needed.

Jeff said we need to concentrate on the fabric of the building first – i.e., the structure, the internal things such as lighting should be secondary and would be part of a larger picture such as removing pews and projection screen installation etc.

Roy said there needed to be a meeting separate to the buildings committee to devise a plan. He suggested a meeting with himself, Jeff, Chris Robinson, and Roderick, the architect. Claire Oxborough agreed there should be a separate team to push the vision forwards and thought that it shouldn't be the responsibility of the buildings team.

Margie said we needed to think about the Church Rooms too. Jeff agreed saying that was also part of the big picture.

Roy asked Tony to organise a meeting in the next 3 weeks with Mike Roberts, Jeff Wood, himself, Tim Oxborough and Jeremy Watts. All agreed.

Tony then asked about Jeremy's plea to agree to update the fire alarm. He had received a quote for £2306 + VAT to update the alarm which is now 8 years old and originally cost £7000. The quote is to include parts, labour and a high level platform needed to carry out the work. Without the update the alarm will become obsolete and would cost £10000 to renew. The quote is from the company that originally installed the alarm and Howard pointed out that the PCC policy is always to obtain 3 quotes for work. Tony said it wasn't something that he had asked for, rather it was a maintenance issue. Roy agreed with Howard saying that maintenance or not, the PCC would not agree to that level of spending without other quotes. Tony to go back to Jeremy.

Rectory Fete

No minutes. Jeff reported that the total income received was £7178 and the expenses were approximately £1368 leaving a net profit of £5809 which was about £200 up on last year, encouraging given that there were 2 stalls missing this time. Roy said that it was a good result in the current climate and asked Margie to put it in the notice sheet saying the total was just under £6000.

Comms

Paul Jenkins reported that Michael Wild and Howard had arranged for a photographer to come and take some shots for publicity purposes. He has been once and is due to come again to take photos of individuals.

The notice boards have arrived and are ready to put up. Jeremy Watts is currently working on it and Howard said several volunteers with relevant equipment had offered to help if needed.



Paul said the team are short of people with poster designing skills. Currently, Steff, Howard, Yoko and Roy Hislop all take a turn but Yoko is not available as much now and new ideas are always welcome. Claire Oxborough suggested putting a notice in the weekly sheet asking for poster designers.

6. Honorary Treasurer's Report

Looking at the spreadsheet presented Jeff said the first half of the year was quiet. From July onwards most of our income events take place such as the Rectory Fete, Gift Days, the Concerts and the Christmas Tree Festival and so the spreadsheet was not really a true reflection of the state of our finances.

The Gift Aid income was below target but Herb has just put a claim in for quarter 2. July/August totals will reflect that. The Fete money has yet to be reflected in the figures as has the Church Rooms income for which an invoice has just been sent. The fees for funerals and weddings for quarter 2 are also due. So looking at the sheet objectively, although it is £36000 down against the budget, most of that will be recovered in the second half of the year. Jeff reported that he had just received a donation from the Van den Burgh charitable trust for £3000 which was of course very welcome.

With regards to the reserve funds, there is £50000 in term deposits, £10000 in deposit account 1 which is back up to the start of the year and £5000 in deposit account 2 which is reserved strictly for building projects and so reflects Judy Wedderspoon's donation so far for the Lych Gate.

Jeff is hoping for a positive result from Funding our Future, so far Howard reported that 10 % of people have responded which will increase income by £5500 annually. Roy mentioned that no deadline had been set for the return of forms and it is likely there will be more to come. He will remind the congregation to return their forms at all the services this Sunday.

The pledges for the Youth Minister need to be put into restricted funds to ensure that they are used for that purpose alone.

Roy thanked Jeff for his report.

7. Churchwardens' Reports

Nothing from Katherine.

Mike reported that in the lead up to the fete, David Newbery had been taking some banners out of the mezzanine in the shed next to Roy's garage and had fallen off the ladder. He said we needed to have some lighting in that area for safety reasons and also some signage where ladders are available for use stating that no one should use a ladder alone. Howard Cherry asked if ladder use in that area was on the risk register. Mike said it was.

Mike has received a Terrorism questionnaire regarding our Disaster Recovery situation. Currently we do not have a disaster recovery plan in case of a terror attack. There needs to be a discussion to decide whether we want to have one or not and then the insurance company informed accordingly. Judy asked where the possibility of damage by drone fit in to that. Roy said that drone problems had closed Gatwick airport twice in the last week so it was an interesting question. There will need to be new regulations regarding drones.



8. Rector's business

1. Roy said he hoped that Myles Owen would be licenced on 30th July at Evensong but asked Margie not to advertise it until it was confirmed. Howard said the Comms team would produce some posters.
2. During the time that 22 Orchard Gardens was let, before Ian arrived the Crick family rented the property. Roy said they were not the best tenants at all but now Jeremy has reported that they owe us £1509 in outstanding rent. The Crick family do not agree. Jeremy has threatened them with a Court order but Jeff said our paperwork was by no means watertight and the figures he had were different. Roy has received some negative comments regarding the situation with people thinking that continuing to retrieve the money is not very Christian and he therefore wanted a decision made whether we pursue it or write it off. Ian said some debt recovery letters had arrived at the house for the Cricks since they left and so it was clear that they were probably in trouble financially and would be unable to pay anyway. Paul Jenkins remarked that it was a relatively small amount given the total amount we had received over the 2 years they were there.

According to Jeff's figures, they did not pay a deposit and the total received during their stay was £25,481.25. It was unclear what they owed for the final month but he estimated that if they owed anything at all it was only in the region of £280. Judy suggested if all agreed to leave it then a without prejudice letter should be sent to the Cricks. Claire said that was something that Tim would be able to do. Roy said finally that if it was agreed to write it off then Jeremy should just call the family and let them know.

Following the discussion Roy proposed to let it go, seconded by Tony Garstone, all agreed.

3. When Gabrielle arrives in September, she will need a new laptop. We have said she will be provided with one at the start of her post and Roy asked if one could be purchased. Fiona is also due a new laptop. The purchase of both was proposed by Claire Oxborough and seconded by Sue Knight. All agreed.
4. Also on the subject of Gabrielle, she has not had much experience in leading worship. Roy reported that there is a very good course run by the Diocese costing £100 and asked if she might attend. Proposed by Judy Wedderspoon, seconded by Howard Cherry, all agreed.
5. Stuart Beake has resigned as Archdeacon and has a retirement service on 17th September at 6.00 pm. There will be a collection and Roy asked if we might contribute as he has been very good to the Parish over the years. We sent £50 donation for the Bishop's retirement and so the same was proposed for Stuart Beake. Proposed by Judy Wedderspoon, seconded by Colin Tilbury, all agreed.



6. Referring to the earlier Lych Gate discussion, Roy asked if Jeff knew we could claim VAT back on the works. He said he had discovered that we could also claim VAT back on any other goods/services to do with the Church specifically, such as Organ Tuning, Window Cleaning, the purchase of the ramp for the new piano etc. Jeff said that would help considerably and he would look into it.

9 Any other business

None

The meeting closed with the Grace at 9.30 pm.

Next meeting 13th September in the Church Rooms preceded by Holy Communion at 6.45 pm in Church.

Fiona Cantelo

Acting PPC Secretary

Robert Isherwood-Crook

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