



St Peter and St Paul with St Andrew

MEETING OF THE PAROCHIAL CHURCH COUNCIL

held in the Chapter House

on Monday 12th November 2018

Those Present:

Revd Lucy Davis (Chair)	Mrs Wendy Harris
Revd Andrea Maffei (Curate)	Mr Chris McIntosh
Mr Ciaran Diver (Churchwarden)	Mrs Heather McIntosh
Mr David Watson (Churchwarden)	Mrs Mary McKeand
Mrs Jennie Frost (Secretary)	Mrs Carol Thompson
Dr A Brown	Mrs Rachel Thompson
Mr Richard Fullbrook	Mrs Nicolette Wade
Mr Richard Harris	Mrs Sarah Watt

In Attendance: Mr Anthony Davis and Mrs Linda Foale : Lucy informed the meeting that Linda was in attendance as she was observing, with a view to taking on the role of the PCC Secretary.

- 1. PRAYERS:** Lucy opened the Meeting with Prayer.
- 2. APOLOGIES:** Apologies were received Ian Cook and Karen Rabjohn.
- 3. MINUTES:** With rubbed changed to “rubber” under the Churchwardens' report on the flooring, the Minutes of the Meeting held on the 10th September 2018 were signed as a true record.
- 4. MATTERS ARISING:** There were no matters arising.
- 5. TREASURER – CO-OPTION.** It is suggested that Anthony Davis takes on the role of Treasurer after the resignation of Steve Simmons until a suitable replacement can be found. This will hopefully only be for approximately 18 months. A conflict of interest paper (attached to the minutes) had been circulated to the PCC prior to the meeting and Anthony explained the financial controls to the meeting after which he and Lucy stepped out of the meeting in order that the PCC could discuss this. Ciaran took the Chair and, after a short discussion, a unanimous show of hands agreed that we should co-opt Anthony onto the PCC to take on the role of Treasurer. David did wonder if we needed to advise the Charity Commission. At this point Lucy and Anthony rejoined the meeting.

Mary Proposed that Anthony be co-opted on to the PCC as Treasurer until the APCM in April 2019 and instructs that bank mandates will be amended to make him a signatory on the account. This was seconded by Richard Fullbrook with all in favour. Lucy declared a conflict of interest and did not vote.

6. MISSION ACTION PLAN

a) Advent & Christmas. There will be an Advent Course on Wednesday mornings and Sunday evenings as in previous years as a way of finding some spiritual space to pause and look at life before Christmas. Lucy asked everyone to encourage others to come along. Christmas services will be the same as previous years.

b) PCC Away Day. Letter had been circulated prior to the meeting detailing the timetable for the day.

c) Charitable Giving. Sunday was the last day for the suggestions to be in. These will now be looked at by the Charitable Giving group.

d) Fresh Expressions. Lucy asked if anyone would like to be part of a small group to meet in the New Year looking at fresh expressions. Anthony, Sara, Andrea, Heather and Rachel confirmed they would like to be part of the group. This will also be opened up to the wider congregation.

7. CHURCHWARDENS' REPORT

The report had been circulated prior to the meeting and is attached to the Minutes.

With regard to St Andrews, Lucy has had discussions with the Diocesan Solicitor and has ascertained that the deed of the site are held in trust by the DBF on behalf of the Church and that if it were to be sold, the funds could only be used to further the work of our parish. It has been recommended that we appoint the PCC as trustees to ensure we have an appropriate governing body responsible for the building. This will be the PCC as a corporate body. This will require engaging a solicitor at a cost in the region of £1500.

Nicolette said she was confused as to whether St Andrews was a church or a church hall. Lucy said that it had been licensed for worship but not consecrated. For a short time the mission church coexisted on the site with the current hall.

Tony wondered if Trustees were needed. He was informed that independent legal advice had been sought and this is indeed the case.

The Resolution is that this PCC instructs for a Deed of Trust to be drawn up nominating the PCC of Flitwick Church corporately, as trustees of St Andrews Church. This was Proposed by Rachel and Seconded by Chris with 16 in favour and 1 abstention.

8. ST ANDREWS. In groups, members of the PCC were asked to consider and record on paper the questions we need to be asking ourselves as we discern the future for St Andrews. These will be collated as used as the starting point for our discussions going forward.

It was confirmed that the Fabric Committee now have a date in the diary to meet.

9. MISSION UPDATE

Lucy thanked everyone involved in Remembrance at the weekend. It was wonderful to feel that the Church was the centre of Remembrance for the town. It was a team effort. Rachel said how lovely it was to hear the bells and the PCC records its thanks to the bell ringers.

a) Organist and Director of Music: Rupert Smith has been awarded a Scholarship by the Bedfordshire Organist's Association, which means his organ lessons will be paid for. We will need to pay him a small honorarium.

Becky Mynett has come along to choir practices and she will now take the position of Director of Music and take choir practices. We were paying Susan and Helen £23 per service or practice. We will pay Becky £22.15 an hour (including for planning time). She will come along to worship from time to time and for this we will pay her travel expenses for these services. Becky is a Reader at Barton. She will be an employee of the PCC. The total costs would be £250 a year more than our previous arrangement.

Jennie Proposed Becky Mynett become our Director of Music and Rupert Smith our Organist. This was Seconded by Wendy with all in favour.

10. ADMINISTRATOR'S PAY INCREASE

Kathryn has been with us for three years. She has taken on more work as she now does the website and will be dealing with Becky's employment. It is proposed that she receive a pay increase of 3% that is an increase of £100 per year. **This was Proposed by Rachel and Seconded by Mary and agreed unanimously.**

11. TREASURER'S REPORT

a) Draft Budget. Figures had been circulated prior to the meeting and are attached to the Minutes. Anthony took the meeting through the figures and said these were reasonably positive. As far as the Budget for next year overall it looks as if there will be a deficit of roughly £2,000. This budget assumes we will have a planned giving campaign during the year. There is an £8,000 increase in the Parish Share next year, a result of our increasing congregation. On the positive side, 2019 will be the first year for many years where we have met the full cost of our vicar.

Although this Budget is deficit, over the last three years we have saved £17,000 in our reserves.

Mary Proposed that as a working document we agree the Budget for 2019. This was seconded by Richard Harris and unanimously agreed.

b) Chancel Fund. Resolution: "This PCC wishes to use the Chancel fund, held in trust by the DBF of St Albans, to pay for repairs and renovations to the flooring of the Chancel at St Peter & St Paul's, up to the entire value of the fund." This was Proposed by Ciaran and Seconded by Sarah and unanimously agreed.

c) Reporting Schedule. Proposed cycle of Financial reporting to Flitwick PCC. This paper was circulated prior to the meeting and is attached to the minutes. It is proposed to move to 4 quarterly detailed budget vs actual financial reports rather than 12 monthly ones, with verbal update

and/or other specific financial updates between the meetings where the quarterly reports are discussed.

12. SAFEGUARDING. Wendy told the Meeting that the review of the Safeguarding Policy will be taken to the Standing Committee in December for voting by the PCC in January. The Diocese has produced a new Safeguarding Handbook which looks a lot different to the old one and Wendy will sort out a place in Church where the hardcopy can be kept. She will send this out, together with the Policy document before the January meeting. CPAS has changed its name to Thirty One:Eight. Wendy will be going through the recruitment procedure for Becky as Director of Music.

There being no further business the Meeting closed at 9.15 pm to be followed by Night Prayer.