



St Peter and St Paul with St Andrew

## MEETING OF THE PAROCHIAL CHURCH COUNCIL

held in the Chapter House  
on Monday 14<sup>th</sup> January 2019

### Those present:

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

- 1. PRAYERS:** Lucy opened the Meeting with Prayer.
- 2. APOLOGIES:** Apologies were received from Ian Cook, Karen Rabjohn and Rachel Thompson.
- 3. MINUTES:** Minutes of the Meeting held on the 12<sup>th</sup> November 2018 were signed as a true record.
- 4. MATTERS ARISING:** There were no matter arising.
- 5. MATTERS ARISING** from the Standing Committee Meeting. There were no matter arising.
- 6. PLANNED GIVING PRESENTATION:** The team are Anthony Davis (Chair) Lucy Davis, Ciaran Diver, Mary McKeand, Merilyn Murphy, Terry Thurley.  
Lucy welcomed Mel as a member of the Planned Giving team; Terry was unable to be at the meeting.  
Lucy handed over to Anthony for the presentation. He said the remit of the PGT was to enable and encourage members of our Church to support God's work through our Church financially, in a regular, structured and tax efficient manner. The problem is that the estimated position in 2022 is that income is £80,000, expenditure £97,200 with a deficit of £16,400 which is £315 per week. The solution is:
  - 1) Increase the level of giving** by encouraging generosity and capturing new people.
  - 2) Ensure that giving is regular and structured** through planned giving.
  - 3) Introduce the Parish Giving Scheme** which will decrease admin and inflation proof some income.

Anthony presented a slide of the generosity – giving cycle (copy attached) which had God at the top Us at the bottom the left hand side Mission and Evangelism and on the right Gift of Creation and Promise of Eternal Life. The Regular and Structured Giving Ladder showed on the bottom of the ladder cash in the collection plate, with yellow “one off” gift aid envelopes then planned giving (and gift aid if eligible) and at the top Parish Giving Scheme. This means increasing giving, increasing commitment, increasing certainty and at the top decreasing admin.

The Parish Giving Scheme is a multi-diocesan direct debit scheme for managing donations and gift aid. The benefits to the PCC are that it reduces admin, there is an option for donors to index link donations (60% sign up rate), there is a faster recovery of gift aid with regular reporting monthly, annually and tax year statements and it is free of charge. The benefits for the donors is there is a direct debit guarantee, flexibility to manage increases and decreases in giving and anonymity for donors, if required.

Where our income comes from: This comes from planned giving (including gift aid), from Sunday morning collections (including gift aid), other collections/donations (incl GA), fees from weddings and funerals, fundraising and other. From the slide there are over 25 people giving between £15 and £25 per month with two giving over £175. Anthony said there are reasons to be hopeful. It is 3 years since the last campaign. Inflation has been 6.5%, earnings have increased by 8% and state pension increased by 8.3%. Our church attendance is up 14% over the same period. Flitwick's average giving is £42 with half of the givers giving less than £30 and only 16/80 giving more than Archdeaconry average of £50. Only 15/80 give more than Diocese average of £60. If we reach Archdeaconry average and get 9 new givers we will reach the target to fill the projected deficit.

***The timetable for the Planned Giving campaign is as follows:-***

*Teaching & Preaching:*

24<sup>th</sup> March – Sermon & Presentation

7<sup>th</sup> April – Sunday Celebration

Slide show – during coffee and on website

*Asking:*

24<sup>th</sup> March – distribute letter and information packs with the message generosity of giving and “move up” the regular and structured giving ladder.

31<sup>st</sup> March to 7<sup>th</sup> April – distribute remaining packs – member of the PGT available at coffee to answer questions and any uncollected letters posted/delivered by hand.

5<sup>th</sup> May – reminders

12<sup>th</sup> May – returns deadline

*Feedback.*

9<sup>th</sup> June – Thank you letters

8<sup>th</sup> July – Results to the PCC

14<sup>th</sup> July – Summary of results shared with congregation

Each individual/household will receive a personalised letter from the Vicar and an information pack. Content varies by type of giver. Plate givers and “one off” gift aid givers (yellow envelopes) or planned giving scheme members.

Each information pack to contain a letter from the vicar, addressed individually (content depends on current method of giving), a leaflet with information about church finances and guidance on giving and a response form depending on current method of giving with gift aid declaration on the reverse of the form.

In summary the Planned Giving Campaign will commence on Sunday 24<sup>th</sup> March with a report of the results provided to the PCC on the 8<sup>th</sup> July and results fed back to the congregation on Sunday 14<sup>th</sup> July.

Lucy pointed out to the Meeting that taking up the Parish Giving Scheme would in due course make it easier for someone to take over as Treasurer.

**Questions:** Richard Fullbrook felt that it should be made clear that we are not asking people for more money. Lucy replied that we do have to ask people about giving more however we can flag this as a replacement for the standing order giving.

Richard Harris asked if there was a check that the amount of money from the scheme matches what people are giving. Givers will get a statement and a monthly statement is sent to the Treasurer. Richard also asked if it is a registered company? Anthony said it was a registered charity and he pointed out that direct debits were taken on the 1<sup>st</sup> of every month and the money comes to us on the 15<sup>th</sup> of the month.

Tony said the Parish Church congregation is part of the family and he likes to pay his family member by standing order as it goes straight into their account. He pays by direct debit for his utility bills.

Tony was assured that not everyone has to join the scheme and they do not have to give a reason why they have not joined. It is another option for the Church.

Ciaran said we need to be aware of GDPR when sending out the information.

David asked about the transfer from Standing Order to Direct Debit. People will come back with a response form. If it is Parish Giving Scheme they have to have a separate pack.

**Resolution; We the PCC of St Peter & St Paul with St Andrew, Flitwick request the Parish Giving Scheme to commence operation of the scheme on our behalf.**

**Sarah Proposed this Resolution and Mary Seconded with 14 in favour, 1 against and 1 abstention.**

Lucy thanked the PGT and Anthony for the work they have done so far and what comes next.

Anthony's presentation is attached to the Minutes.

## **7. SAFEGUARDING**

### *Policy Review.*

This had been circulated prior to the Meeting. Following explanation there were no questions, and the policy was signed by Lucy and the Churchwardens and displayed for another year. It will then be reviewed again next year. Sarah asked what was “appropriate insurance” for activities involving children. Ciaran said this was Public Liability Insurance providing by Ecclesiastical Insurance. Wendy pointed out that this is where it becomes essential that we do have risk assessments for all events.

**Wendy Proposed that we adopt the Policy Review and this was Seconded by Ciaran and unanimously agreed.**

### *Adoption of Handbook*

Wendy informed the Meeting that this handbook pulls everything together and has been written by the Church of England and will be going to every parish in the country. The Handbook will be placed in Church where it can be seen as it is not a private document. Although the document is very lengthy Wendy would like everyone who works with children and vulnerable adults to read it at some stage. Everyone who is DBS checked will receive a copy by email.

**Wendy Proposed we adopt the Parish Safeguarding Handbook and Richard Harris Seconded with all in favour.**

Wendy informed the Meeting that Becky our new Director of Music is being processed at the moment.

Lucy thanked Wendy undertaking the role of Parish Safeguarding Officer with such skill and commitment.

## **8. St ANDREWS UPDATE**

Lucy's presentation to the PCC.

The Story so Far:

7th May 2018: Ceiling panel collapses.

Building closed pending investigation because of suspected presence of asbestos in the roof.

Initial sampling indicates presence of asbestos

25th June 2018: Clean up and air test

To ensure the building is safe to enter

26th June 2018: Full asbestos survey

Asbestos identified in the ceiling and internal wall panels, external roof and flooring.

3rd July: Initial advice from Diocesan Solicitor

The site is held in trust by St Albans Diocesan Board of Finance (DBF) on behalf of the Parish.

The deeds specify that the site be used for parochial purposes – to further the mission of the Church in Flitwick.

There being no management trustees in place, the Incumbent is by default the sole trustee.

It is for the DBF to appoint trustees to manage the process.

11th July: Full Survey carried out by Diocesan Surveyor.

17th September: Survey report received.

Survey indicates that the building is in very poor condition and will need £50,000 in repairs (not including making safe those parts where asbestos has been identified.)

4th October: Representative of DBF advises us that “the managing trustee [of St Andrew’s Church Hall] would be the PCC itself, which is a legal entity.”

12th November: PCC passes a resolution to instruct the Diocesan Solicitor to draw up a deed naming the PCC corporately as trustees of the site.

27th November: Diocesan Solicitor advises that PCC cannot corporately be trustees of the site. The original trust deed could be changed at the cost of £3,000 + VAT. Otherwise the trustees would have to be three or four individuals, and we would have to pay each time the trustees change.

Where we Stand:

The PCC could become trustees of St Andrew’s site, but this would cost £3,000 in addition to the costs already incurred.

Is it prudent use of the charity’s money given the value of the site if sold is £100,000?

We could ask the DBF to appoint three individuals at the cost of £1,000.

Who should these individuals be? Does this gain us anything over and above the incumbent remaining as sole trustee?

4th December: The representative of the DBF confirms that the ‘most sensible course of action’ is for the Incumbent to remain as sole trustee.

As Vicar I would much prefer the PCC to be trustees, but this does not seem to be a sensible use of resources.

I would suggest that we rescind the PCC resolution of 12th November.

We then continue to make decisions about the St Andrew’s site using the same processes as we would have done had the PCC been trustees.

The Way Ahead:

Rescind the PCC resolution of 12th November, leaving the Incumbent as sole trustee.

Instruct a small team to undertake research into the various options for the St Andrews site:

The Vicar, Church Wardens, Charles Gomm (St Andrews congregant and Central Beds Councillor), Bill Kosh (Surveyor) and David Golding (career in the building industry)

The team will report back regularly to the PCC and fabric committee. Any decisions about the St Andrew’s site will be made by the full PCC.

### Questions:

Chris said everything seemed very sensible to him. Tony was concerned about putting a lot of responsibility on the Vicar and he felt we should all support her. Richard Harris asked if we should have a resolution to support Lucy. Andrea said she thought we had a very strong team of people moving forward. Mary said she was concerned that the team only had one person on it who worshipped at St Andrews. It was pointed out that this was a “fact finding” group who would explore avenues. David said they have no agenda and it would be for the Fabric Committee to unpick some of the questions. Nicolette asked if it was the Diocese responsibility to appoint

Trustees. Lucy said it is but since 1930 that the Vicar has been the Trustee. Tony said that we can always come back to the question of the Trustees and it can be changed at a later date.

**RESOLUTION: Richard Fullbrook Proposed that in the light of new information we rescind our Resolution of the 12<sup>th</sup> November 2018 when we asked for a Trust Deed to be drawn up nominating the PCC of Flitwick Church corporately as trustees of St Andrews Church. This was Seconded by Tony with 15 in favour and 1 abstention.**

**Chris Proposed that we delegate a fact finding group of The Vicar, Churchwardens, Charles Gomm, Bill Kosh and David Golding to report back to the PCC on a regular basis. This was Seconded by Carol with 14 in favour and 2 abstentions.**

## **9. TREASURER'S REPORT**

Budget vs Actual figures year the December 2018 had been circulated prior to the meeting. Anthony reported they are very close to prediction, with just two things slightly different producing a greater than predicted surplus. Money from the carol services which is to be donated to charity has not yet been made. There is a bit more money from the Co-Op Community scheme. The gas bill was less than expected although the gas account was messed up again and they have given us £200 as a gesture of goodwill.

For the meeting's information the Standing Committee passed a Resolution at their meeting on the 10<sup>th</sup> December 2018 that an account be opened with Metro Bank in the name of Flitwick Parochial Church Council as Anthony discovered when speaking to Barclays Bank that they were starting to charge Charities if the expenses from the account are more than £100,00. We were very close to this and would go over if we paid for the Lychgate and flooring out of the current account. The charges would probably work out at £200/500 per year and with this in mind he has been looking around at other Banks. After making a number of phone calls he found that the Metro Bank offered a suitable account and good customer service. All cash and cheques can still be taken to Barclays but all electronic payments will be made through the Metro Bank.

## **10. CHURCHWARDENS' REPORT**

The report had been circulated prior to the Meeting and is attached to the Minutes. We have received two quotes for pruning back the yew trees lining Church Road by approximately two metres. One quote was for £600 and the other Dycol Limited was £350 plus VAT. The Meeting approved that we accept Dycol's quote and proceed with the work as soon as possible.

Chris asked about the South Aisle roof and what appears to be an attempt to steal the lead. Ciaran said the roof alarm seems to have done its job. Wendy asked if the Insurance Company would pay out if our lead got stolen. Ciaran replied that they will if you have a roof alarm fitted but if there is no alarm then they will only pay out £5,000.

Wendy said she had also noticed children had started going up on the bank in the churchyard and she wondered if we need to alert parents to the danger. Lucy suggested that when we send a mailchimp e mail to the church families next time we just put a note on about health and safety.

Lucy thanked Ciaran for the hours he has spent chasing the problems with the Lychgate.

## 11. MINISTRY UPDATE

Becky was with us for the first time on Sunday. Rupert has been a little delayed starting as our organ scholar but he is playing on a Wednesday now to boost his confidence. We have been lucky to find a couple of really good organists and we are covered until March.

Lucy thanked everybody who helped out at the carol services and midnight service which were all the biggest we have seen.

## 12. MISSION ACTION PLAN

The Fresh expression Group had met and they will be reporting back to the PCC.

*Lent:* Lent is very late this year and details about lent courses will be announced at the beginning of March. There is a Sunday evening Confirmation class and it has been suggested that we have a reflective evening on a Tuesday details to follow. Confirmation will take place in May.

**Lucy Proposed that Sarah Watt be allowed to administer the Chalice for us and Heather seconded with all in favour.**

**13. DEANERY SYNOD REPORT:** Rachel's Deanery Synod Report had been circulated which was marvellous.

There being no further business the meeting close at 9.05 pm followed by Night Prayer.