

**ST. ANDREW'S CHURCH, READING STREET**

**Minutes of the Parochial Church Council held on Wednesday, 31<sup>st</sup> May 2023 in the  
Community Hall**

<b>Item</b>		<b>Action</b>
<b>1</b>	<p><b>OPENING PRAYER</b>                      Revd Musindi opened the meeting with prayer.                      Present: R. Collins, S. Flory, M. Gerrard, S. Gough, J. Graham, M. Hawthorne, L. Kerton, S. Kerton, B. Wilson</p>	
<b>2</b>	<p><b>APOLOGIES:</b> J. Lambert, F. Pearse, G. Silsbury</p>	
<b>3</b>	<p><b>MINUTES:</b> The Minutes of the PCC meeting held on 15<sup>th</sup> March 2023 were approved, proposed by S. Gough and seconded by R. Collins.</p>	
<b>4</b>	<p><b>MATTERS ARISING:</b>  <u>Defibrillator Training:</u> Free training courses are available in Westgate once a month. People wishing to attend to notify the office. This will also be publicised in the newsletter and regular users of the Hall could also take advantage of this. F. Pearse has already completed the training.  <u>Hall Piano Cover:</u> An excellent cover has been made by K. Green and sourcing large wheels to make the piano easier to move, will be raised at the next meeting of the Fabric Committee.  <u>Coronation Street Party:</u> had been very successful, with good weather, and appreciated by the local community.</p>	RC  GS
<b>5.</b>	<p><b>TREASURER:</b> These Minutes to record that at a short PCC meeting held on 11<sup>th</sup> May, it was proposed and approved that R. Collins be co-opted on to the PCC as Treasurer. Also, that the Vice Chairman be J. Lambert and PCC Secretary J. Graham, for the ensuing year.</p>	
<b>6.</b>	<p><b>SUB-COMMITTEE MEMBERSHIP:</b> This was reviewed and the current list is attached to these Minutes for reference. G. Silsbury was unanimously endorsed as the new Chairman of the Fabric Committee. At the PCC meeting on 11<sup>th</sup> May 2023, Julian Hills was proposed and approved as the Chairman of the Finance Committee.</p>	
<b>7.</b>	<p><b>REPORTS FROM SUB-COMMITTEES:</b>  <u>Fabric:</u> In his absence, G. Silsbury had sent an email concerning various items to be discussed at the next meeting of the Fabric Committee:</p> <ul style="list-style-type: none"> <li>• Blinds for the Upper Room: M. Gerrard reported that the Silent Gliss Rep would provide some samples and that there would be free fitting. There was the question of a design solution for the two windows at either end of the arrangement and the Rep would be asked to advise on this.</li> <li>• The design drawing and up-to-date costs for Phase 3 of the kitchen will be shared with committee members and reviewed at their next meeting, as well as with the Finance Committee.</li> <li>• G. Silsbury had obtained and fitted a refurbished second-hand boiler in the kitchen.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ecclesiastical Insurance will visit on 6<sup>th</sup> June to carry out a survey of the church and hall and G. Silsbury, S. Kemp and R. Collins will also attend.</li> <li>• The wi-fi in the Hall was still causing problems and the Junior Church has not been able to use it. A company has offered to produce a better signal than currently provided by BT and reduce the cost by one-third. Further investigation of this company is required, especially in view of their wanting a five-year contract.</li> </ul> <p><u>Worship/Mission:</u> Rev Musindi reviewed the reports and referred to the Taize Service this coming Sunday at 6.30 p.m., the recent baptism of a new member of the church and new choir members. The confirmation classes will start next month and some candidates have already come forward, including some from the Guides. Hilary and Julian Hills will also attend as part of the safeguarding process.</p>	RC/GS  PM
8.	<p><b>SAFEGUARDING:</b> S. Flory reported two further DBS checks being carried out for helpers with the Toddler Group. There had been no issues and Rev Musindi reminded everyone to be alert to potential incidences.</p>	
9	<p><b>FINANCE REPORT:</b> A report provided by R. Collins up to the end of March had been pre-circulated. The situation from today was now:</p> <p>Current account: £6,701 Hall account: £7,778 Deposit account: £14,063 Cash in hand: £290</p> <p>At the start of the year the potential deficit was £20,000, and is now £1,500 as at the end of April, subject to the same assumptions as in the Treasurer’s report. The Parish Share has been paid up to date (£31,000). £1,152 is expected from Gift Aid. This will be the last payment from the Diocese, and from now on this will be administered by the Treasurer through HMRC which should ensure a quicker receipt of the money. Phase 3 will be discussed at the next meeting of the Finance Committee. The loan repayment is budgeted at £5,000 for this year but a decision will have to be made as to whether it would be better to use this towards Phase 3. The Hall has been generating income well which has been good, during this quiet period of fund-raising. By the end of the year, the finances should be in reasonable shape if we are able to meet the fund-raising schedule. Some discussion ensued as to whether it would be possible to hold a summer fete this year (potential income of £2,000) but timing would be a problem, given the Open Gardens on 1<sup>st</sup> July and the same people who would be running that would then have to run a summer fair within a few weeks afterwards. There is also the problem of having to book Kitty’s Green – this is usually done around March for a summer fair in July/August. All things considered, it was agreed to put effort into the Open Gardens this year (which generated some £7,000 last year) and look at having a summer fair next year, say in June, and the Open Gardens afterwards. The QR code for donations does not seem to be working and potential income is being lost from</p>	

	weddings and funerals. The Finance Committee will look at this and whether a machine could be used for people to tap with their cards. An associated problem was raised with payments for plants etc at the Open Gardens last year when some people wanted to pay with card. Sales were lost because this was not possible and it would be ideal to have the opportunity for electronic payments at this year's Open Gardens. Mission Action funds will be reported at the next PCC meeting on 12 <sup>th</sup> July. The donation from the Mayor's Fund had been received and had paid for the re-conditioned boiler.	Finance Cttee
10.	<b>PCC AWAYDAY, 8<sup>TH</sup> JULY:</b> This has been booked and numbers need to be notified to the Living Well by 27 <sup>th</sup> June. Unfortunately, there are a number of apologies from people who are away. The cost is £20 per head. Michael and Philip are planning the agenda for the day.	MH/PM
11.	<b>SUCCESSION PLANNING:</b> A number of vacancies in key roles still exist and this will be on the Awayday agenda. Everyone is asked to pray that there will be people coming into the parish who are able to take on some of these roles.	
12.	<b>RE-LAUNCH OF FRIDAY COFFEE MORNINGS:</b> Rev Musindi is working with J. Porter's daughter to see if this can be got off the ground.	
13.	<b>ANY OTHER BUSINESS</b> <ul style="list-style-type: none"> <li>• St. Peter's incumbent: An appointment has now been made.</li> <li>• Mission Guatemala: Funds are urgently required to help pay for hospital fees of £11,000 for a young member of the Mission family. A retiring collection will be held on Sunday and notified in the newsletter.</li> <li>• There being no other business, the meeting closed with prayer, led by M. Hawthorne. Next meeting on 12<sup>th</sup> July.</li> </ul>	PM/RC

## **St. Andrew's PCC: Proposed Sub-Committee Members, 2023**

Finance: J. Hills, (Chairman), R. Collins (Treasurer), P. Musindi, J. Lambert, L. Kerton, S. Kerton, S. Kemp

Fabric: G. Silsbury, (Chairman), M. Gerrard, P. Springett, J. Lambert, S. Kemp, R. Collins

Worship: M. Hawthorne (Chairman), S. Gough, P. Musindi, B. Wilson, J. Lambert, S. Darrock

Mission: J. Graham (Chairman), M. Hawthorne, J. Lambert, P. Musindi, F. Pearse, D. Springett, S. Flory