



**Minutes of a meeting of the Parochial Church Council  
held in the Church Rooms on Wednesday 13<sup>th</sup> March 2018**

**Present:** Revd. Roy Woodhams (chair), Revd. Ian Maslin, Revd. Myles Owen, Gabrielle Clarke, Mike Roberts, Katherine Tuck, Jeff Wood, Robert Isherwood-Crook, Elise Whittington, Howard Cherry, Paul Jenkins, Claire Oxborough, Maria Poole, Rosemary Burt, Roy Hislop, , Colin Tilbury, Joan Connolly, Sandra Keeping, Margie Nursey, Judy Wedderspoon. Also in attendance for the first part of the meeting: Chris Kidd (Procurement)

The meeting commenced with the PCC prayer

The order was changed to allow Chris Kidd to present on procurement

**1. Apologies:** Linda King, Susan Clarke, Jan Goldsmith, Jan Durrant, Simon Smith

**2. Treasurer's Report**

The Treasurer remarked how when he first took on the role wanted to get to the bottom of procurement. Chris Kidd, a procurement consultant gave a presentation with the hope that this would help St Nicolas Church. His slide presentation centred on the financial position in 2017, an analysis of that spend and initiatives for 2018 and beyond. St Nicolas spent £266k in 2017 and the in-year deficit was £12,436. The annual budget for 2018 is expected to be (£243k £21k lower than 2017 budget). At the current rate of consumption, cash reserves have approximately 4 years remaining. His observations were there are insufficient formal controls or procedures for spending church funds. There appears to be little consistency in the way that money is spent across the church, its teams & committees. The church is unable to measure whether it purchases goods & services effectively – is St Nicolas achieving value for money?

St Nicolas has only had an excess of income over expenditure in only one of the last 6 years. The major expenditure, Parish Share, salaries and stipends could not be altered so it was the other elements which needed looking at. His proposal was to implement a basic purchasing process in 2<sup>nd</sup> half of 2018 for both operating expenditure (OPEX) and capital expenditure (CAPEX) spend, including spend thresholds & levels of financial authority. Controls to be put in place were that Budget holders to be responsible for being within budget by the end of the year & basic progress update on a quarterly basis.

Implement an expense claim process for all non-PO spend. An expense claim value should not exceed £249. Centralise all accounts to facilitate visibility of spend. Create an Approved Vendor List for major categories of spend. Develop and manage a contract master list for all supply contracts (e.g. utilities, insurance, printers) Use a Zero-Based Budget from 1<sup>st</sup> Jan 2019.

(It was pointed out that the printer was on a five year contract and could not be changed.)

The Rector asked if Chris Kidd expected it to work and he replied that we would be monitoring it. The Rector then said that it would be necessary for all the budget holders



to meet before the trial in the last six months of the year. It was then pointed out that budget for 2018 would remain as it was.

The Hon Treasurer told the committee that building work would only go ahead if the money to pay for it had been raised and approved.

The Rector thanked Chris Kidd for his presentation.

Jeff Wood reported that income in 2017 was £266,167, expenditure £278,601 and the deficit was £12,434 against an expected deficit of £16,005. A sum of about £1000 would be put into the 2018 accounts as it was too late to enter in the current account. There was an increase of £155,000 in asset valuation for 22 Orchard Gardens and the Church Rooms. After the revaluation the asset value was now £1,335,322. This is reflected in the balance sheet. He would relook at the way the funds were structured, especially the composition of restricted and unrestricted and certain adjustments will need to be made to reflect the reality of today. The reserve policy document states that we, of necessity have to have six months expenditure reserves and this has been eaten into over the last few years. The Rector wanted to know if we should look at where we put the reserves. A discussion evolved, the outcome of which was that the amounts we had to invest were so small that there was little choice but it would be looked at again.

The Rector asked for the acceptance of the annual report (which includes the accounts), proposed by Howard Cherry, seconded by Mike Roberts and approved

The Rector then asked for a vote of thanks to Jeff Wood, his team and Elise Whittington for all their hard work.

Jane Mant is now helping Jeff with book keeping. It was then proposed that Jane Mann be appointed assistant treasurer, proposed by the Rector, seconded by Jeff Wood and approved.

Finally, it was asked that only a couple of blue envelopes be put in each pew so reducing waste and misuse.

Howard Cherry noted that a Legacy policy now exists to aid those making provision in their wills.

### **3. Additions to Agenda**

None

### **4. Minutes of the last meeting**

Acceptance of the Minutes of the January 2018. Proposed by Judy Wedderspoon, seconded by Claire Oxborough and agreed



**5. Matters arising**

None

**6. Correspondence**

None

**7. Prayers for the World**

Mike Roberts reported on the role of the Outreach and Mission group. The allocation of monies would be looked at in September as per the PCC's earlier decision. He encouraged prayer as part of the activity of mission. A new prayer group was to be formed to meet every month, praying in the context of Prayers for the World for one of the charities that the church supports at each session the first one being on April 9 at 9.30 am. The proposition was put to the PCC that they agreed to this happening, proposed by Mike Roberts, seconded by Paul Jenkins and agreed.

**8. First Aid Training**

A trainer had been found and two dates were put forward, May 19<sup>th</sup> and June 9<sup>th</sup>. The cost is to be £150 plus £10 per person attending (this was for the certificate). Potentially 16 people wished to attend. The Rector pointed out that we have an obligation to provide first aiders. The PCC agreed that this should go ahead with the proviso that if individuals wished to have a certificate they should pay the £10 themselves.

**9. Team Minutes as Presented**

**Young People**

First meeting since Gabrielle Clarke started. Running with their Vision document which will be revisited after the APCM. The safeguarding policy for Open the Book has changed.

**Social**

Thank you for those who attended the curling event which raised £430.

**Communications**

Website review has been postponed. Wedding and Baptism information now on the website. The team has established communications with Churches Together. Colin Tilbury is St Nicolas's representative. It was felt that the car park notices could be more pleasant and this was being addressed, including reducing from two to one newly worded notice board

**Outreach and Mission**

Gift Days are 7<sup>th</sup> and 9<sup>th</sup> June with the relevant licence for the on street collections obtained from Waverley BC. There was a discussion about the conflict of dates for the First Aid training. Katherine Tuck said she would look into this.



## 10. Churchwardens' Reports

### **Katherine Tuck**

**Risk assessments** need to be reviewed this month. I am waiting for Ecclesiastical Insurance to issue new online forms at the end of the month which will make it easier for people to complete them and I can then save and review them electronically.

**Spring clean** Saturday March 24<sup>th</sup>. All volunteers welcome, many hands make light work. High cleaning was done last week.

**First Aid training** is still on the cards but we are trying to find a date that suits! Currently the trainer is offering May 19<sup>th</sup> - Royal Wedding Day – or we may need to look at an evening.

### **Mike Roberts**

#### Choir Vestry roof

The contractor we were in contact with decided that the requirements for the work as advised by our Architect, Roderick Maclennan was not for him and therefore withdrew from the job.

BJN of Horsham, the contractors who worked on the South Aisle roof have very recently provided a quote to re-asphalt the roof and repoint a gable end and ridge tiles for a sum of £8808 inc of VAT (which is recoverable) The present view is that this project needs to be reviewed from a cost perspective, whilst fully appreciating that work will need to be undertaken in due course.

#### Fire sensors

C & M Fire Alarms of Horsham visited the church a few weeks ago to plan how best to reach the high level sensors that need replacement. Discussions continue with an update now called for on when the remedial work will be carried out with safe access agreed. This work was agreed by the PCC last November

#### Visual System

This was last discussed in November 2017. The PCC asked that a revised approach be called for with Creative Audio Visual Solutions (CAVS). After a visit by the Guildford Diocesan Advisory Committee who were not in agreement with drilling into pillars, the PCC called for a plan showing high level cable runs and free standing repeater TV screens be prepared. The PCC were reminded that this intention is being funded by an anonymous donation.

The PCC were given a brief overview of some of the detail with the proposal as follows:

“The PCC agree that the Church Warden submits a faculty application for the installation of the visual system as detailed by CAVS proposal November 2017 as amended January 2018”

Proposed Mike Roberts, seconded Ian Maslin, agreed



Bunbury House (formerly Bullimore's House)

Jeff Wood and Mike Roberts attended Church House in Guildford together with the Contracts Manager for EHD the builders converting the property into 5 apartments. The meeting had been called by the Church to settle access by the builders in Church Lane to the rear of the property and the restrictions that could be possible due to the narrowness of Church Lane.

The section of the lane from the front of Bunbury House to the boundary wall at the rear of the churchyard is Diocese owned with an easement agreed with Waverley BC for access that includes the pedestrian right of way. EHD have agreed that their access will take into account morning and afternoon school times as well as when a funeral service is taking place by reducing noise.

EHD's need for access for their purposes is being considered by the Diocesan property department.

Immediately after Easter a scaffold bridge will be erected for some 2/3 weeks in Church Lane, one end of which will stand just inside the Churchyard boundary wall. This will enable repair and paint work to be carried out on the gable end of Bunbury House. Access by large local authority and emergency service vehicles has been assessed to ensure free movement.

The subject of Steven Unwin and the ashes was brought up. These are not in the Garden of Remembrance. There had been a request for a memorial to be placed by the ashes but this was not possible as the church yard's protocol did not allow for this. The ashes cannot be moved. When Steven Unwin's parents' ashes were buried the Rector explained the difference between placing them in the Garden of Remembrance with a marker stone and an anonymous siting. There was a difference of opinion in the family as to which was desirable. The Rector is not in favour of making an exception to the rule of no memorial where the ashes are currently sited.

Howard Cherry wanted to know if a faculty could be requested.

We would not be able to support the placing of a marker stone in that part of the churchyard because it would not be fair to others and it was not likely that a faculty request would be successful.

It was proposed that an offer was made to Stephen Unwin for a marker stone to be placed in the Garden of Remembrance with a short inscription indicating that the ashes were nearby.

Proposed by Howard Cherry, seconded by Myles Owen, agreed with one abstention.

## **11. Rector's Business**

GDPR (General Data Protection Regulation), the new data protection law coming into force in late May 2108. Mike Roberts said that Webinar training was available. He would explore first steps in regard to the church records held and in what way they can be brought into compliance with the new rules.



A vicar in Lincolnshire has produced a software application to make it easier to comply. The cost would be £30 in the first year as there is a trial period and £50 in subsequent years. It was agreed that we would try the two month free trial.

## **12. Any other business**

The Honorary Secretary made the meeting aware that after the APCM everyone forming the new PCC would be required to complete a new fitness to serve document.

The meeting closed with the Grace.

**Next meeting is the APCM at 7.30pm in the Church Wednesday April 18<sup>th</sup> 2018**

Robert Isherwood-Crook

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