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**Minutes of a meeting of the Parochial Church Council**

**Held in the Church Rooms on Wed 10th January 2024 at 7.30 p.m.**

**Present:** Roy Woodhams (Chair), Susan Clarke, Paul Jenkins, Rogan Dixon, Bryn Jones, Margie Nursey, Maurice Bowles, Joan Connolly, John Watson, Jane Etherington, Revd Erik Heemskerk, Bill Rothwell, Steff Shepherd, Nicola Craven-Smith. Alistair Smith attended as Treasurer Elect.

**1 Welcome:** Roy welcomed everyone to the meeting and led the opening prayer. He said how good it was to welcome back those who had missed previous meetings through ill health.

**2 Apologies:** Alan Walton, Revd. Rutton Viccajee, Sue Knight, Katherne Tuck, Sandra Keeping, Nigel Lynn

**3 Minutes:** The minutes of the meeting 8th November 2023 were agreed and signed (proposed by Maurice Bowles, seconded by Margie Nursey).

Matters Arising: No matters arising.

**4 Safeguarding:**  Nothing to report.

**5 Treasurer**

Alistair Smith was co-opted as a member of the PCC with full voting rights (proposed by Roy, seconded by Rogan) and welcomed as Treasurer Elect.

Rogan presented his Financial Report, previously circulated. He made the following comments:

This Finance Report covers the period to 31st December 2023, the end of the Financial Year. It covers in detail the General Fund and a summary of movements in all Funds and includes a draft Budget for 2024.

**2023 DRAFT ACCOUNTS**

The improvements seen during 2023 continued to the year end and this report signals a surplus of £3,859 although this figure will change as the accounts are finalised over the next few weeks.

Income met or exceeded budget in all areas, and it was particularly pleasing to see Voluntary Giving from all sources increase by £5k with bag collections and contactless giving both increasing on budget and on 2022 actuals. Income from the letting out of the church rooms increased by nearly £2,000 and Parish Magazine income increased by nearly 10% to £7,321 whilst expenditure reduced by over £500. The Rectory Fête and a range of other fundraising activities collectively raised nearly £15k including £3k from the Christmas Tree Festival. Other increases to income came from a legacy (£1,000), a Diocesan energy grant (£1,204) and letting out Orchard Gardens (£3,152).

Expenditure came in below budget in most budget lines with the principal underspends arising from lower than budgeted energy costs for the church and the church rooms (in part lower unit costs but also because prior to 2023 there was no reliable base on which to forecast costs). The lower energy costs were in part offset by the rental of Charts Close for 7 months from June at a cost of £9,065.

Approval was given to transfer the balance in the account to the Designated Buildings Fund, to reimburse expenditure on Orchard Gardens (proposed by Rogan, seconded by Jane).

**2024 DRAFT BUDGET**

The Budget assumes similar levels of income and expenditure to 2023 in most areas.

**Principal Assumptions**

No income has been assumed for car park fees – except for two season tickets (£200) and £690 from Lloyds Bank (contract terminates from May 2024).

Charts Close rental payments of £1,295 pm assumed for 12 months with rental income of £2,061 pm (net of fees) assumed for 12 months for Orchard Gardens. A £5k cost has been included for R&M or rental interruption at Orchard Gardens.

No payroll costs have been included for an Outreach Leader pending an appointment decision.

Fundraising income has been budgeted lower than in 2023 but a target from all events of £15,000 should be achievable. A Marketing budget of £1,000 has been included to advertise events.

Church Rooms letting income increased to nearly £29k in 2023 and is budgeted at the same level in 2024 but there is capacity for this to increase.

Other income in 2023 came from First Aid courses and from a contribution to Nicola’s salary from Dunsfold and Hascombe. The contribution in 2024 is uncertain therefore none is assumed although the payroll costs have been included.

Gift aid income will be lower in 2024 because there will be no contribution from GASDS for the 1st quarter 2024 as the full annual allowance for 2023/24 has been used up in 2023.

Diocesan Parish Share is as advised and is £2,500 lower than in 2023.

Mission Giving is assumed at £10,000 as in 2023 but a final decision on the amount to be given will need to be approved in the 2nd half of the year.

**The PCC will be asked to approve the final Budget for 2024 and financial accounts for 2023 at the March PCC**.

**ANNUAL REPORT**

Contributions have already been requested for the written section of the Annual Report. It was suggested that information should be included on Elmbridge, where there is a thriving ecumenical congregation, and Young People’s Worship, including Discovery.

Rogan thanked Jane Mant for her book-keeping work throughout the year.

**6 Church Development Plan: Working Groups (Strategy Teams)**

**Caring Team:**

The minutes of a meeting of the Social Team dated 15th November 2023 had already been circulated.

Susan encouraged everyone to add Saturday 9th March to their diaries, a Board Games Afternoon, a new venture inviting people from within and outside the congregation to come and enjoy an afternoon of fun with tea and cake!

Roy expressed his disappointment at the decision not to organise ‘Picnic in the Park’ this year. He said that he and Kate might put it on as their own event.

**Outreach (Sharing) Team:**

The latest edition of the prayer leaflet ‘United in Prayer’ was given out to everyone who attended church on Advent Sunday. The leaflet invites us to pray for a different group of people each day, drawing attention particularly to the causes/ charities we are currently supporting as a PCC.

A sub-group of the Outreach team has been working on plans for this year’s Lent Course, which will be based on the Guildford Diocesan Lent Course for 2024. It will be a five-week course with a video and looking at the gospel readings for each Sunday in Lent.

**Daring Team: Access & Positivity**

The church architect is on sabbatical leave until the end of January. We are awaiting a reply from MEA Consulting (the quantity surveyor recommended by our architect) for a quote to digitally scan the church floor space. This will enable the architect to develop an accurate floor plan for the proposed accessible toilet, small kitchen area and re-ordering of the pews.

**7 Outreach** **Leader Appointment**

Roy reported that there has been a positive response to his request for financial support for an Outreach Leader. £17,000 per year for five years has so far been pledged and we already have £12,000 brought forward, to be allocated across the five years. We need at least another £10,000 per year. Roy felt that we should recruit as an act of faith, and then make a new appeal. He said that although it is a tough market we need to move forward with this if our church is to grow. Rogan pointed out that we might need to dip into reserves, but if we do this there won’t be any reserves left for anything else. We must find ways of generating new income. Steff will prepare a pitch appealing to the congregations (including 8.00 a.m. and 6.00 p.m.) for further support. Roy will contact Chris Robinson and the Finance Committee to seek their agreement before going ahead and advertising.

**8 Car Park**

The facilities have been installed and the payment scheme began operating in early December. More details will be available at our March meeting.

**9 Churchwardens’ Reports**

**Alan:**

22 Orchard Gardens – Repairs in December (managed by Hestia) to –

1. shower unit and towel rail (cost of £84)
2. Leaking roof with water damage to ceiling in small bedroom (£100)
3. Doors sticking in 1 bedroom and door from utility to garage repaired as no charge goodwill after service from Mitchells carpet fitters and Lambart, painters and decorators
4. Repairs to faulty door locks (main door and cloakroom) booked for 10th January 2024 (cost to be advised)

Recent Repairs & Annual Servicing (since last PCC Meeting) –

1. Church Building
2. Floor board replaced close to entry to choir vestry door by Tony Garstone and Peter Etherington
3. Handrail fitted to right hand side of choir vestry door (requested by choir members). Fitted by Peter Etherington (coordinated by Tony Garstone)
4. Security light above choir vestry door adjusted for longer period
5. Smart Meter fitted to electricity supply in church. 0 cost by Total Energies Smart Meters
6. Boiler serviced by CJB Plumbing & Heating Co. 3/01/24
7. Anti-slip surface to be applied to path leading to West door 11th January
8. AVA System to be serviced w/c 15th January 2024 (Mike Roberts coordinating).
9. Church Rooms and Office
10. ‘Hive’ central heating App based 2 remote controls fitted to St Nicolas and St Andrew church rooms
11. 1 new light fitting to entrance porch
12. External security light adjustment (inc. choir vestry external door)
13. Electric oil fired radiator replaced in church office. The new one can also be remotely controlled by an App
14. St Nicolas room – 1 strip light replaced near kitchen door with LED strip light.
15. St Nicolas and St Andrew room Boilers’ serviced 3/01/24

Elite electrical service costs for B i.- vii. = £1,375.00.

N.B. The quote from CJB Plumbing & Heating Co. for just the office radiator replaced was £1,175.

1. Candle lighting and snuffing for our Christmas services. A huge thanks to all those volunteers who helped with this task – Tony Garstone (coordinator), Richard Tuck, Peter Etherington, Malcolm Keeping, Doug Lock, Maurice Bowles, John Watson, and Jonathan and Chetan who also assisted.

**Susan:**

We have successfully applied for another card-reader, via the diocesan parish buying scheme – this has come at a huge discount. Should be installed in church in March.

We are researching a new notice board arrangement for the back of church as the old ones are increasingly dilapidated and aesthetically unappealing.

Further to what we looked at in November regarding strategy teams, these will be meeting over the next month hopefully to review the last year and look ahead to 2024.

**10 Rector’s Business**

Rutton’s duties at Dunsfold & Hascombe come to an end at the end of January. After a month’s rest in February he will have ‘Permission to Officiate’ in the Diocese generally, although he will remain at St Nicolas’ and Roy will have first call on his time. As a PTO Rutton will no longer be an ex officio member of the PCC.

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Roy reported that there will soon be eight vacancies in the deanery (out of a total of sixteen parishes), so he will be hard pressed as the Area Dean.

A new retired priest, Revd Rodney Hill, has moved into the parish and has applied for ‘Permission to Officiate’

**Erik** gave details of his marketing expenses during the Christmas period. It was noted that numbers at all the Christmas services were well up on last year. Nicola was thanked for the quality of her Christmas notices.

Erik reported that eight adults had signed up for Baptism Preparation.

**11 Any Other Business**

The PCC was asked to approve a Bowling Event for Teenagers on 28th January or some other date in the near future. Roy proposed, Bryn seconded and all were in favour. It was pointed out that a risk assessment would need to be done.

It was agreed that ‘1170’ will be included on the PCC agenda each month – even if there is nothing to report.

Rogan expressed the PCC’s thanks to Nicola for the attractive Crib Scene which she had created for the churchyard at Christmas.

**12 Date of Next Meeting:** Wednesday 13th March 2024, 7.30 p.m.

There will be no meeting in February. At the March meeting the accounts will be approved. The date of the 2024 APCM will be 17th April.

The meeting ended with the Grace at 9.10 p.m.