

## MINUTES OF ST GEORGE'S PCC MEETING HELD IN THE CHURCH ON TUESDAY 18<sup>TH</sup> NOVEMBER 2008

**Present:** Fr Mike, Fr Timon (Assistant Curate), Margaret Symonds (Churchwarden), Richard Spurgeon (Churchwarden), Denise Rosser, David Hodgens, Leon Bartosiak, Colin Monk (Chair, Church Hall Committee), Tony Rice-Oxley, Lindsay Chalk (Deanery Synod), Linda Wainwright (Deanery Synod), David Cavey, Julia Spurgeon, Dick Handy, Jane Cook (Secretary)

### ACTION

1. **Apologies for absence:**  
Carol McKells (Treasurer), Mabel Maginn, David Palmer
2. **Minutes of last PCC meeting on 15<sup>th</sup> October**  
The minutes were signed as a true and accurate record.
3. **Matters Arising**

P1 - Noticeboard – Fr Mike has arranged to meet the man several times and he has not turned up. Tony agreed to ring him to see if he has anymore luck.

P3 – Cameras – Dick has spoken with Stuart Chalk and it is becoming complicated. Putting a camera under the gallery pointing out is not an option as in Stuart's opinion there would be too much light shining on the lens. If we put one in the porch facing out to the street it would need a license for a Public Monitoring Device. Colin and Dick will try setting up a video camera in the gallery. Thanks to Stuart for looking at this.

P3 – St Mary's Axim – Margaret said she had sent the £200 from the raffle plus £10 donation from Jules cards to Fr Dixon on Saturday and had paid the fee herself. She e-mailed Bishop Ottoo but has not had a response. Lynn has received a letter from Axim thanking us for our efforts but saying that the work is now finished and they owe more than they have raised so far so can we please keep sending money. Margaret would like to hold a Charity Stall in the hall at the end of January.

P4 – Archdeacon's visitation – David H. asked if we have a formal report from the Archdeacon following his visitation. Fr Mike said nothing has been received so far.
4. **Treasurer's Report**  
In Carol's absence the following report had been circulated in advance to all PCC members:  
**HSBC BANK ACCOUNT**  
**INCOMING FUNDS**
  - Standing orders are more than £1,800 over budget, unfortunately Green and Pink envelopes are both short of budget. Putting the three totals together, collectively they are £966 under budget.
  - Tax on Gift Aid still in the pipeline and approximately £2000 is expected.
  - Bank/Inv. Income shows £1,002.82 which is for two amounts received in the LTSB account and now transferred to HSBC. See also details below for LTSB.
  - Gift Days shows £540 donations for the Dragon's birthday, to which can be added Gift Aid of £152.

- Magazine sales show the funds from the collection box in the Church entrance lobby.
- Ex. Ord. income shows a stray £10 which was in the treasurer's box for some time. The envelope was blank !

#### **OUTGOING FUNDS**

- The Quota is shown as being up to date but the cheque has yet to be sent off (as at 9<sup>th</sup> November). Had the cheque been sent off, it would have resulted in an overdrawn balance at HSBC of £915.95. I have therefore had to fall back on the offer from the Hall Committee of £4,000 from their Deposit account, which will hopefully be received very shortly. (Finance Committee is aware)
- Assigned fees for the quarter July – September shows at £624.
- The only other item to note is Photocopier costs, This is £478 over budget but keep in mind that we had £362 in from WMF (the incoming side for the P/copier is £300 over budget).

#### **LTSB BANK ACCOUNT**

##### **INCOMING AND OUTGOING FUNDS**

Other funds in includes £686.14 investment fund dividend which is also included on the outgoing side together with £165 of stray standing order donations still going to the old account plus £316.68 investment dividend which was received earlier in the year but only noticed during the September/October reconcile.

Tony said that we are borrowing £4,000 from the Hall as we are unable to pay the November quota as things stand at the moment. There is a further bill of £1,945 from Daniel Forshaw for his Quinquennial report. This was a very thorough report and it was agreed that this invoice should be paid by the end of December.

#### **5. Committee Reports**

##### **a) Fabric and Finance + 2009 Budget**

Tony advised that the Church gas and the hall's gas and electricity are now all with Utilities Warehouse. The earliest that the Church electricity can be swapped is 1<sup>st</sup> November 2009. Margaret expressed her concern that when she went in to the Hall recently the fires were on full and no-one was in there. Several people said that fires had been left on and it was suggested perhaps groups should be fined if they leave the fires on.

##### **2009 Budget**

A lot of discussion took place about how we can save money on next year's budget.

- Julia has kindly offered to forego taking her Honorarium for the foreseeable future and the PCC thanked her for this.
- Colin and Richard have suggested a table top sale once a month on a Saturday morning to generate some funds.
- David C. said that we need to have a team of people who are able to talk to new people on the financial issues of the Church. It was suggested that a personal letter be sent to new people with a name they can contact for further information. This letter could include information about the Church not just about finance. A personal visit was preferred. Richard also suggested on a monthly basis the congregation be told how far behind we are with our finances verbally.

## ACTION

- David C. suggested that as we have recently had the Dragons Birthday and put envelopes out, perhaps we should also do the same to recognise Jesus' birthday.
- Linda suggested more information should be given out about leaving money to the Church in your will and she will ask the Diocese for some leaflets about this which we can put on the noticeboard.
- Bulletin – It costs £300 a year for printed sheets and it was suggested perhaps we could do this in-house. Fr Mike said this is a huge job as all the readings will need to be found on-line. Dick offered to come up with scanned text samples for the next meeting.
- David C. asked why admin costs have increased so much. Tony said he thought it was because they had put money into the budget to pay for the audit next year but will go away and check and confirm.
- David C. said it is extremely difficult to set a budget and should be used as a guideline only so you can monitor on a regular basis and discuss and implement actions if problems arise.
- Richard said that we must always make sure that our liturgy is as good as it can be as this is what keeps people coming into the Church.

Linda

Dick

Tony

Fr Mike suggested that the Finance Committee be asked to discuss how we should proceed with this.

Finance  
Cttee

Tony proposed that the 2009 Budget as it stands (less Julia's £300 honorarium) be signed off and sent to the Diocese. This was seconded by Colin and agreed unanimously and Margaret thanked the Finance Committee for all they have done.

a)(i) Fees for Weddings/Funerals

Fr Mike pointed out that he has introduced a server fee to Marriage, Thanksgiving for Marriage and Funerals of £20. Tony said that when he is serving he puts his £20 in a pink envelope and gift aids it back to the Church. Fr Mike said several other people do this too. Fr Mike pointed out that Marriages have gone up from £560 to £602, Thanksgiving for Marriage from £330 to £440 and Funerals preset from £190 to £215. After discussion it was agreed to increase the Utilities for Funerals in line with Marriage and Thanksgiving for Marriage from £31 to £96 for 2009. This was proposed by David H. and seconded by Lindsay and agreed unanimously.

Fr Mike

a)(ii) Sunday Collections

It was suggested that a plate/bag should go round at services for the collection as new people are missed who don't know that the plate is at the back of Church. Fr Mike said that a card could be given to people who pay by Standing Order to put in so they don't feel awkward. After discussion David H. proposed that a collection bag be reinstated from the first Sunday in January for a trial period. This was seconded by Dick and agreed unanimously.

Fr Mike

Tony proposed that we should have envelopes available on the end of the pews together with pens and a laminated instructions sheet on how to use them. This was seconded by Lindsay and agreed unanimously.

Fr Mike /  
Tony

**ACTION**

- b) Pastoral  
Not met
- c) Social  
Not met
- d) Fundraising
  - Table top sales every month in the Church hall to raise funds.
  - Planned shop for next year for 10 days covering 2 weekends, possibly Monday 5<sup>th</sup> October to Saturday 17<sup>th</sup> October if a shop is available.
  - Bonus ball club has not reached numbers needed. Only 18 names so far and need 35 for it to take off. Will leave it open to end of November.
- c) Deanery Synod  
Not met
- d) Hall  
Minutes circulated after last PCC – not met since.

6. **St George's New Church 40<sup>th</sup> Birthday**  
Need to organise something big for 2010. Margaret reminded that it is also the 100<sup>th</sup> birthday of the Mothers Union and they would like to do something jointly. It was agreed that a separate committee be set up to organise this drawing in people from different elements and Jane will put on the agenda for January. Jane
8. **Future of St George's Youth Club**  
Tony suggests sorting out a date in the new year for all interested parties to get together in Church, particularly parents of current children, PCC and any other interested members of the congregation. Invite both specifically and generally. Agenda Item  
Jan
10. **Quinquennial**  
Fr Mike showed a copy of the report which is very comprehensive. In order for all the works suggested in the report to be completed we are looking in terms of £200,000. He suggested passing the report around to PCC members to read. Far too detailed for the PCC to go through so it was suggested that a few people get together to go through it and report back to the PCC. It was agreed that Fr Mike, the 2 Churchwardens, Tony from Fabric and Finance and Lindsay, Dick and Colin find a date to meet at the end of this meeting. Quinquennial  
Sub Cttee
11. **Correspondence**  
Licences for lay assistants are up in February. Need about the same number of people bearing in mind some are restricted to 8 am. If anyone else would like to be added to the list or would like to nominate someone else let Fr Mike know. All
- NB: Please note numbers above are different to agenda as Item 7 was inserted as 5(a)(i) and Item 9 as 5(a)(ii).**
15. **Date of Next Meeting**  
The next meeting will be held on **Wednesday 17<sup>th</sup> December at the Vicarage at 7.30 pm.**  
  
There being no further business the meeting closed at 9.40 pm.