

St John's Church Egham

Minutes of PCC meeting, 16 July 2018, in the Easter Centre

Attendees: Keith Malcouronne (Vice-Chair), Conrad Benefield (Secretary), Debbie Benefield, Heather Cooke, Phil Darby, Emma Evans, Rev. Simon Fraser, Sarah Gillies, Chris Gray, Phil Holloway, Sara Holloway, Joyce Johnson, Chris King, Victoria Mcharo, Carol Peters, Rev. Jenn Riddlestone, Andrew Tebboth, Sally Thompson and Geoff Wickes.

Apologies: Steve Cresswell, Veronica Cresswell, Paul Kahn, Michael Senanayake and Natalie Watson.

1. Opening prayer and welcome

Keith Malcouronne welcomed everyone to the meeting, and opened in prayer. Apologies for absence were received as noted above.

2. Declaration of interests

The interests previously declared were noted. No new interests were declared.

3. Devotional thought

Emma Evans gave a devotional thought reflecting on 1 Corinthians 12 and Psalm 133, noting that we all have our weaknesses but can be strong together if we have unity, trust and understanding, for we were not made to exist alone ("Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ", 1 Corinthians 12:12) and need trust and unity to move forward together ("How good and pleasant it is when God's people live together in unity", Psalm 133:1) Emma noted that we are called to listen to, share with, learn from and adapt to one another, and to use our gifts wisely to serve one another.

A short time of reflection and open prayer followed.

4. Approval of PCC minutes of 4 June and review of Standing Committee minutes of 2 July, and matters arising

The minutes of the 4 June PCC meeting were approved and the minutes of the 2 July Standing Committee meeting were noted.

There was one matter arising concerning the financial position following the sale of 25 Mead Close. Keith Malcouronne confirmed that a residue of the loan from Neilcott Construction remained, of approximately £100,000 plus accumulated interest, and a new loan agreement for this was in place. Keith added that the loan from Lloyds Bank remained in place, that repayments on this had now commenced, and that most of the congregational loans would become due for repayment in 2019.

5. Sub-Committee updates

Conrad Benefield referred members to the updates provided by the Buildings & Facilities, Finance & Stewardship, Children, Youth and Playbox, Mission & Community Action and Discipleship, Fellowship & Prayer Sub-Committees. Conrad drew members' attention to the revised terms of reference of the FSSC and MCASC.

Jenn Riddlestone proposed, seconded by Chris Gray, that the PCC approve the amended Terms of Reference. Members voted unanimously in favour by a show of hands.

6. Easter Centre Sub-Committee terms of reference

Conrad referred members to the draft Terms of Reference.

In discussion, members agreed that the responsibilities of the Sub-Committee should be reordered, so that use and management (bullets 4 and 5) come first, to reflect the primary objective of using the Centre to support mission, ministry and outreach.

Members voted unanimously in favour of adopting the terms of reference subject to this revision.

Conrad advised that a number of members of the Easter Centre Sub-Committee were still to be recruited, with only Carol Peters and Veronica Cresswell transitioning from the Easter Centre Management Committee. In particular, a Chair, Development Lead, Maintenance Lead and Finance Lead needed to be identified. Conrad encouraged members to consider if they would wish to serve on the Easter Centre Sub-Committee, or if there were people known to them who might be suitable and interested. Members agreed that providing the congregation with brief details of each of these roles might help to identify suitable people.

7. Vacancy update

Heather Cooke confirmed that Esther's children, Micah and Sophia, had secured school places at Magna Carta School and Manorcroft Junior School respectively. She added that redecoration of the four bedrooms, landing and study at Mauley Cottage was underway at a cost of £3,130.

Heather added that Wednesday 26 September remained the provisional date for Esther's licensing and that volunteers were needed to help with organising this, including refreshments afterwards.

8. Playbox Voluntary Management Committee update

Conrad Benefield, as Vice-Chair of Playbox, notified members of proposed changes to the Playbox Voluntary Management Committee, namely:

- Huw Evans to step down as Playbox Chair at the end of the current term (20 July) but remain on the VMC for a further term
- Conrad Benefield, as Vice-Chair, to serve as interim Chair for the autumn term 2018, with a view to identifying and appointing a permanent chair by December 2018
- Natalie Watson to take the PCC place on the VMC vacated by Bob Bridgman, who had stepped down from PCC in April 2018
- Conrad to ask Rev Esther Prior whether or not she would wish to be the new Vice-Chair of the Playbox Management Committee, to ensure a strong link to the wider mission of St John's.

Keith Malcouronne proposed, seconded by Carol Peters, that PCC approve the appointment of Conrad Benefield as interim Chair of Playbox, and elect Natalie Watson to the VMC. Members voted unanimously in favour by a show of hands.

9. Safeguarding: Parish Safeguarding self-audit

Rev Jenn Riddlestone presented the Safeguarding self-audit and the action plan arising from it.

She noted that the objective was to make church as safe as possible, and encouraged PCC members to talk to the Safeguarding Committee if they had any concerns about particular activities or individuals.

Jenn explained that the Parish Safeguarding Self-Audit is to be completed annually and identifies all activities that involve children or are aimed at vulnerable adults. Activities that are open to all that may include vulnerable adults (such as Life Groups) were excluded.

Jenn noted that Sustain is a new ministry for children with special needs, for which helpers with relevant experience would be needed on Wednesday mornings.

Jenn noted that there were two areas that we would need to work on as a result of the audit:

- Display and promote the PSO and DSA contact details together with other helpline numbers e.g. ChildLine, and local domestic abuse or modern slavery helpline number. Proposed action (by August 2018): Display PSO details, etc. in the Caddey and Easter Centre
- Ensure that all those authorised to work with children or adults who are vulnerable are recruited in accordance with safer recruitment practice including ongoing support training and supervision. Proposed action (by summer 2019): Extend programme of job descriptions and regular reviews for all volunteers working with children and vulnerable adults

Jenn noted that implementing job descriptions and annual reviews might be daunting for some volunteers but were intended to be supportive and helpful and ensure everyone is up-to-date on safeguarding and confident in their role. She added that the self-audit would need updating to reflect new activities.

It was noted that some students might start university aged 17 so would therefore need to be treated as children for safeguarding purposes until they turned 18. It was agreed that Nicola Cadet de Fontenay would, as Lay Pastor, take responsibility for safeguarding in these cases, with advice from the diocese.

Members voted unanimously in favour of adopting the action plan.

The minutes of the Safeguarding Committee meeting held on 9 July were noted.

10. Finance

Keith Malcouronne referred members to the half-yearly General Fund accounts, noting the following:

- Both income and expenditure were running slightly ahead of budget
- The forecast deficit for the year was smaller than budget - £5,000 vs £10,000.
- Income from "events, courses, bookstall etc" was running well below budget but Keith noted that a large element of this was income from the Kings Chamber Orchestra concerts, which would not be realised until December.
- Keith had made some assumptions about equipment depreciation in the budget (whereby costs of major items of equipment are accounted for over a number of years, rather than wholly in the year they were purchased) but that much of the equipment in the Easter Centre was treated as integral to the building rather than as separate items.
- It was not clear at this stage how much of the budget of £15,000 for major maintenance items would be spent by the end of the year, but Keith would keep this under review with Heather Cooke (churchwarden)
- The budget included £5,000 for redecoration of Mauley Cottage, which had come in below budget.

Keith advised that the Finance & Stewardship Sub-Committee were looking at options for encouraging and supporting people to make legacies, drawing on resources produced by the diocese.

Keith confirmed that any deficit at the end of the year would be met from reserves. He noted that the reserves were relatively low and had been drawn on in recent years as Partnership giving had not increased significantly, in part because of the substantial (and miraculous) funds that church family members had committed to the Easter Centre.

11. Bursary for a student

Keith referred members to the email from Teal Martin concerning a student, Matthew Brindley, who is taking up a one-year volunteering placement with Friends International. Keith added that there was a small budget available for this purpose, which had been utilised from time to time in recent years.

Keith proposed that Matthew be provided with a bursary of £500 from St John's, and the opportunity to do a short presentation in church, to generate support, prayer and perhaps additional donations from the congregation.

Members voted unanimously in favour.

12. Easter Centre update

Members noted the paper and discussed the proposal for a presentation from SAFAS, at a cost of £250, covering the legal requirements in respect of legionella, and what needs to be undertaken to meet those requirements.

Keith confirmed that the costs could be met from the existing budget.

Members supported the proposals, and it was agreed that the Buildings & Facilities Sub-Committee take the lead with the Easter Centre Sub-Committee to identify the audience and organise the presentation.

13. Correspondence

Members discussed the letter received from Philippa Stuart and the draft reply prepared by Lesley Pocock and the Easter Centre Management Committee.

On balance, members were agreed that the draft reply did not succinctly or directly address the issues raised, and felt that there was scope to take on board some of the suggestions made.

A proposal was developed to establish a new art ministry at St John's which would showcase art from the church family and wider community, including children, perhaps including exhibitions and events. It was agreed that this would be led for PCC by Emma Evans, with the Easter Centre Sub-Committee, and others would be invited to get involved, including Philippa Stuart.

Joyce Johnson undertook to prepare a revised draft reply for PCC members to review, with a view to issuing the reply as soon as possible.

14. Chairman's report

Keith Malcouronne had no further matters to report.

15. Forthcoming events

Conrad Benefield advised members, as per his earlier email, that the Outbreak barbecue and swimming event was now taking place 6pm-8pm on Saturday 21 July (a change from 14 July), at the Dell, Hurst Lane, Egham.

Rev Jenn Riddlestone closed the meeting in prayer at 9.45pm.