

St John's Church Egham

Minutes of PCC meeting, 4 June 2018, in church

Attendees: Keith Malcouronne (Vice-Chair), Conrad Benefield (Secretary), Debbie Benefield, Heather Cooke, Steve Cresswell, Veronica Cresswell, Phil Darby, Emma Evans, Rev. Simon Fraser, Sarah Gillies, Chris Gray, Phil Holloway, Sara Holloway, Joyce Johnson, Paul Kahn, Victoria Mcharo, Rev. Jenn Riddlestone, Michael Senanayake, Andrew Tebboth, Sally Thompson, Natalie Watson and Geoff Wickes.

Apologies: Chris King and Carol Peters.

1. Opening prayer and welcome

Keith Malcouronne welcomed everyone to the meeting, especially new members Phil Holloway, Sara Holloway, Victoria Mcharo, Andrew Tebboth and Natalie Watson, and opened in prayer. Apologies for absence were received as noted above.

2. Declaration of interests

The requirement to declare interests was explained briefly for the benefit of new members and interests previously declared were noted. No new interests were declared. Conrad Benefield noted that all members had received a copy of the Conflict of Interest policy in the briefing circulated in May.

3. Easter Centre update

Keith welcomed Mike Owtram to the meeting, who spoke to paper PCC/18/23, and began by saying that he would be happy to brief new members further, separately, on any aspect if that would be helpful. (Members to contact Mike directly.)

Easter Centre Management Committee (ECMC)

Mike reminded PCC that the current ECMC members would continue in their roles to August 2018, with a new ECMC to be established by then. He added that the proposals regarding membership, responsibilities and delegated powers had taken account of input from Standing Committee.

It was noted that the new incumbent, Rev Esther Prior, might wish there to be a clergy representative on ECMC.

There was some discussion of the ECMC's relationship to both the PCC and its Buildings and Facilities Sub-Committee (BFSC), including whether governance of the Easter Centre should rest with the ECMC, PCC or the BFSC. Mike noted that there had been discussions with both Standing Committee and the BFSC co-chairs (Heather Cooke and Emma Evans) on this point. It was also noted that the ECMC's remit went far beyond the management of the building and that it would work with a number of Sub-Committees.

It was agreed that given the complexity of the management of the Easter Centre it made good sense for the ECMC as an 'expert' group to take delegated responsibility for governance and management as well as operations. It was further agreed that the ECMC should become a formalised Sub-Committee of the PCC, alongside the BFSC and other Sub-Committees.

Members agreed that the ECMC should continue, and agreed in principle the structure, responsibilities and delegated powers of the new ECMC as set out in the paper, subject to its terms of reference as a PCC Sub-Committee being approved at the next meeting.

Conrad Benefield undertook to liaise with Mike and Lesley Pocock to take this forward, with the ECMC's terms of reference, as a Sub-Committee, to reflect what was set out in the paper.

Appointment of Easter Centre Development Leader/Facilities and Maintenance Leader

Members noted that the Gift Day outcome meant that these roles would need to be filled on a voluntary basis, at least for the time being. It was agreed that the roles should be publicised and PCC members were encouraged to identify or approach people that might be a good fit. It was agreed that there was scope for the Development Leader role, which was substantial, to be broken up into two or three roles requiring different skills, with one person having oversight and membership of the ECMC.

Gift Day outcome

Mike summarised the outcome to date of the Pentecost Gift Day, the overall position being as follows (further details on the following page):

250	Gift Day packs were produced
69	Giving Units responded (including 8 Anonymous cash donations).
14	Giving units that had not responded to a previous Gift Day made a one-off donation
5	New regular givers (totalling £305 / month)
7	Existing givers increased their pledged amount per month (totalling £495 / month)
3	Existing givers maintained their pledged amount per month and extended the period
1	Existing giver has stopped their regular amount (due to planned move away) (-£20 / month)

Following the Gift Day there are now 77 regular giving units. (113 individuals.)

A further 46 giving units (68 individuals) made a one-off donation to the Gift Day. These people do not give regularly.

Loans

A loan of £30,000 due for repayment in March 2019 will be converted to gifts over 6 years.

A loan of £200,000 due for repayment in March 2019 may possibly be extended to later in 2019, if required.

A loan of £120,000 was originally repayable in February 2019. The new schedule is that £20k is to be repaid in April 2019 but will be offset by a gift of the same amount (included in the one-off donations table on the next page in April 2019), and the remaining £100k now repayable in April 2021

Legacies

None

Mike noted that in overall terms, around £250,000 of new gifts had been received, amounting to about 1/3 of the target sum of £750,000.

Mike confirmed that Malcolm Bateman had revised the project cashflows and that these would be recirculated to PCC.

It was noted that, based on these figures, a total of 181 people were currently giving to the Easter Centre, either regularly or through one-off donations, amounting to about half of those on the electoral roll. Keith noted that there were around 220-230 people in the Partnership scheme which was by far the main source of income to the General Fund (members noting that the collection box is not prominent and that St John's does not ordinarily 'pass the plate' in services).

It was confirmed that the Gift Day result should be shared with the congregation the following Sunday, with an emphasis on thanksgiving but encouraging more to give regularly.

The total of **one-off donations** due to be received in 2018 and 2019 is given below i.e. £179,069.09 plus Gift Aid circa £42,000 = £221,069

	Received	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Dec-18	Apr-19	May-19	Grand Total
Cash	£1,263.00									£1,263.00
Cheque	£24,296.09									£24,296.09
CAF Cheque	£700.00									£700.00
Transferred In	£20,500.00									£20,500.00
Pledged		£14,110.00	£30,000.00	£10,000.00	£500.00	£10,000.00	£45,200.00	£20,000.00	£2,500.00	£132,310.00
Grand Total	£46,759.09	£14,110.00	£30,000.00	£10,000.00	£500.00	£10,000.00	£45,200.00*	£20,000.00	£2,500.00	£179,069.09

* Note that a donation of £34,500 included in the amount shown in December together with the relevant Gift Aid, relates to the bringing forward of regular donations that would have been received between April 2019 and December 2024. However, the donor has stated that a decision will be made in each March as to whether regular monthly payments can still be made.

The total of pledged **regular donations** for the period 2018 to 2023 is given below including Gift Aid:

2018	2019	2020	2021	2022	2023	Total	Gift Aid	Grand Total
£17,890.00	£25,055.00	£12,270.00	£5,460.00	£4,380.00	£3,300.00	£68,355.00	£16,968.75	£85,323.75

The total of all the responses is:

	Pledge	Gift Aid	Total
One-off	£179,069	£42,000	£221,069
Regular	£68,355	£16,968	£85,323
Total	£247,424	£58,968	£306,392

*please see the note above

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It was noted that while it would be useful to understand why people are not currently giving, this was a personal and sensitive matter.

It was also noted that PCC had previously committed to making a thank-offering at the appropriate time, to support mission and ministry outside St John's, which had been felt to be more appropriate than a tithe, but that future Gift Days might be used to support an external mission or ministry as well as the Easter Centre.

Finally, Keith confirmed that the sale of 25 Mead Close had been completed, leaving a residue of approximately £100,000 of the Neilcott loan outstanding.

4. Approval of PCC minutes of 27 March & 18 April, and Standing Committee minutes of 14 May, and matters arising

The minutes of the PCC meeting of 27 March and 18 April 2018 were approved and the minutes of the 14 May Standing Committee meeting were noted.

5. Election of PCC officers

Keith advised that the following persons had agreed to stand for election:

Vice-Chair: Keith Malcouronne

Honorary Treasurer; Keith Malcouronne

Assistant Treasurers (2): Peter Gardner and Chris Gray

Partnership Secretary: Lesley Pocock

Honorary Secretary: Conrad Benefield

Electoral Roll Officer: Veronica Cresswell

No other candidates came forward for these positions and so Rev Jenn Riddlestone proposed, seconded by Paul Kahn, that the above persons be elected. PCC members voted unanimously in favour by a show of hands.

Concerning the election of two PCC representatives to Standing Committee, it was noted that Geoff Wickes did not intend to stand again. Conrad (and, with a round of applause, the whole PCC) thanked him for his service to Standing Committee. Joyce Johnson and Chris Gray presented themselves as candidates and, there being no other candidates, Keith Malcouronne proposed, seconded by Emma Evans, that Chris and Joyce be elected. PCC members voted unanimously in favour by a show of hands.

Conrad Benefield advised that consideration had been given by Standing Committee to the possible co-option of student and youth representatives to the PCC or, if appropriate, to PCC Sub-Committees, and that he had discussed this with Rev Jenn Riddlestone (youth) and Andrew Tebboth (students). At the moment no suitable and willing candidates had been identified, but Conrad, with Jenn and Andrew, undertook to keep this under review.

6. PCC Sub-Committees

Conrad referred members to the updated details of PCC membership of the Sub-Committees established in March 2018. He advised that Sub-Committees should be meeting shortly to review their terms of reference, and that he would write to Sub-Committee chairs/co-ordinators about this. It was noted that Rev Jenn Riddlestone had stepped down from Standing Committee.

7. Vacancy update

Veronica Cresswell advised that our new incumbent, Rev Esther Prior, would be moving into Mauley Cottage with her family at the end of July, and that the provisional date for her

licensing and installation was Wednesday 26 September. Veronica also advised that as Esther was not formally permitted to serve until this time, she was prayerfully considering how best to use the intervening time between moving in and being installed. Meanwhile her husband Matt and the children were expecting to begin worshipping at St John's from Sunday 12 August (and Matt and Micah would be joining other young people from St John's at Spree).

8. Church Development Plan

Steve Cresswell (who has been leading the implementation of the CDP) referred members to the paper and proposed that while a review of the CDP was due, this should be held off for six months or so until after the new incumbent was in place. He added that actions and activities under the current CDP could of course continue in the meantime, and that it was important to review and reflect on what had been done so far. Members were invited to write down their thoughts on this and return these to Steve.

9. Safeguarding

Veronica Cresswell advised that Huw Evans was stepping down as Safeguarding Officer for Children and Adults and that this role therefore needed to be filled, alongside Brenda Richardson who was continuing as Children's Safeguarding Officer.

She added that Ceppy Hosegood had come forward, who had a background in social care and who had already completed some of the relevant training and checks.

Heather Cooke proposed, seconded by Rev Jenn Riddlestone, that Ceppy Hosegood be appointed Safeguarding Officer for Children and Adults. Members voted unanimously in favour by a show of hands.

It was acknowledged that this was a challenging role and that it was important for PCC to support Ceppy and Brenda. Thanks were expressed to Huw Evans for his service in this role over a number of years.

Veronica Cresswell proposed, seconded by Phil Darby, that the revised Safeguarding Policy be adopted, noting that the PCC have overall responsibility for safeguarding at St John's. Members voted unanimously in favour by a show of hands. It was noted that Joyce Johnson would continue as PCC Safeguarding lead.

Veronica advised that all PCC members should complete the online Core 1 Safeguarding Training accessible via <https://www.cofeguildford.org.uk/about/safeguarding-inclusion/safeguarding-training/online-training>.

10. Archdeacons' Articles of Enquiry

Veronica Cresswell referred members to the paper and invited feedback on encouragements received and challenges faced in the past year, as well as hopes for the life of the parish over the coming year. Members noted the challenge over the past year of the vacancy and management of the Easter Centre, and the future opportunities to reach out to the community under Esther's leadership, with support from the diocese. Members were asked to send Veronica any further thoughts as soon as possible.

11. Finance

Keith Malcouronne referred members to the accounts to 30 April 2018, set out in PCC18/31. He undertook to provide a detailed review of the half-yearly accounts at the next PCC meeting, but for now advised that he had reforecasted income and expenditure for the year, with the result that the forecast deficit in 2018 had fallen from around £10,000 to around £5,000.

12. Expenses policy

Keith Malcouronne proposed, seconded by Chris Gray, that the expenses policy in PCC/18/32 (which had been reviewed and endorsed by the Finance and Stewardship Sub-Committee) be adopted. Members voted unanimously in favour by a show of hands.

13. GDPR update

Steve Cresswell referred members to paper PCC/18/33 which described the action taken to comply with GDPR, and included a new privacy policy, based on one produced by the Church of England, reflecting the requirements of GDPR. Steve proposed, seconded by Victoria Mcharo, that the privacy policy be adopted. Members voted unanimously in favour by a show of hands.

Conrad Benefield undertook to ensure that all PCC policies were logged on the PCC area of the St John's website.

14. Buildings maintenance

Heather Cooke reported that Working Parties had taken place to clear ivy, redistribute gravel and generally tidy up the church grounds. The next Working Party would be taking place on Saturday 30 June, to tidy the garden at Mauley Cottage. Heather added that she would shortly be organising some redecoration work at Mauley Cottage ahead of Esther and her family moving in, and that the church boiler had been serviced – when it became necessary to replace the boiler, this would be at an estimated cost of £8,000. Heather confirmed that Runnymede Borough Council had received a Faculty for the inspection of memorials in the churchyard, and that some tree maintenance work was required which would require permission from Runnymede Borough Council and the Archdeacon, being in a conservation area.

15. Chairman's report

Keith Malcouronne reminded members that Saturday 16 June was Magna Carta Day, with the event taking place 11am-4pm. Rev Jenn Riddlestone added that there would be a St John's stall and a CAP stall at the event, and that she would be grateful for assistance from PCC members in running the stall.

16. Forthcoming events

The following events were notified to PCC members for insurance purposes:

- Spree youth event at the Frontier Centre, Northamptonshire, 6-8 July, with 22-23 people from St John's attending
- Magna Carta Day stall, 11am-4pm, 16 June, Egham High Street (as above)
- Outbreak barbecue and swimming, 4pm-6pm, 14 July, at the Dell, Hurst Lane, Egham

There followed a short service of Holy Communion, and the meeting concluded at 10.00pm.