

## St John's Church Egham

### Minutes of PCC meeting, 25 March 2019, in church

Attendees: Rev. Esther Prior (Chair), Conrad Benefield (Secretary), Debbie Benefield, Heather Cooke, Steve Cresswell, Phil Darby, Emma Evans, Rev. Simon Fraser, Sarah Gillies, Chris Gray, Phil Holloway, Joyce Johnson, Paul Kahn, Chris King, Victoria Mcharo, Keith Malcouronne, Carol Peters, Andrew Tebboth, Sally Thompson, Natalie Watson and Geoff Wickes.

Apologies: Veronica Cresswell, Sara Holloway and Michael Senanayake.

#### **1. Opening prayer and welcome**

Rev. Esther Prior welcomed everyone to the meeting and opened in prayer. Apologies for absence were received as noted above.

#### **2. Devotional thought**

Sarah Gillies gave a devotional thought, based on Colossians 3:12-17. There followed a time of open prayer.

#### **3. Declaration of interests**

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

#### **4. Draft minutes of 4 February PCC meeting and minutes of 25 February Standing Committee meeting**

The PCC minutes of 4 February were approved and the Standing Committee minutes of 25 February were noted. In matters arising, Esther confirmed that one application had been received for the post covering Nicola Cadet de Fontenay's maternity leave, and that an interview would take place on 4 April with a panel comprising Esther Prior, Rachel Upcott, Phil Darby and Andrew Moore.

#### **5. Safeguarding**

Joyce Johnson, PCC Safeguarding Lead, advised that there were no safeguarding issues to report.

#### **6. Draft mission, vision and values**

Esther referred members to the updated draft mission, vision and values set out in paper PCC/19/11, noting that the design was not final, which included a summary on the inside front page, and more detail on the following two pages. There was strong support for this approach among members.

Esther advised that she had not been able to meet with Madalyn Brooks, who had facilitated the discussion at the PCC Vision Day, before the last PCC meeting, but had met with her since, and Madalyn had provided some feedback, particularly about ensuring that language is used that everyone understands.

Esther explained that for this reason, in the values, invitational and transformational had been replaced with inviting and transforming, and also that she had added a sixth value, creative, while there remained a progression from inviting and welcoming, through courageous and creative, to transforming, with Christ at the centre. She added that she had been inspired to add the extra detail supporting the mission to help define what loving God, loving each other and loving our community looks like. Esther also noted that she had

shared the draft vision with Nicola Cadet de Fontenay and Rachel Upcott, to assess if it would be meaningful and understandable to children and young people.

Members discussed the revised mission, values and vision and the following were the key points made:

- There were mixed views on whether the words describing how we love God, love one another and love our community (extravagant, sacrificial etc) should be replaced with our values. On balance it was agreed to retain them. They were felt to be challenging in a positive way.
- Members considered whether the 'Up-In-Out' way of describing 'Love God, Love one another, Love our community' was helpful. Some felt that the in and out distinction felt like an 'us' and 'them' distinction, implying defensiveness or insularity. It was agreed to remove it from the summary page and explain it in the more detailed section.

Members voted unanimously by a show of hands in favour of adopting the mission, values and vision subject to this one amendment.

## **7. Alcohol policy**

Members reviewed the draft policy in paper PCC/19/12. Esther noted that the policy should be amended to specify that under 18s could not serve alcohol.

There was some discussion of what 'consumption should be modest and consistent with the spirit of Christian ideals and social responsibility' means, and of whether and how consumption would be monitored. Esther advised that there would be a conversation with users who asked for permission to serve alcohol, and that the churchwardens would be responsible for considering requests, but would not 'police' consumption. She added that it was realistic to expect that people would be responsible, and that scenarios where they were not were in her view highly unlikely to occur.

Esther proposed that PCC adopt the policy, subject to it being regularly reviewed. Members voted by a majority in favour by a show of hands, with two abstentions.

## **8. Finance**

Keith Malcouronne presented the final draft 2018 accounts, noting a final surplus of £7,000 due to some maintenance work not being completed as budgeted but deferred to 2019. It was agreed that this was a good outcome given that the original budget had a forecast £10,000 deficit. He added that the main movement on the 2018 balance sheet was the sale of 25 Mead Close

Keith noted that income in support of the Easter Centre from pledges had reduced by half in 2018, and was forecast to reduce by half again in 2019, hence the need for a new Gift Day in autumn 2019, particularly to enable repayment of about £500,000 in congregational loans. This would need to raise at least £150,000 and ideally £300,000. Keith added that the Finance & Stewardship Sub-Committee (FSSC) would be meeting in May to plan for the Gift Day.

At the same time, Keith noted that virtually all of the £750,000 income in 2018 was through voluntary giving by church members, that loan commitments had reduced from £2.8m to £1.8m, and that St John's had raised a total to date of £3.772m towards the Easter Centre.

Keith advised that he had made some adjustments to the 2019 budget but that the overall income and expenditure each remained at £346,000, giving a balanced budget. These changes included:

- an increase to the Playbox contribution for use of the Easter Centre
- funding of the new Easter Centre Development Manager position from July 2019

- adjusted forecast income from rental of 33 Grange Road, due to the property currently being empty and likely to be used for church workers for much of the year. (Keith added that the loss of forecast income for rental of the property was unavoidable if accommodation there was to be offered to the Interim Lay Pastor and Easter Centre Development Manager, which would be much more cost-effective than offering a full salary and no accommodation.)
- deferred maintenance work (which did not include some IT upgrades in the Easter Centre, or roofing repairs, which would be funded from Building for the Future funds and the separate Fabric Fund respectively)
- reduction in maintenance costs of 33 Grange road to £2,500 as most of this work was being deferred until 2020.

Keith added that he had made no assumptions about increased income from Easter Centre usage arising from the Easter Centre Development Manager post.

Esther expressed thanks to Keith for his hard work on the budget and accounts, and for explaining it so clearly.

Chris Gray confirmed that the FSSC had reviewed and endorsed the draft accounts.

Keith proposed, seconded by Chris Gray, that the 2018 accounts be approved, subject to very minor adjustments to the notes which would not affect the overall figures

Members voted unanimously in favour by a show of hands.

Keith proposed, seconded by Phil Darby, that PCC approve the revised 2019 budget.

Members voted unanimously in favour by a show of hands.

Chris Gray referred members to the FSSC's report. He noted that there were limited funds in reserves for major repairs, and that the 2018 accounts showed a surplus due to some maintenance works, and most of the renovations to 33 Grange Road, being deferred, so thought would need to be given to seeking to build up those reserves again.

## **9. Media use policy**

Esther referred members to paper PCC/19/17.

She confirmed that Rachel Upcott and Nicola Cadet de Fontenay would manage the policy, including holding opt-out forms and briefing photographers at events. She added that any photo would be removed if there was an objection.

Members voted unanimous in favour of adopting the policy by a show of hands.

## **10. DBS checks for PCC members**

Esther referred members to paper PCC/19/18 and advised that Ian Berry, the Diocesan Safeguarding Adviser, recommended that PCC members should lead by example and be willing to be DBS checked.

Members voted unanimously in favour by a show of hands.

Esther confirmed that Ceppy Hosegood and Veronica Cresswell would take forward arranging DBS checks where needed.

## **11. Electoral roll**

Esther referred members to paper PCC/19/19 noting that persons who have not been baptised cannot join electoral roll. She proposed that a motion be tabled at Deanery Synod to propose that those who are not baptised but are members of a church should be allowed to join the electoral roll.

Members voted in favour by a show of hands, with one abstention and one member voting against, who argued that baptism is a key part of our sacraments, and that someone joining our church would logically be baptised.

## **12. Buildings maintenance**

Members noted that a report from the Buildings & Facilities Sub-Committee (BFSC) would follow.

## **13. Choir**

Members noted paper PCC/19/21 and Esther confirmed she had discussed the matter with Diane McGuire about all aspects. Esther advised that Di had been recruiting new members and that the conversation would be ongoing, and thanked Sarah Gillies for bringing the matter to PCC's attention.

## **14. Forthcoming events**

No forthcoming events were notified to PCC.

## **15. Easter plans**

Esther reported that Emma Evans, Phil Holloway and Steve Jenkins were working on an Easter project to create an outside art gallery with Steve's original paintings, which would be open from Monday 1<sup>st</sup> April. The paintings would depict Palm Sunday, the clearing of the temple, the upper room, Gethsemane, the crucifixion and the resurrection and would be accompanied by Scripture readings, invitations to respond and interact, and information about services. St John's members would also be offering a shoeshine service in the High Street on Maundy Thursday, and "Easter Escape Rooms" would be running in the Easter Centre on 6 April.

## **16. Salary review**

St John's staff (Carol Peters, Veronica Cresswell) and relatives (Steve Cresswell) who attended the meeting left for this item.

Keith Malcouronne advised that Esther had determined that a fundamental review of staff roles and responsibilities was required, which would take time and would be completed either mid-year or in time for the 2020 pay review. In the meantime, Keith advised that the diocese was applying a 2% pay rise for all of its lay staff, and recommended that St John's do the same.

Additionally, Keith reported that Rachel Upcott was working 17 hours a week but only being paid for 14 hours a week.

Keith proposed, seconded by Phil Darby, that a 2% pay rise be offered to all staff from 1 April, and that Rachel Upcott be paid for 17 hours a week from 1 April.

Members voted unanimously in favour by a show of hands.

There was no other business and Rev. Simon Fraser closed the meeting in prayer at 10pm.