

THE PARISH CHURCH OF ST JOHN THE BAPTIST, MALDEN  
Registered Charity No.1145155  
Minutes of the 769<sup>th</sup> meeting of the Parochial Church Council  
At 7.30 p.m. on  
Tuesday, April 2<sup>nd</sup> 2024  
In the coffee lounge

PRESENT Rev Michael Roper as chair, Mike Broome, Rev. Milly Broome, Lynn Sanger, Richard Burkett, Marilyn Burkett, Chris Benson, Margaret Barrington, Anthony Pullen, Liz Pullen

Alastair Harris - Treasurer

Sally Pusey as secretary.

Also present for part of the meeting: -

Peter Wickenden- Grants Committee and project finance

		Action
7724	Apologies from Stuart Gooden and Fiona Baguley	
7725	Fr. Michael opened with prayer. No AOB	
7726	Minutes of the previous meeting: - Correction made, agreed and signed	
7727	Actions outstanding- will be within today's Agenda	
7728	<p>Vicars Report- Lent and Holy week review- Lent lunches weren't very popular on Fridays so will possibly be moved back to Wednesdays next year. Over Holy Week the numbers were similar to last year but Easter day and the vigil numbers were up. There were a couple of complaints about the Maundy Thursday service. One was that we sang the Lord's Prayer and the wrong Agnes Dei was used. Secondly that all the duties were performed by the robbed servers and that there wasn't a watch. Fr Michael is happy to reinstate the Watch but if it is done next year it needs to be done in a different way so that people understand what to do and know to move in to the Lady Chapel.</p> <p>-The Walk of Witness went well and it would be good to team up with the Community Church in the future.</p> <p>At Messy Easter church there were 14 children and 17/18 adults. The children's Good Friday service was well received. During Holy Week next year it would be good to have a Julian Meeting or other contemplative service to offer.</p> <p>Chris B said that at the Palm Sunday procession it was difficult to keep the singing in time so it was suggested that the singing was done in the car park and then process in silence afterwards.</p> <p>Harvey is preparing a paper about PCC governance for the May PCC meeting. Rev Milly and Marilyn will need to step down from the PCC as neither are now licenced. Marilyn can be re-elected.</p>	

	<p>Fr Michael is keen to change the makeup of all the committee's so the weight of responsibility and work doesn't always fall on the chair. I.e. if the chair isn't present the committee still needs to fulfil their brief. Also the chairs of the committee's need to come and feed back to the PCC.</p> <p>3 PCC members are due to stand down this year, Sally J, Chris B and Deborah H and Richard was co-opted last year, but all 4 can be up for election.</p> <p>Governance has been handed over to Harvey to look at.</p> <p>Communication needs sorting out with more succinct minutes.</p> <p>Restore Group finances. Fr Michael needs to be more involved so will have to look at how his hours are managed as he is also needed more in school.</p> <p>Going forward no monies will be paid out for the Restore Project without Fr Michael signing off on them. He will take advice from the treasurer and the wardens but ultimately he must sign them off.</p> <p><b>Resolution – In order for Restore Project payments to be made of any kind, this will require a letter of instruction dated and signed by the vicar. The PCC voted unanimously in favour of this resolution.</b></p> <p>-Home church – relies on live streaming. We will apply for a grant to purchase a better camera.</p> <p>-Dementia carer's support, Appeal to the community for people to help with support. Chris B wife may be able to offer some advice, also the Kingston Carers Network.</p> <p>There was a small data breach from the finance committee in January 2024. It didn't go further than the Finance Committee and was a lesson learned.</p>	<p>Fr M</p> <p>RB</p>
7729	<p>Finance- Draft financial accounts. PCC were given a copy of the draft accounts. Alastair talked through the income and expenditure of the draft accounts and took questions. The PCC thanked Alastair and the Finance Committee for all their hard work. <b>The PCC were asked to accept the draft accounts which they did unanimously.</b></p> <p>Restoration Finance update- Peter W. - Peter gave an update on the grants that are in progress. He also acknowledged the resolution that was agreed by a majority vote of the PCC in-between the March PCC meeting and tonight's meeting. That resolution was –</p> <p><b>To approve the spend of about £8000 to Alex Veal to run a tender for the Tower Buttress project in order to generate 3 quotes to support the application for a £50,000 grant from Valencia.</b></p> <p>Level of reserves-Alastair Harris-The PCC has a duty to ensure that the church finances are managed effectively. Alastair can advise us but he is not on the PCC.The Finance Committee is drawing up a policy on expenditure and level of reserves. We need a policy to cover expenditure and the level of our reserves. Back in November 2023 Alastair, with the support of the Finance Committee advised that we maintain a level of £50,000 in our reserves only in our unrestricted funds not the restricted or designated funds.</p>	<p>Resolution</p>

	<p>Alastair explained that we were now in a position where we had just dipped below the £50,000 threshold. So at this stage, having agreed to pay the new Architect Fees the PCC as trustees, with Alastair's advice as treasurer, have to determine , now, before payment is made, where the money should come from.</p> <p>Alastair gave the PCC various suggestions of options of how to pay the £8,000. Alastair recommends that PCC makes a collective decision. Discussions were had.</p> <p>Alastair recommended - Going forward, probably regardless of the solution you agree,</p> <p>For the moment no payments be made outside of budget of more than £100 per budget line without reference to the PCC until we have proper governance agreed and in place, after Harvey's advice is received</p> <ul style="list-style-type: none"> <li>• That you expressly agree that payments involving excess of the budget of up to £100 <b>can</b> be made (interim policy) with the agreement of <b>TBC</b></li> <li>• (permanently) before we commit to each and every payment we consider, we <ul style="list-style-type: none"> <li>• ask the questions and consider in full the answers <ul style="list-style-type: none"> <li>• Is this within our 2024 budget (as signatories Lynn, Mike and Richard know, I make budget reference to all payments for which I request authority to pay). <i>Explain policy about paying requires two signatories, and how this is managed with online payments</i></li> <li>• If not, how are we going to pay this fund-wise</li> </ul> </li> <li>• Ensure your treasurer is asked to advise, and given the opportunity advise (before any request or committal to pay is raised or made) on how we can fund each payment</li> <li>• Make sure that we know the full financial implications (if there are any) of all decisions made by the PCC, have been fully and thoroughly considered.</li> <li>• Minute what is agreed her</li> </ul> </li> </ul> <p>This reserves resolution and other questions were deferred to give the PCC time to think about it before they decide. Fr Michael says we all need to pray for the Restore Project.</p> <p>To pay the £8,000 the resolution was agreed-</p> <p><b>We modify the agreed November budget to remove the £5000 contingency and the surplus of £2,381 is also removed and we include the £605 raised by fundraising for the Restore Project and this will cover the immediate invoices expected of £7986 and we will make another resolution when we know the extra fees to be paid. This was voted unanimously by the PCC</b></p>	<p>PCC</p> <p>Resolution</p>
7730	Hall Report- There is more advertising of the hall being done to try and increase hall rentals.	
7731	APCM Prep- Three reports have come in and Sally is following up on the other outstanding reports.	Sally P

7732	Restore Group- Another meeting needs to be booked and they might try a Saturday morning. They will produce a Restore communication strategy to go in to the parish mailing.	
7733	Safeguarding- Marie is stepping down as a parish safeguarding Officer. PCC recorded their thanks to her. Sally P is still chasing up on safeguarding training.	<b>Sally P</b>
	The meeting was closed with prayer. The next meeting is on Tuesday May 7 <sup>th</sup> .	