

THE PARISH CHURCH OF ST JOHN THE BAPTIST, MALDEN  
Registered Charity No.1145155  
Minutes of the 767<sup>th</sup> meeting of the Parochial Church Council  
At 7.30 p.m. on  
Tuesday, February 6th 2024  
In the coffee lounge

PRESENT Rev Michael Roper as chair, Mike Broome, Rev. Milly Broome, Richard Burkett, Chris Benson, Margaret Barrington, Anthony Pullen, Liz Pullen, Stuart Goodden, Deborah Harris, and Sally Josolyne.

Alastair Harris - Treasurer

Marilyn Burkett – acting Secretary

Also present for part of the meeting:

Peter Wickenden - Restore Group finances & Green Energy Group, Harvey Howlett on PCC & Governance, Barry Eaton - Organist.

		Action
7702	Apologies from Lynn Sanger, Sally Pusey	
7703	Fr. Michael opened with prayer. Notice of Essential AOB – Green Energy Report	
7704	Minutes of the previous meeting: - Correction on p.3 ( <i>nave</i> not <i>knave</i> ) then agreed and signed. Matters arising will occur in Agenda items except for Restore Group.	
7705	In light of issues arising over setting up Restore Project, Harvey was asked for guidance on Governance. Harvey has reviewed structure and terms of reference of two of our committees who sent in responses. Correct Governance of PCC and Committees needs to be in place by the APCM on 19 <sup>th</sup> May. Church Representation Rules re-issued in 2022 and now binding nationally. We need to conform to these rules especially when applying for grants. At present, formation of committees, new members and remit of each committee is vague. We do not have a Standing Committee – maybe because PCC meets so regularly. 4-6 times a year is usual. Question to ask: how often should the full trustee body meet and does this give long enough for other committees to undertake tasks? We have a large PCC: it should consist of 9 members, plus Deanery Synod reps and ex-officio (holding Bishop’s Licence). Steps for improvement: we need to have clear governance in place. The Charity Code of Conduct recommends between 5 & 12 members. We have quite a large ER of 120 so good representation required. Terms of office: limited to 6 years. C/Ws should only stand for 6 years – encouraging change. We had agreed policy that 1/3 of PCC members step down every year. Lynn maintains a list. A few glitches occurred during Covid and we have been in the habit of co-opting members. How often should the PCC meet? If the PCC met on alternate months, then PCC committees could meet in between. Question over how committees are formed- should there be a more formal procedure & structure? For committees, PCC has the power to	

	<p>co-opt members and this should be done on an annual basis.  As many terms of reference are very nebulous, the sub-committees need definite tasks like the Christmas Day lunch where there is a defined project.  Harvey recommends that committees are given short defined projects, which when completed, the committee can be disbanded.  The PCC's task is to act to further our mission of St John's in line with our MAP. The work of each committee needs to be reviewed and the work of each committee acknowledged as Minutes are brought before PCC. The terms of reference for each committee and mission statement need reviewing from time to time and be directed by our MAP.  Thanks expressed to Harvey for his input and suggestions.</p>	
7706	<p>Finances – Restore Project Finances update - Peter Wickenden  Please see schedule updated 29 January 2024, previously circulated.  Only change is 16<sup>th</sup> January payment made to Art Architects Ltd for £2,960.  Current estimate of works: £450k with extra £90k VAT but there is a possibility of reclaim scheme.  Grant progress update: 2 conditional with another 2 in progress.</p> <ul style="list-style-type: none"> <li>(i) Valencia Communities Fund –possible grant of £50K which would be good fit for our buttress project. Need for 3 quotes and a 10% donation from a third party. Quite a lot of work to complete the application but we have until 31<sup>st</sup> July for work mid Oct 2024-25. Granting bodies do allow ‘tailoring of items’.</li> <li>(ii) National Lottery: 2 options possible.  One under £250k, the other, £250k-10million. Need for decision on which grant to apply for. A lot of work required for application forms.</li> </ul> <p>The Grants Committee needs our support and backing with a large number of projects which can be expanded into key areas of work.  Urgent need for a clear line of action!  The PCC thanked Peter for his update.</p>	
7707	<p>Green Energy Group: Peter had sent a paper to Vicar &amp; CWs. This is a very comprehensive update on the work of the group outlining various options under the three main areas of work considered. It includes pricing estimates for the replacement of our gas boiler or alternative forms of heating, our carbon footprint and energy saving. Eight lines of enquiry are ongoing regarding the boiler replacement.  Need for a professional energy survey but this could cost £6k + VAT.  The London Energy Group is no longer offering new grants for this.  Eco-Church consideration: criteria a lot wider. The group was thanked for all the hard work undertaken so far and the scope of the ongoing research.</p>	

7708	<p>General Finances – Alastair Harris</p> <p>Planned income is stable and in alignment with the 2024 budget. A few people have reduced giving and a few have stopped but important to communicate with givers to thank them for their past contributions. There could also be some administrative errors with banks etc. Gift Aid claims slightly behind but 2<sup>nd</sup> Qt received.</p> <p>Good income from PGS givers and lots of good fundraising. General expenditure remained at reasonable levels, allowing for seasonal increases in utilities, £20k of Restoration costs, largely borne by the general Fund, which have led to a deficit of £15k for the quarter and there is a cash deficit of £23k for the year. Please see accompanying notes circulated with the Management Accounts.</p> <p>Richard’s Income Analysis:  Good results from PGS but many of our donors still giving through bank, where the average giving is now about £9 per week. For PGS, the average is £23 per week, as confirmed by the Diocese. For Lent this year, we are preparing a leaflet to thank donors – to acknowledge and retain givers and suggest transfer to PGS.  Deborah: there will be a ‘Welcome Pack’ also.</p>	
7709	<p>Vicar’s Report</p> <p>At MPS, a new Deputy Head appointed to start in September. A ‘Friendship Bench’ will be put in playground – hopefully with help from PTA contributions. There will be an Easter Activity Day for all years with assistance from MPS, St John’s and PTA.</p> <p>Scouts: Fr Michael and Mike met with Emma – no volunteers for Chair as leaders have left. Hope for resolution before Bishop Christopher retires later this year.</p> <p>Worship Planning meeting held to discuss Lent, Holy Week &amp; Easter. We plan an ‘austere’ Lent with full Lenten array, Lent Prose, said Lord’s Prayer, Psalms and re-instatement of the Epistle readings.</p> <p>The introduction of ‘Friends of St John’s’ could be a vital element of the 10% third party contribution, a good way to keep in touch with past members, a good way to include community – need to find people to run it.</p> <p>The April PCC will be on 2<sup>nd</sup> April – Fr Michael away from 5<sup>th</sup> for a week.</p> <p>St George’s Day Parade service will be on 21<sup>st</sup> April.</p>	
7710	<p>Barry addressed the PCC with a request that he is paid the same for funerals as for weddings ie. £150 with a review every 3 years. At present, fee is £150 for weddings and £120 for funerals. Funerals now much longer than previously. Current fees not changed since 2015. Recommendation that there will be equal payment for Church weddings and funerals, fixed at £150 for each for next 3 years. Barry left the meeting.</p> <p>Motion passed, 10 in favour with 2 abstentions. Fr Michael to communicate this to Barry.</p>	Fr M

	Also time to review the Organist's contract as this has not been done for some time.	
7711	<p>Vicar's Notes cont:</p> <p>School letters - RC schools have now changed their criteria- now requiring baptism, and church membership of a church that is a member of Churches Together in England with letter from Minister confirming membership.</p> <p>For St John's, 'membership' means being a communicant member of St John's, attending at least twice monthly. Secondary age children should attend in person. Fr Michael preparing a Resolution for next PCC which will be communicated to parents and put on website.</p>	
7712	<p>Safeguarding: Sally has sent out updates for PCC members and on-line courses need to be completed before APCM.</p> <p>Milly closed the meeting with prayer at 9.27pm.</p>	<b>ALL PCC</b>