

THE PARISH CHURCH OF ST JOHN THE BAPTIST, MALDEN
Registered Charity No.1145155
Minutes of the 773rd meeting of the Parochial Church Council
At 7.30 pm on
Tuesday, September 3rd 2024
In the coffee lounge

PRESENT Rev Michael Roper as chair, Mike Broome, Liz Pullen, Lynn Sanger, Margaret Barrington, Peter Wickenden, Fiona Baguley, Steve Dyke, Peter Chugg.

Apologies: Marilyn Burkett, Richard Burkett, Stuart Goodden.

	Apologies received and noted. Opening Prayer – Fr Michael.	Action
7765	AOB – School letters	Fr M
7766	Minutes of the previous meeting- Corrections identified. p.1 should read Mrs McMullan; p.3 7762 Restore Group: Delays are due to availability of bricks (and not errors in the contract). Contract not yet received. Minutes agreed and signed pending corrections.	
7767	Matters arising – covered by Agenda items.	
7768	Finance: Handover progressing as quickly as banks allow. Alastair presented Management Accounts for half-year to end-June: planned income close to budget, small surplus despite loss of some donors. Gift Aid recovery on target except for June's which was received in July. Fundraising healthy, lots of one-off gifts, some Gift Aided. Collections remain buoyant although a little below target. Restore project figures healthy with £8k donations to the end of June with a single £5k donation. Surrey Churches Grant of £2½k for Phase 1 Buttress work. Utilities slightly under budget but we propose that the budget figure remains the same for 2025 which means we shall still be covered if costs rise by 10% in October. Admin costs over budget with printer purchase allowing for printer depreciation IN SUMMARY: Income well ahead of budget thanks to Restoration Appeal donations, our stewardship and expenditure are close to budget. Restore costs include the final three staged ART Architects payments for the initialising of the Project. As a result we currently see a small surplus for the year to the 30th of June, on a cash basis. With indication of cash in hand, Peter will start to think about restoring monies to our deposit account even though interest rates are lowering. Our present Reserves are just below the £50k target. Peter C: The PCC needs to make a formal agreement to set the figure for the Parish Support Fund for 2025. This has remained at £72k since 2018. Fr Michael has advised the Diocese of issues we face: need for resolution over Church Hall funds, our Restore Project, proposed community projects, need to re-build our reserves for future costs e.g. new boiler and extra maintenance costs for an historic building. An unwise time to commit to a figure which we cannot maintain.	

<p>Background: we do not receive any income from the Church Hall: when founded in 1897, the stipulation was that any income raised goes back into the hall for its maintenance. The Scouts do now pay us ground rent.</p> <p>Alastair & Peter will take action on the PCC pledge of £72k to the Diocese for 2025. Agreed unanimously.</p> <p>Peter C presented the 2025 Budget with comparisons from previous years. <i>Income</i>: hope to increase overall income to £127,607 through planned giving and after new Stewardship campaign. Need to look at OMN income as more read on line but still cost of printing not economic. <i>Expenditure</i>: £124,694 (not including Restore which has its own budget). Figure for upkeep of services increased considerably to include additional items e.g. surplices, new robes, altar linens, depreciation costs for the new printer, Improvement for streaming necessary but maybe a grant for that. Includes number of new budget items: e.g. Men's Thing, Messy Church, hospitality, also £500 for Fr Michael's Retreat which should be paid for by the parish.</p> <p>Budget will continue to be monitored closely by Finance Committee who will report back if any signification changes are anticipated. (10% of the budget line or £500 whichever is the lower amount. Small surplus of £2k envisaged.</p> <p>Comments: Mike thought budget rather unambitious in view of forthcoming stewardship campaign. Wishes higher profile on Legacies, more people joining PGS and agreeing to annual increment increase.</p> <p>AH: more potential with new donors. Last year we planned for 10 but achieved 50. Peter C: Income must not be exaggerated above figure we can expect to achieve. Formal approval for increases to Parish Administrator salary and the Choir Director's and Organist's fees, as well as the service fees (heating charge, blessing, organist fees, vergers fees, bell ringer fees and sexton fees) will be sought at the PCC's November PCC meeting. (Items impacting budget already factored in at 2%.)</p> <p>Nothing budgeted in 2025 for Restore. PW asked whether monies will come from general funds when Restore fund is depleted. A small amount was paid from general funds for publicity costs but any new costs will come from Restore Fund (has £8k at present). PW expressed need for a policy on Restore expenditure which we do not have. Fr M suggested that we ring-fence £600 for future admin costs. Peter C has mandate to make payments out of Restore Fund subject to Fr Michael's approval.</p> <p>Peter C: need for Budget Approval (Peter not here in Nov.)</p> <p>RESOLUTION: this PCC is resolved to commit itself to the 2025 budget proposed by Peter Chugg. Agreed unanimously.</p> <p><i>General Reserves</i> (Refer to paper circulated in June) Need to hold c£30k min to cover 2½ months expenditure to cover for timing differences in cash flow etc. Additional £20k min readily available to cover unforeseen expenditure</p> <p>Currently have approx. £47K so need to have a surplus of £3k in 2025 which this budget almost achieves (to total of £50k)</p> <p>Need for small Working Party to identify needs arising- AH to send wording to Sally for pew leaflet and mailing.</p> <p>Additional items to note: receipt of significant donations in July. A £7k grant from the Dept. of Culture, Media & Sport under listed buildings worship scheme to cover VAT on repair work which will cover the ART invoices and Huntley Cartwright Surveyor's fees. Out of the £7k, £5½ to go back to general funds and £1½ to Restore Fund. Also in early July, seven gifts</p>	<p>PC/AH</p> <p>AH/PA</p> <p>AH/PA</p>
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	<p>from named individuals totalling £2,800 for Restore of which four were Gift-Aided (mostly from Fair). Acknowledgments and thanks sent for sums over £50. Later in July a further £1,227 (probably Gift Day). In late August, £750 grant received from John Lewis/Waitrose on basis of community work – and this week that was increased by 50% (one prospective recipient withdrew). For general funds but to decide later to use it for specific need. Thanks go to Sally for initiating application. Fr Michael to see Nicole at Community Affairs, at Waitrose WP.</p>	Fr.M
7769	<p>Update on Governance: Following the PCC ‘away’ afternoon’, Harvey H to produce a paper on Governance. On hold until November. Nothing new in place until January but probably 3-4 Main committees with other groups as Working Parties under those groups.</p>	HH
7770	<p>Restore Group/Project update: Peter W has circulated an updated Finance schedule as at 28 August 2024. So far we have raised £43,184 and have £20,000 in conditional grants (total £63,184.)We have spent £64,322 and have a further £4,716 to pay (total £69,038). We expect the building work to cost a further £468,444 plus £93,689 of VAT, for which we will apply for a grant. We have raised £63k so only £6k overspent as we complete payment to Alex for phase 1. We are heading for large expenditure, partly fees and partly payments ‘up-front’. Before we commit to any further expenditure, we need to plan where it is going to come from.</p> <p><i>Grants:</i> we have reached end of stage 1 regarding National Lottery Heritage Fund application – need to check with Kirsty and then Nicola (NLHF advisor).Then we will be able to proceed to stages 2&3. Additional grant bodies lined up but they require specifically defined quotes. At present, NLHF application form still in draft but hopefully to present it to PCC in November for PCC to see level of commitment which we have to honour. Good discipline for project planning with named individuals to take on certain tasks.</p> <p>Building Works: a new batch of bricks have been made but they still need to be dried in a kiln. No date yet from Universal Stone. Hopefully architect will speak with H G Matthews for start date before winter.</p>	
7771	<p>Old Malden Nature Hub update: following Fiona’s Paper circulated for the July PCC, thanks expressed to all who have given support and guidance. Fiona has met with Peter W to provide updates to support grant applications. A number of events has been identified for the next 12 months: swift walks, bat walks, churchyard trail, flora trail and Himalayan Balsam control. Dates tbd.</p> <p>Several additional potential events to include Coombe Boys outreach activities, corporate voluntary activity on Himalayan Balsam and stag beetle monitoring.</p> <p>Additional potential for 3 events with costs attached: London Hogwatch Project, Biological Recording Company for fieldwork surveys on new species, support of Hogsmill Chalk Stream.</p> <p>Fiona seeks PCC approval of ‘stakeholders’ to work with the Old Malden Nature Hub: South East Rivers’ Trust (SERT), RBK Biodiversity Team working with Elliot Newton (who will support our NLHF application), Friends of Manor Park with Simon Linstead, Mrs McMullan from MPS, and Malden Manor</p>	

	<p>Allotments (Tony Stubbings to encourage disabled children to visit allotment, building bird boxes, bug hotels etc.)</p> <p>PCC RESOLUTION: This PCC resolves to initiate a working relationship and partnership agreements with the 1st tranche of stakeholders: South East Rivers' Trust (SERT), RBK Biodiversity Team, Mrs McMullan (MPS), and Malden Manor Allotments, London Hogwatch Project, Biological Recording Company. PCC approved unanimously.</p> <p>Budget required for training, cleaning, admin, refreshment costs. Support team (not necessarily PCC members) to look at Eco-Church, project research and co-ordination, to prepare costings, caretaker to prepare St John's space for events, refreshments' co-ordinator. Thanks expressed to Fiona.</p>	Set up working team.
7772	<p>Church Building User Policy</p> <p>Two documents circulated: one setting out what we need and the second setting out the user agreement for clients to sign.</p> <p>Under planning permission granted for the Extension, we are permitted to let it out solely in connection with the Church and the provision of education. Issues raised: someone here to monitor? keys? Formal agreement needs to be in place every time to establish rights and responsibilities. Risk assessment also required.</p> <p>Fr Michael has the mandate to negotiate for each new user and Parish Administrator thereafter. Fees? Initial use ask for donation to cover expenses. Will then be reviewed.</p> <p>The PCC voted in favour for both the policy and user agreement. Thanks to Peter W for creating docs.</p>	
7773	Safeguarding – no issues to report.	
7774	<p>Church membership and school letters. Revisiting of Fr Michael's Church membership resolution presented in February. Need for clear policy for parents near the beginning of the school year.</p> <p>PCC RESOLUTION: The PCC of Malden, St John the Baptist has resolved that for the purposes of a supporting letter from this church for admission to a church school at primary or secondary level, membership is defined as at least one parent/guardian attending a Sunday service at St John's at least fortnightly for primary school and for secondary school or 6th form, applicants should attend a Sunday service at least fortnightly in person for 2 years – and be baptised.</p> <p>Applicants for Holy Cross should have made their 1st Communion.</p> <p>For those who have moved to the parish recently, a letter from previous Minister is required.</p> <p>The PCC agreed unanimously.</p>	
7775	Friends of St John's: item placed in OMN & leaflet. Aim to set up a team of 3 as quite a large task.	
7776	<p>Deanery Synod: Liz gave an update on the proposal to divest completely from fossil fuels by the end of 2024: fund managers to present progress to the Investment Committee in October.</p> <p>A grant of £29m has been made within all dioceses to assist with growing congregations. Applications to be made through the Diocese. Need for greater clarification. Harvey's handbook on Governance has been updated and published.</p>	
	The meeting ended with prayer at 9.33pm.	

