

THE PARISH CHURCH OF ST JOHN THE BAPTIST, MALDEN  
Registered Charity No.1145155  
Minutes of the 771<sup>st</sup> meeting of the Parochial Church Council  
At 7.30 p.m. on  
Tuesday, June 4th 2024  
In the coffee lounge

PRESENT Rev Michael Roper as chair, Mike Broome, Liz Pullen, Lynn Sanger, Margaret Barrington, Peter Wickenden, Marilyn Burkett, Richard Burkett , Fiona Baguley

In attendance

Alastair Harris - Treasurer

Sally Pusey as secretary.

Harvey Howlett- Governance

		Action
	Apologies from Stuart Goodden and Steve Dyke	
7745	AOB- Nature Hub, NatWest Update, Budget 2025	
7746	Minutes of the previous meeting- Correction made, agreed and signed	
7747	Actions outstanding- will be within today's Agenda	
7748	<p>Vicar's Welcome and Change to the new PCC.  Fr Michael welcomed Peter and Steve to the PCC and acknowledged Richard's return.  PCC meetings would now happen every two months with the standing committee meeting in between. The standing committee would put together the agenda for the following PCC meeting.  On 13<sup>th</sup> July there will be a PCC day with lunch to look at governance, committees etc. with Harvey.  There are now 131 people on the electoral role but there are also a fair number of people who worship regularly but are not on the role spanning a wide age range.  We now have a good relationship with Malden Parochial. We need energy, vision and a passion moving forward to help get more involvement from our younger people.</p>	
7749	<p>Finance</p> <p><b>a. Appointments</b>  The following appointments were proposed  Stewardship Secretary – Jane Bransgrove  Gift Aid Secretary-Sheri Davis  Cashier-Tony Davis</p> <p><b>The PCC agreed the appointments</b></p>	

**b. Parish officers holding cash**

The PCC was invited to confirm the individuals who could hold cash on behalf of the parish in accordance with the requirements of the insurance policy.

The named officers were authorised to count, hold in transit and at their own homes the maximum authorised amount of £5,000. In discussion it was confirmed this was in accordance with the terms of the insurance policy and that the maximum authorised amount of £5,000 was not expected to change.

**The PCC agreed that the following officers and named individuals be authorised officers to hold up to the parish Authorised Amount in transit, whilst counted or in the home on behalf of the Parish:-**

- **The Vicar**
- **The Churchwardens**
- **The Duty Wardens**
- **The Treasurer,**
- **The Cashier,**
- **Heads of Fundraising (Beth Owen and Debra Barrett),**
- **The organiser of the Sunday lunch Event**
- **Pat Sutton and Liz Pullen,**

**c. Insurance**

The PCC was invited to confirm the renewal of the Ecclesiastical Insurance policy.

Geoff Little had undertaken a comprehensive review of the Church Insurance policy and recommended that Ecclesiastical Insurance be reappointed. The Finance Committee had reviewed the proposal and recommended it. However the renewal date had fallen between meetings and the policy had therefore been renewed without PCC authority. The PCC was therefore being invited to retroactively approve the insurance renewal.

In discussion members of the PCC thanked Geoff for the work that had been undertaken. Members were content that the insurance had been renewed. However a concern was raised that the matter had been undertaken too late to be properly

	<p>brought to the PCC for approval in advance of the renewal date and hoped that this would not be allowed to happen in future.</p> <p><b>The PCC agreed the renewal of the parish insurance with Ecclesiastical Insurance.</b></p> <p><b>d. Treasurer</b></p> <p>Alastair notified the PCC that he had tendered his resignation as Treasurer.</p> <p>He had agreed to continue to act until at least July and confirmed that he would be happy to do a hand over. He would also prepare a role and person specification to assist in the appointment of his successor.</p> <p><b>The PCC thanked Alastair for his 7 years in the role.</b></p>	
7750	<p><b>Governance - Standing Committee</b></p> <p>The PCC was invited to consider a note that had been tabled by Harvey Howlett setting out the legal requirement for the PCC to appoint a standing committee and the functions the Standing Committee should usually undertake.</p> <p>Members noted the legal requirement in the Church Representation Rules for the Standing Committee to be appointed. It was confirmed that the Committee Membership had to include the Vicar and Churchwardens and at last two members of the PCC appointed by the PCC.</p> <p>Fr Michael proposed Margaret Barrington and Peter Wickenden be the appointed members for 2024/5.</p> <p><b>The PCC agreed the appointment of Margaret Barrington and Peter Wickenden as the appointed members of the Standing Committee to serve with The Vicar and Churchwardens.</b></p>	
7751	<p><b>Appointments</b></p> <p><b>a. Appointment of Officers</b></p> <p>The new PCC was invited to confirm the appointment of.:</p> <p>PCC Secretary- Sally Pusey</p> <p>Acting Treasurer- Alastair Harris (until a Treasurer is appointed)</p> <p>Electoral role officer- Steve Clarke</p> <p><b>The PCC confirmed the appointments</b></p>	

	<p>b. Committees</p> <p>Fr Michael explained that the review of the parish Governance he had asked Harvey to undertake had proved to be more involved than originally considered. The PCC would be invited to think through its committees at the proposed away day on the 13<sup>th</sup> July and consider recommendations later in the year.</p> <p>In the meantime it was important to allow existing committees to continue their work.</p> <p><b>The PCC authorised the committees currently existing to continue until further notice while the review of governance continued.</b></p>	
7752	<p><b>Restore Group</b></p> <p>a. Leaflet</p> <p>The PCC was invited to confirm expenditure for leaflets and banners to launch the restore project</p> <p>It was explained that the Leaflets would cost £220 from Suttles in New Malden and the banners would cost £123 from Easyprint.</p> <p><b>The PCC agreed the expenditure of £350.</b></p> <p>b. Works</p> <p>It was reported that Universal Stone had been appointed for the project and subject to confirmation and signing of the contract, it was hoped work could start on the 10<sup>th</sup> June and be finished by the 5<sup>th</sup> August</p> <p><b>The PCC took note.</b></p> <p>c. Grants</p> <p>Peter Wickenden updated on the grants for the project. Surrey Church's Preservation Trust would release the grant when they received a copy of the faculty. Marshalls Charity would release the grant when they received an invoice certified by the architect.</p> <p>The PCC was invited to consider a paper about the National Heritage Lottery Fund (NHLF) application. The NHLF had provided good feedback on the submitted project evaluation. The next stage required a more comprehensive form to be completed which required input from a lot of different people. A drafting group might</p>	

	<p>be required and individuals might be called on to prepare initial drafts for individual questions. The NHLF would also support this process.</p> <p>In discussion it was agreed that the Restore Group would meet and discuss who might be asked to provide initial drafts. . It was also suggested that the Group contact the Diocesan Church Buildings Fundraising Support Officer who was appointed this year to help parishes to apply for grant and project funding.</p> <p style="text-align: center;"><b>The PCC took note</b></p>	
7753	<p>Safeguarding</p> <p>It was confirmed that DBS applications and information regarding safeguarding training would be sent to the new members of the PCC. Any outstanding training by other PCC members or volunteers at church were being followed up.</p> <p style="text-align: center;"><b>The PCC took note</b></p>	<b>Sally P</b>
7754	<p><b>Any Other Busines</b></p> <p><b>a. Nature Hub</b></p> <p>Fiona had circulated a paper to the PCC about the proposed nature hub operating from St John’s. In discussion she explained the idea of linking with the community and confirmed that if the PCC were happy to develop the proposal and appoint her as liaison officer she would feed information back to the Chair of the grants Committee and The Restore Group.</p> <p style="text-align: center;"><b>The PCC appointed Fiona Baguley as St John’s Nature Hub Liaison Officer</b></p> <p><b>b. Banking</b></p> <p>With the NatWest branch closing down in Worcester Park, Tony Davis had confirmed that he was happy to carry on banking deposits at the NatWest Kingston branch, although less frequently and probably just on a monthly basis going forward.</p> <p style="text-align: center;"><b>The PCC took note</b></p> <p><b>c. Budget 2025</b></p> <p>The PCC was reminded that work on preparing a budget for 2025 needed to begin partly because the Council needed to be in a</p>	

	<p>position to prepare the Parish support Fund Pledge in September. In July Alastair confirmed that he would undertake the budget preparation work and would be asking the all the budget holders about their proposed spending for 2025. In August a draft budget would start to be prepared with the finance committee and be brought to the PCC in September.</p> <p><b>The PCC took note</b></p> <p><b>d. CCTV</b></p> <p>When the CCTV was installed the PCC had to pay for its registration with the Information Commission under the Data Protection Acts and the General Data Protection Regulations. Richard has paid for the past 2 years but going forward this sum would be drawn from the maintenance budget as a direct debit. The contact for GDPR was Fr Michael's with the parish office as the contact address.</p> <p><b>The PCC agreed the data protection registration fee should be paid by direct debit from the maintenance budget.</b></p>	
	<p>The next meeting will be on Tuesday 2<sup>nd</sup> July at 7.30pm</p>	