



# ST MATTHEW'S & THE MINSTER

## CHELTENHAM

### **PCC Minutes**

**Monday 21<sup>st</sup> March 2022 at 7.45pm, held at St Matthew's**

**Present:** Richard Coombs (Rector), Bill Harvey (Churchwarden), Adrian Bowcher (Treasurer), Rachel Hargreave (Minutes Secretary), Michael Bishop, Diane Bruckland, Claire Chesworth, Rupert Cox, Clare Dyson, David Evans, Margaret Failes, Liz Horder, Nerys Joyce, Graham Nicholls, Andy Ponting, Julia Sawers, Clare Salisbury (Churchwarden), Godfrey Tarling, Sarah Tilson

**Prayer, Welcome and Chairman's remarks.** Richard welcomed everyone to the meeting and invited us to read Psalm 10 antiphonally as it can be so difficult to know how to pray with current world events. Richard also welcomed Becca Youngs our new Trainee Youth Minister to observe today's meeting. Richard extended thanks to Bill Harvey (Warden), Andy Ponting (Planned Giving Officer), Michael Bishop, Holly Cupper, Margaret Failes, and Godfrey Tarling (Chair of B&F), who all step down having reached the end of their terms on PCC. We're all immensely grateful for all their time, diligence and expertise on PCC.

Standing for election at the APCM to serve on PCC, there will be representatives from the 6.30, Thai community, and Saturday Kitchen teams. Clare Salisbury and David Evans are standing for election as Church Wardens. Those co-opted last year will be standing for election as full members – Oli Parker, Tony Whitbread, Sarah Tilson and Nerys Joyce (Deanery Synod rep). Liz Horder and Dan Wright are standing for re-election. Five people have been approached and are considering standing for election.

**Apologies.** Holly Cupper, Oli Parker, David Warren, Tony Whitbread, Dan Wright

**Minutes from 17<sup>th</sup> January 2022** were signed off as an accurate record of the meeting.

**Matters arising:** None.

**Safeguarding.** Julia presented to the meeting. With an increasing culture of reporting and general safeguarding queries, the team are looking at ways to formally record these matters. A Recruitment checklist is being developed to ease the process of recruiting volunteers. The PSOs and Richard are shortly to meet, as they regularly do. Julia has had termly meeting with Jayne and David Evans (as Youth lead) and will shortly meet with Becca.

Julia reported that it was good that the whole church is becoming more aware of people's welfare – health and safety, wellbeing and child concerns. Further training in respect of vulnerable adults is needed and Paul Collacott is developing a wider plan for our teams, training in order of priority. He is also considering specific support for the volunteers at Saturday Kitchen.

Questions were invited. Domestic Awareness training will be encouraged for people to complete using the CofE online portal, details will follow. A question raised as to how the church is affected by guardianship. As far as we know, no one in the church has guardianship responsibilities. Julia is happy that as a church we are supportive of parents and children with adoptive families. Thanks were expressed to Julia and the team for their dedication.

**Ministry Team Report:** Reports were circulated prior to the meeting. The meeting split into smaller groups to discuss anything that struck them about the reports and asked for feedback.

Generally, PCC were encouraged by the reports and all that the team are doing to build community and welcome newcomers – churched or unchurched, to our churches.

Clare updated the meeting on the success of the Bereavement Course and reported that the material has been excellent. Attendees have been so supportive of each other and Clare hopes to run the course again.

**Living in Love and Faith Response:** A paper was uploaded to the SharePoint area for PCC members to read prior to the meeting. Richard asked the meeting to split into smaller groups to discuss and feedback. After a discussion it was agreed that Richard will publish his response to the course for the church to see. An action plan will be produced based on the 10 commitments, and to think on how to take this discussion to the church. It was noted that there ought to be an opportunity to look at the Bible passages that relate to human sexuality. Young people should be involved and we should keep the conversations going.

**Update on Minster Churchyard development (MIS)** Papers were circulated prior to the meeting on the latest developments. Bill highlighted that work will shortly commence and the schedule of dates had been circulated. A misleading sign/message, indicating that the churchyard – including footpaths, would all be closed April until September. This is more of a paperwork issue and we have been told that there will still be access to the Minster by footpath, though as the footpaths are worked on access to the Minster will vary.

PCC agreed to the removal and repair of Dragon and Onion lamp for health and safety purposes, as per the Minute uploaded separately.

**St Matthew's Boilers:** Oli updated the meeting as to the situation so far and steps taken to date in a paper circulated prior to the meeting. Oli highlighted that it was advantageous having advice from Matt Fulford, Advisor to the DAC, in gaining Diocesan approval for the plans. With this in mind, if one of the quotes can be accepted by the end of this month/early next, then a decision from the DAC by mid-February, then it is hopeful that work could commence in April 2022 to install a new heating solution. PCC asked for B&F to have a standing item to commit to eco-friendly solutions to the heating and potential insulation of the buildings.

PCC was asked to ratify the decision made by email in December 2021:

1. Following the circulation by email of a proposal prepared by Oli Parker on behalf of the Buildings & Fabric Committee, the PCC agreed that the work proposed should go ahead.
2. The proposal outlined the problem with boilers and heating at St Matthew's, providing information about the companies who had visited the site to assess and quote for work to be carried out. PCC members were asked to agree the following:

1. To spend up to £40,000 on three replacement boilers and associated plumbing work, in line with recommendations from a diocesan advisor.
2. For permission to proceed to purchase on the basis of only two quotes rather than the usual three which would be necessary for this level of expenditure, given that we have an existing insight into the local boiler supplier market.
3. All PCC members agreed to these recommendations with the proviso that the firms chosen were checked out to confirm previous customer satisfaction as well as standing as commercial experts. A query was also raised about the legacy funding the work and the Treasurer confirmed that this would cover the cost and no further money would need to be found.

PCC vote was unanimous in upholding the earlier decision. Thanks were extended to Oli and Godfrey for their expertise and dedication to the boiler situation.

## Standing Items:

- a. **Standing and Finance Committee** Any staff member present, stepped out of the meeting, whilst annual salary increases were discussed. PCC agreed to a 3% increase to those not on National Living Wage. Staff on NLW will see their hourly rate increased to £9.50/hour.
- b. **Mission Giving:** Following discussion, Richard will feed back to Mission Partners Working Group that Mission Giving for 2022 will be 36k, but this may be revised in 6 months' time, if budgetary constraints allow.
- c. **Treasurer's Report** Adrian informed the PCC that accounts for 2021 had been uploaded along with the proposed Budget for 2022. Unfortunately, the Auditors made mistakes in earlier drafts, hence the lateness of the accounts being available. Adrian is looking for a new Auditor in order to propose this at the APCM. Questions were invited on the 2021 accounts.  
Budget 2022: building on 2 years of pandemic has been difficult. We are not expecting rental income to recover until 2024. Planned giving has stayed very static, fuel prices have seen a substantial increase and, as the church is not a domestic user, it is not protected by the domestic fuel cap. Therefore, Adrian is approaching fuel brokers to ensure the church is being charged correctly. Parish Share has remained steady with St Luke's now paying their full proportion. We are predicting a £32k deficit on 2022, £15k excluding depreciation. The budget is quite tight still but it was noted that some costs such as stationery, have come down. We are looking now to the church family to cover the shortfall and will make the situation clear at the APCM and in services. The PCC have committed to using legacy funds for the replacement boilers.  
Andy reported on regular giving through the Parish Giving Scheme for 2021. 12 members have joined and 7 have left with an overall increase of £1200/month giving. So far for 2022 1 has left and 2 have joined with an overall negative effect. Since 2020 giving has decreased by £8k. Richard is addressing this with the congregations to encourage regular giving as they can.
- d. **Building and Fabric Committee** PCC were happy to continue with the boilers project, quoted at costing £35291 though noted caution on ensuring that the work was completed in a timely fashion. Provelio still needed following up to finish the promised works.
- e. **Deanery Synod.** David reflected that it was a most interesting and useful Synod meeting particularly the report on Pioneer Ministry and how this could be applied to the Minster Exchange/Churchyard project. This will be covered in future PCC meetings  
**Civic Matters.** Richard is now the High Sheriff's Chaplain having attended the commissioning service at the Cathedral on Sunday. There is a lot of great voluntary work happening around the county and he is looking forward to finding out more. The High Sheriff of Gloucestershire is Air Marshal Sir (Graham) Dusty Miller KBE.

**Any Other Business:** Ukraine Refugees. As a church we are encouraging people to register interest in housing refugees through the Sanctuary Foundation, a Christian organisation. Sarah Stone has offered to be a representative from our church and PCC was supportive of this offer.

**Meeting closed** in prayer at 9.45pm

**Next meeting:** Monday 16<sup>th</sup> May, 7.45pm at St Matthew's.