



**Minutes of Parochial Church Council Meeting - Monday 25th November 2019
at Rothley Church of England Primary School Academy – 19:15 for 19:30**

Present:

Revd. Rob Gladstone (Chair), Mike Ferguson, Wendy Ferguson, Ros Taylor, Ray Prince, Jonty Pilbeam, Angela Neill, David Wilson, David Salt, Margaret Offley, Linda Poole, Alison Godfrey, Sue Wilson, Jenny Pilbeam, Serena Cook, Susan Pinkus (Secretary)

1. Opening Prayers/Reading

Rob began by reminding us of the Diocesan strategy:

Numbers of Discipleship	Everyday Witness (Growth)
Depth of Discipleship	Everyday Prayer
Loving Service	Everyday Action

Rob then read from Romans Chapter 10 starting at v8
With this in mind we split into small group to consider the strengths and weaknesses of Rothley Church with a consideration of these key areas.

The responses are collated as an attachment herewith

2. Declarations of Interest: None

3. Apologies: None

4. Approval of minutes and matters arising from July 8th 2019: Agreed as an accurate record after Linda had drawn our attention to a slight discrepancy regarding item 7 which has now been altered for the public document.

Mike F confirmed that the new hand bells are covered by the church insurance policy.

In view of the fact that our insurance policy is due for renewal on 1st January, the PCC agreed to delegate the decision about a possible change of insurer to the Finance Committee.

5. Co-opting New Members to PCC

Serena Cook and Jenny Pilbeam met with Rob on November 22nd and were briefed about what was involved in membership of the PCC. The PCC had previously agreed that we would like to encourage younger members of our congregation to be more involved. Now that both have been confirmed and on the electoral roll for over 6 months it was possible to officially co-opt them as members.

Proposed by Ros Taylor

Seconded by Alison Godfrey

All in agreement and their membership will be effective until the next APCM. It was agreed that co-option was the most suitable way forward for younger members to join the PCC.

6. Finance

General Fund Budget 2020

The figures had changed slightly since the documents were originally discussed at the Finance Committee. The Voluntary UK Real Living Wage has been announced and gives our three regular employees a 3.3% increase for 2020, resulting in our projected deficit increasing from £2,980 to £3,161. This is a cautious budget so hopefully presents the worst-case scenario for income and expenditure. However, it reminds us of our responsibility to manage the church's income and expenditure carefully.

Rob thanked the Finance Committee for its careful and diligent attention to the detail as presented in this document.

Annual Report 2019

The timetable for the financial year end on 31st December 2019 details the passage of the Annual Report and Accounts back and forth between the PCC and the Independent Examiner in line with the requirements of the Charity Commission.

The format of the narrative part of the Annual Report shows the additional information about our activities that will be included in addition to the legal requirements. The critical date for the completion of all reports is January 13th.

All agreed the annual report timetable and format.

Quarter Days Heritage Events

Terry Sheppard has stepped down from organising these events having fulfilled our commitment to the Heritage Lottery Fund which was to share our church building and its heritage with the community for five years. Clive suggested that the PCC send a letter of thanks to Terry.

There is some money left in the Quarter Day fund and it was agreed to leave it there in case we need to organise similar events in the future. Charles Poole may take some ideas forward in the future.

Action: Clive J and Susan P to liaise regarding a letter to Terry Sheppard.
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7. Vicar's Report

We will need to prayerfully consider how to respond to any potential opportunities to establish a new worshipping community as the plans for Broadnook Garden Suburb progress.

Rob has recently had a Ministry Development Review and is considering whether he may be of wider use in the Diocese teaching people to teach the Bible.

Rob gave an update on Mercy Air following the exploratory meeting attended by about 15 interested members of the congregation on November 12th regarding a potential visit.

Alison Godfrey reported back to the group from the most recent meeting of the Deanery Synod. We were reminded that we have 4 members on the PCC who are members of the Deanery Synod; these are David W, David S, Alison G and Margaret O. Members of the Deanery Synod are automatically members of the PCC and their election takes place at APCM every three years.

8. Operations including Health and Safety

The gas meter and boiler house were discussed once again as the pipe from the meter into the church needs to be replaced, while at the same time the condition of the boiler house is deteriorating. The PCC decided in May 2019 that the gas meter should be moved to the porch. The Churchwardens have only been able to obtain one free quote for the work (£7,500 from Energy Assets). The PCC agreed to obtain a second quote, this time from Cadent Gas Ltd at a cost of £500. The first quote was done virtually and it was agreed that if the second quote is similar to this we will not request a third quote.

The PCC agreed to cover the cost of removing the meter and replacing the pipe from the current General Fund surplus and agreed that £10,000 should be moved from the General Fund to the Church Maintenance Fund.

It was also agreed that the boiler house should be demolished as part of the Church Building Improvements project.

Sound system: In September we had a quote from Novum Audio Visual Ltd for £5,000 for a new sound system but Mike F found a cheaper quote and also cancelled the original order for separate speakers for use with bands, the resultant price being £2,490. It was agreed in September that this would be funded from the General Fund surplus and the PCC agreed the transfer of money into the Church Maintenance Fund.

Data Management: Mike F suggested that we should investigate using cloud storage for PCC documents rather than sending them by email.

Action: Communications Group to research possibilities.
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9. Safeguarding

(see report circulated prior to meeting)

The annual review of our policies has been conducted and the paperwork was agreed and signed as appropriate.

Wendy F pointed out that we are still chasing people for their C1 training which is done online. There is an opportunity for C2 training on December 3rd but as not all those involved will be able to attend it is likely that this course will be run again in the future.

We are still struggling to have a data sharing base. At the moment everything is on Wendy's computer. Rob thanked Kate C and Wendy F for their hard work on the preparation and production of these documents.

10. Working Groups and priority areas

Church Building Improvements

We continued to consider the proposed improvements to the West End. Mike F presented a detailed slide show explaining proposals so far and asked if we were happy to progress to the next stage i.e. consultation with the congregation and with the Diocesan Advisory Committee in early 2020. This was agreed.

The architect's fee for the design is £4,300 and is now payable.

Audio-Visual (please refer to paperwork circulated prior to the meeting)

The PCC were asked whether the amended proposal adequately addressed the issues raised in the consultation. Following discussion, it was agreed that further changes were necessary in order to address issues as satisfactorily as possible and an extraordinary PCC meeting was proposed at which Novum Audio Visual Ltd would be available for demonstrations and questions.

It was agreed to let the congregation know our progress on this issue so far and how we are proceeding in the light of their feedback.

Discipleship
Send
Communications

These three items were deferred through lack of time.

11. Flower Arranging team and letter from Barbara Sutters

The Flower Arranging team have now stood down. The PCC thanked them for their invaluable service over the years. We are seeking a replacement leader for this work.

Regarding Barbara's concerns regarding the trees overhanging the churchyard, these are the responsibility of Charnwood Borough Council. Ray P said that a quinquennial inspection of the trees is due in 2020. The Churchwardens were asked to ensure the inspection is arranged in 2020 and to raise these concerns.

Action: Susan P to write to Barbara in acknowledgement of her letter and to inform her of our discussion.

Ros raised awareness that we are now using non plastic cups in the servery but the congregation are still being encouraged to bring their own reusable cups to help us reduce our plastic waste

12. Coffee cups

Ros T reported that recyclable paper cups would be used in church instead of the current non-recyclable plastic ones.

Time for Thanks/Review of the meeting and closing prayer

Many thought that there was too much on the agenda. However, we dealt with two very sensitive issues in a sensible manner, although that did mean that some items in item 10 had to be deferred.

Some suggested that when those presenting reports should start by saying what decision/s need/s to be made. This was done tonight in most cases.

It was a good introduction for our new members who were surprised by just how serious the business was and how much we covered in the time allowed.

The meeting ended with a time of thanks and prayer.

Meeting closed at 21.30.

The next meetings:

Extraordinary Meeting: [Saturday January 11th 2020 10.30 a.m.](#) in church. Dave Sharpe from Novum will demonstrate various LED screens.

Next PCC on [Monday 27th January 2020 19.15. for 19.30 start](#) at Rothley School
(Refreshments: Clive. Thank you.)

Business Committee: [Wednesday 15th January 2020 4.00 pm](#) 56 Grangefields Drive, Rothley.

Paperwork and reports for PCC to Susan Pinkus by **[Sunday January 12th](#)** (please note/remember there is a change in protocol and we are now working to **one date only before PCC** and this will always be the Sunday before Business Committee meets to enable agenda planning)

Thank you.

Susan Pinkus December 16th 2019