

Minutes of the Meeting of Werrington Parish Church PCC

held via Zoom on Thursday 12th November 2020, 7:30 pm

Present: Rev Canon George Rogers (GR) (Chair), Rev Sue Fear (SF), Rev Kevin Fear (KF), Sue Bennett (SB), Sheila Breeze (SBr), Jackie Cooke (JC), Brian Hunt (BH), Newton Kibiringi (NK), Frank Smith (FS), Rick Trounce (RT), Mark Tabor (MT), Helen Tabor (HT), Robert Gregory Smith (RGS) and Sarah Painter (SP)(minute secretary).

1. Welcome GR opened the PCC meeting at 7:34 pm. HT shared Colossians 3:12-17. NK led in prayer.

2. Apologies: Paul Cussell (PC), Lawrence Wright (LW), Michael Horspole (MH)

3. PCC minutes of 10th September 2020 were agreed as a true record by all PCC members present at 10 Sept meeting with the following amendments, typing error should be managed not manages on page 2 and resumption of 10.30 services at St John's not 10am on page 4.

PCC minutes of 1st October agreed as a true record by all PCC with the addition of the note of conflict of interest by those on William Law School Governors board GR, SB and SF.

SP

4. Matters Arising

B. Scouts & Guides rent & lease

no further news to report. GR to chase Scouts and Guides re future rent increases and lease negotiations. Charity Commission to be approached re an extension due to COVID 19.

GR

C. William Law lease. GR, MT and JC met via Zoom with James Stewart of Hunt & Coombs. The lease is being sent back to William Law. More clarity is needed on the ownership of the Parish Office, Emmanuel foyer, kitchen and chairs. Noted that we used to pay a percentage of utilities but that a new rental system was put in place to cover usage, caretaking and utilities.

RGS spoke to the need for a 3 way lease between school, church and the Diocesan Board of Finance. FS asks can James Stewart look at the Academy agreement. If the Parish Office et al is not included in the agreement then surely it is WPC's to use/run under the auspices of the Diocese.

GR, JC, MT

The Landlord and Tenant act should be included in the lease. After GR retires the responsibility of lease negotiations falls to the Rural Dean.

GR temporarily left the meeting at 19:55

RT asks Is there clarity about the length of the lease – 5yrs- Is that too long given the current climate?

HT expressed concern about signing a lease that doesn't work for the church in the right way.

JC advised that the lease has gone back asking for more areas to be more specific about the control of different areas.

A. New website presentation Stuart Lidgett (SL and Tony Styles (TS) joined the meeting at 8pm The members of the website team are SL, TS, SB NK and SP. Sp has recently joined which is giving additional insight to what is needed in the back end administration of the website.

SL shared a screen presentation (slides attached)

What is the goal for the new website? Who are the users? How are we using google analytics to see how we are doing with our current website. Example shown of features, content, look and feel, navigation, content, development, testing/launch, review and reporting. TS shared a sample screen.

SL showed how screens are made up and talked about how the back end of the website supports communication. Sample screens of Youth Ministry and Connect services shown. TS is working on putting data into the back end in order to work the front facing pages. The next testing stage is to see how user permissions work and what access that gives people. In order for the new website to be utilised properly we will need to collect more data from church members. The team will be looking at GDPR and will come back to PCC for agreement on moving forward. Costs are £380 per year initially. There might be some additional needs to pay for at some point in the future.

RGS asked if church address book and rotas will still be available? SL- Yes but they will be much easier to use. The team foresee the website being a central hub for all admin and data holding.

SF – The rota is currently a google doc. Would it be different? SL- Yes. SF Will it self complete? SL- No.

RGS notes that the Village Centre (WPVC) information is at the bottom of the page. Re footfall for WPVC is that prominent enough? Advised that it is hoped that a search for WPVC will take people

straight to the link for that page.

SB spoke to the communication plan received by PCC. It is important that the Parish receives step by step information about what is planned for the website. A series of communications is planned over the next few months. Are PCC happy for web team to go ahead with the development of the new website and also for the team to put in place the communication plan to the Parish.

MT proposed that the web team go ahead.

RGS 2nd

All PCC agreed.

GR returned to the meeting

SL and TS left the meeting at 20:32

Web team

D. Refurbishment of The Lighthouse Centre and Sale of The Way In. The Way In is now on the market and having viewings. MT recognised that NK and the Way In manger(MHu) have no experience in the redevelopment and project managing sector. They need some help (possibly professional). Quotes have been received from Transparent Gp and Love Kitchens. NK spoke to a conversation held with MHu, MT, KF and MH where it was noted that it was difficult to compare the quotes as they quoted differently for the work. Transparent are a company that would do all the work. Love Kitchens would need to bring in outside help to complete the project. A meeting with MT brought to light the need for a 3rd quote. Also the need for more architectural experience in order to plan the new refurbishment layout. More time is needed. NK and MHu may need to come back to PCC between this meeting and the January PCC meeting.

Grants are not easy to apply for given the breath of the work – young to old. NK proposed paying a grant specialist to help apply for grants. A Lighthouse refurbishment task group is needed.

RT asks do WPC have the right to use sale proceeds to pay for the refurbishment?

FS advised the Way In was bought with the funds from the sale of a curates house originally.

Therefore, funds revert back to church use. No permission is needed from the Diocese as to the use of those funds. Without a grant WPC will need to use sale proceeds to move forward.

MT advised that WPC need to make sure that any refurbishment complies with regulations.

KF acknowledged that the 2 quotes received are different enough not to be comparative.

MT offered to draw up some architect drawings so that contractors can quote to the same plan. It would be good to have a list of must haves and nice to haves so a schedule of works can be drawn up for contractors to quote against. Quotes will be easier to give and compare. WPC can then decide if they can afford essentials only r also some additional 'nice to haves'.

Proposals to consider

1. No decision on quotes to be made at this meeting

2.Wait for the sale of the Way In and put more spec information and people in place to get additional accurate quotes.

3. Are WPC going to hire someone to apply for grants?

4. Are WPC going to hire a project manager?

KF- re project manager, any company taking on a project of this size would provide a project manager. WPC need a client lead to be the co-ordination point for church.

MT advised that the client lead would also need to control the purse strings so would need knowledge of the building trade.

NK noted that WPC have a gap to fill re refurbishment knowledge and terminology.

What is the timeline for grant applications before we decide to use funds from sale proceeds?

KF noted that MH as the Treasurer was not present at this meeting but that MH has previously emphasised the need for grants. MH is believed to have applied for grants. A church member with previous grant experience has also offered help with grant applications.

JC asks has the church member been asked to help? KF – yes but not sure how far along the discussion went. Before we apply for grants WPC need to know what they are asking for.

JC noted that she thought the sale of the Way In was to finance the refurbishment.

RT asks – Is the first point of order for an architect to put plans in place?

GR advised that grant applications need to show what WPC are doing and why that is beneficial to the ministry.

MT advised that he is happy to do some drawings for specifications for quotes and for building work applications but the actual admin of applying for grants is outside of his skill set. New drawings can be sent to the 2 original quoters to re quote and to 2 others.

MT

FS advised that there is lots of competition for grant funding. Applications could be very drawn out

because of the amount of times grant providers meet.

BH noted that WPC need someone with a lot of knowledge in applying for grants and the grant process. Paying someone to do grant applications might pay itself back many times over if WPC receive more funding than they would have otherwise.

JC proposed that the funds from the sale of the Way In are used for refurbishment if grants are not available/forthcoming. JC reminds PCC that there is currently no Way In Ministry until the Lighthouse is refurbished.

RGS responded by noting that the dilemma with using sale proceed funds and then also applying for grants is that you might be less likely to get grant applications agreed if the work is already done. Q: Is there any Diocesan expertise that can point WPC in the right direction.

JC proposed

1. The funds from the sale of the Way In be used for the refurbishment of the Lighthouse Centre.
2. That grants be applied for to help fund the Way In Ministry – both the refurbishment and the ongoing work – NK to contact the church member that offered to help with grant.

MT 2nd

All PCC agreed.

NK, MHu,
MT

5. Risk Assessments

Authorised by email:

- (i) Lighthouse Centre
- (ii) Operation Christmas Child
- (iii) Friday night gathered youth.

All re-affirmed by PCC with the caveat that Friday Night gathered youth assessment should also say – ‘this applies while we are in Tier 1’ and that all risk assessments need to be reviewed at the end of the current lockdown on 2 December.

6. Items for discussion

A. Finance report

GR spoke in the absence of the Treasurer. The PCC should be aware that funds received in cash collections and envelopes are down. Standing orders have increased. There is still an overall deficit. The Real Living Wage has gone up 20p per hour and will be applied to all employee salaries from December 2020 as per the agreement at the February 2020 PCC meeting.

WPC are looking at a similar deficit to 2020 in 2021 and more work is needed. Four contributing families are moving away which will also impact the budget.

The Parish Share request for next year has been received and is not higher than 2020.

GR proposed that he signs the Parish Share request on behalf of PCC.

RGS 2nd

All PCC agreed.

RT asks when PCC will discuss what is being done about the expected deficit? FS noted that the Treasurer would need to be present for that discussion.

PCC was reminded that a gift day had already been held earlier in 2020.

B. Resumption of Services

There is a Children’s Ministry Service plan in place – SF and children’s ministry team.

An online Lessons and Carols Service is planned for the evening of 20 December. Clodhoppers are possibly being contacted for input.

Online services continue during lockdown. When WPC are able to get back into St John’s services are hoped to be live streamed.

Blue Christmas is being planned for 22nd December dependant on opening restrictions.

RGS advised that WPC should plan to resume services assuming restrictions will be lifted on 3rd December.

GR’s last Sunday service will be 27th December and final service on Thursday 31st.

PCC agreed to prepare for all eventualities.

GR

GR/SF

9.48pm BH left the meeting.

7.

A. Health & Safety – nothing to report

B. Safeguarding – nothing to report

C. Other – nothing to report.

8. A.O.B

A. St John's roof – JC advised there is a slate missing from St John's roof. A quote has been received from Roy Goodliffe of £465.

JC proposes PCC accept the quote

MT 2nd

All PCC agreed.

B. proposal received from M&L Malcolm

MT advised that this is being reviewed and will be brought back to PCC at the January meeting.

MT in recognition of GR's last PCC meeting, led PCC in prayer & thanksgiving for George and Bonnie as GR retires.

GR closed the meeting with the Grace at 10pm

JC