

# St Paul, Chippenham with Langley Burrell, PCC and DCC Meeting

Monday 9th January 2023

**Attendance:** Becky O' Brien, Julia Childerhouse, Ness Cooper, Steve Cozens, Jacqui Dymel, John Dymel, Si Dunn, Jane Humphries, Becky Meilton, Howard Morland, Karin Needham, Hazel Sheldon, Julie Swales, Phil Townsend, Adam Trigg, Faith Ward

**Apologies** Nick Childerhouse, Ron Pool

**Visitor** Alaric Childerhouse

The meeting opened in Prayer.

**Previous minutes** 2 minor amendments 1) 'quite' to change to 'quote' 2) to change the wording about Langley Burrell finances to reflect that they are in a stable financial position and as yet the people who are doing catch up with the accounts have been unable to start work on the Langley Burrell accounts.

**Matters arising. Langley Burrell** would now have their own separate DCC meetings as combining it with the PCC and St Pauls DCC meeting was not really working. There had already been one meeting which had gone well and was quite productive with a view on how to move the Church forwards. These meetings would be on a bi-monthly basis and it was hoped that those members who can't vote but attend the meetings will want to get involved further. **Coffee Club** This has now gone weekly at St Pauls and is providing a warm space for people to come and use. **Treasury and Finance team** Vanessa Waddell has been doing the book keepers role alongside Ron and Joy. The accounts have now been done until June 2022 and have been put on the system. Vanessa has the treasurers lap top full time. Ron who is stand in treasurer (Joy not available due to ill health) is being encouraged to look at a team work way of moving forward. This will involve all those who are doing finance for the Church and allow them to come together as a group with a view to writing down what their roles are and how they all link together. Ray James and Michael Meilton were also to be asked to be a part of this group too. This will then help to see what part of the treasury role Ron is doing. Rob Harvey is happy to continue making payments when needed. **Wedding fees.** Si had put a proposal together for this raising the prices to £80 for the Church, £60 for a verger and £105 for an organist. This was seconded by Phil Townsend and passed in favour this would be for both St Pauls and St Peters and would be discussed at the next PCC of St Nics. **Curate** At present Si is still meeting with someone who has expressed an interest in the post. As a PCC we accept our responsibility to pay their expenses etc and this was already built into the budget. Curates are here to train, to learn and to develop. **Rise hall costs** Jacqui Dymel had put forward a proposal on this which had already been circulated. Due to increased energy costs the previous way of calculating their costs would no longer cover our outgoings. As the increase to cover our costs is substantial we felt the fairest way to charge would be to bill them for the energy they use whilst using the building. John and Roland Asbridge have reviewed the electric meter readings and percentage occupancy of the small hall to arrive at the figures. Unfortunately the oil is not currently metred so this part of the costs has had to be more of a guesstimate based on previous hall usage. Jacqui has had a couple of meetings with Rise Treasurer and CEO and we have agreed to put the following proposal forward to PCC for ratification.

Proposal:-

- Rise Trust will pay £3.30 per hour for use of Small Church Hall. They currently require use for 70 hours per month. Therefore cost is £230 per month.
- Church to fit oil metre (approximately £400) to provide accurate costings which will benefit us in the long term when calculating hall hire.
- Church to review Rise energy costs in Feb whilst energy prices are still so volatile.

· Rise to be billed quarterly with accurate energy figures for their Trustee's at End of March, June, September and December.

This was proposed by Jacqui Dymel, seconded by Faith Ward and passed in favour along with the caveat that we have a meter installed to help with oil readings which will better inform the costings. Rise also knows that the costings will be re-evaluated. **Action Point** Jacqui to email Benefice Office asking them to Invoice RISE for £230 per month.

There was no AOB.

**Council meetings going forward.** St Pauls DCC will meet every 2<sup>nd</sup> Monday of the month. Langley Burrell DCC will meet Bi Monthly on a Thursday afternoon. PCC will meet 3 times a year in September, November, and January plus the AGM. The annual meeting dates are as follows:- SPC ADCM: Sunday 30<sup>th</sup> April either during or after morning service (TBC)

LB ADCM: 4<sup>th</sup> May 4.30-5.30pm, St Pauls Hall (small one)

SPCLB APCM: Sunday 21<sup>st</sup> May 1145 after the morning service.

**Dignity in the Workplace.** This document was from the Diocese and had been circulated to all council members. There is a need to lead meetings in unity even when we have differences we should all be considering each other. Everyone was asked if they had any issues with the morals or principles that had been outlined in the document, no-one had. It was proposed by Si that as a Parish we are content to accept this document based on the morals and principles that underpin it. This was seconded by Phil Townsend and passed in favour. As a council we needed to think about whether we wanted a shorter version or a cover sheet. Faith has already done some work on this when she has been going through all the different policies. **Action Point** Adam to check to see if he has an updated version. A small group of Becky O' Brien, Steve Cozens and Si would look into this further. In future it was felt that the Benefice Office should check all policies once a year.

**Benefice Worship Leaders Course** A taster session for this course had been held with about 6 interested people from our Church and also 8 others. It was being facilitated by Stephanie from the Bristol Diocese. This means that will have more leaders from our Benefice to help out with worship etc.

**Awayday Action Point** Julia Childerhouse to sort out and communicate info on this back to members.

**Benefice Administrator** The budget includes the current rate for an admin person as well as the increase in the living wage from May 2023, and the number of hours at 17. A question was asked about the Langley Burrell contribution towards this which at present was their normal contribution plus their share of the living wage increase in May 2023. It was suggested that their should be a salary level for this post increasing up to the top wage when the appointed person is fully competent with the job. Faith has looked at other comparable roles in the local area and our wages are aligned to these. Leave to the appointment committee to sort out where the appointed person sits within the wage banding. A document about the Benefice Administrator had previously been sent to all members and Faith had addressed all the comments she had received back and included extra items that were needed. **Action Point** Ness to look for Application form, issue pack and advertise the post. The deadline for the post application would be 25<sup>th</sup> January 2023. The interview panel were Derek Boulton, Hazel Sheldon and Faith Ward. It was proposed by Faith that we go ahead and advertise this position interview and appoint an appropriate person, this was seconded by Howard Morland and passed in favour. Thanks was extended to Faith on all her work on sorting this out. Action Point Julia to sort out the facebook page advertisement and other places to advertise such as other Churches websites etc.

**AOB** Howard reported that Langley Burrell have received a £50,000 cheque from the Parish Council towards the new toilet which he has safely banked. The Church also has £3,500 in funds towards the toilet project making £53,000 for this project. The DAC have said that the path At St Peters Langley Burrell needs to be wheelchair friendly. **St Pauls budget** – If difficulties arise from us agreeing to the St Pauls budget then we would need to stop the loan repayments back to the Diocese. We are seeking advice from the Diocese about this matter. **PCC Chair** Adam has been in his role as PCC chair for 3 years and is considering what he should do about this. He will not be stepping away from PCC. Adam sked for others to come forward and maybe consider this role.

### **St Pauls DCC meeting**

**Monday January 9<sup>th</sup>, 2023.**

**Attendance:** Becky O' Brien, Julia Childerhouse, Ness Cooper, Steve Cozens, Jacqui Dymel, John Dymel, Si Dunn, Jane Humphries, Becky Meilton, Karin Needham, Julie Swales, Phil Townsend, Adam Trigg, Faith Ward

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Minutes of the last meeting were passed, it was asked that distinction could be made between Jane Bailey and Jane Humphries, this was noted.

**Matters arising.** Following the SPC DCC meeting on Monday 12<sup>th</sup> Dec. 2022, the following recommendations were made regarding money spend regarding the 'PCC Designated HOPE building fund', and for the dispersal of the 'PCC Restricted Kitchen fund (Cornerstone)',

1. The £3000 cornerstone cafe fund designated for kitchen equipment to be used towards the new planned servery in the church building. When the £3,000 is spent, there will be no further need of this Restricted fund.
2. That up to £4000 be used from the remaining 'PCC Designated HOPE building fund' to ensure the new planned servery AND an additional toilet are funded in the church building.
3. That £3331.34 due capital repayments for the diocesan loan are paid from the remaining 'PCC Designated HOPE building fund'. The remainder of funds left in the 'PCC Designated HOPE building fund' will fall back into the general account. When the £7,331.34 is spent, there will be no further need of this 'PCC Designated HOPE building fund'.

This was sent out to members via email for their consideration and agreement and was passed in favour from all who responded.

**Jane Bailey resignation** Since the last DCC meeting Jane Bailey has resigned from her role as Hope co-ordinator and also from being a DCC member. Roland Asbridge and Andy Devers have also indicated they would be stepping back from involvement with helping out with the remaining HOPE project items. Depending on what the item is then what happens at our meetings should stay in the meeting, except any decisions taken or opinions on items from members of the congregation. Si read out Jane Baileys resignation letter, Janes Resignation from HOPE group, sent 13th Dec 2022 and added to the minutes of the following council meeting on 9th Jan 2023 under matters arising

The decision to deem the current HOPE restricted funds as 'the remainder of the unused designated funds' and return it to the General Fund, means that there is no requirement for someone to manage the detail of the HOPE funds. I therefore stand down from this role with immediate effect. The return of the delegated authority to the Treasurer includes the accountability for reporting,

managing and authorising invoices and identification of risks. In addition, the transfer of the funds means that all fund raising should now be driven by the 'church' not the HOPE team.

Janes Resignation for Council, sent 14th Dec 2022 and added to the minutes of the following council meeting on 9th Jan 2023 under matters arising

The written aim of the HOPE Centre is 'to be a place of fun and friendship, safety and support for all'. We believe this also to be true of church. The Christmas Fayre and Monday's Christmas Coffee Club are examples of that in action. Currently I do not feel safe and supported during official church meetings, specifically during discussions that involve finance. Everyone should be treated respectfully and everyone has a right to raise concerns without fear of intimidation or persistent non-productive criticism. I have valued the opportunity to contribute to the DCC but now feel that I must stand down.

To finish off the re-ordering project there is still the installation of another toilet. So with people indicating they wish to stand back then it means we have to liaise with external contractors this needs to happen fairly promptly and is not a big project. Si has also spoken to Roland and Andy who both agree that the money should all be in a central pot. They are happy to continue with work in the Church if it becomes a safe place to be. **Action Point** Julia offered to speak to them about this including Jane as well. **Action Point** Jacqui Dymel to get a card and some flowers to thank Jane.

Adam then read out a letter from one of the council members expressing their concern this is part of the letter "In some recent training I went to we talked about the red and green footprints we can leave on others or others can leave on us. These footprints can often have a very positive or negative impact on us over a length of time. I just think we need to be kinder to one another and think about how we might come across, we need to learn to face challenging conversations with one another without personally being unkind."

On 18<sup>th</sup> March there is another event happening which the Church has booked for so we need to be ready for this.

There is a meeting with the Diocese in a few weeks time and hopefully after this we will have more information about what our way forward is re: loan repayment etc.

**Letter to congregation** Ron had put together a letter to all members of the congregation about general giving etc. When we send things out we need to be mindful of GDPR guidelines. The letter about HOPE is on pause at the moment.

**Reports** All reports received had already been circulated and were taken as read. Questions were invited to any of the reports, the Wardens and Eco Church group are liaising about energy providers. At present the hall committee is not in existence and so any hall maintenance is being picked up by the wardens etc. and any issues are being looked at as they crop up. Outside maintenance of the hall is a definite must.

**Safeguarding** Julie had done a report and also spoke to it, she said that if someone refuses to do a DBS then we can say to them that we have contacted you a few times so you cannot do the role until you have completed a DBS. (Agenda item for next meeting)

Eco Church policy will be put in the agenda for February's DCC meeting.

**Transforming Church** Booklets about this initiative were available for members to take, a question was asked about why booklets were printed when we should be eco friendly, this was a response to those people who do not have a computer. Copies were for Council members and spares would be put in Church for people to take too.

**Youth** A new group aimed at school years 3 to 5 would be starting in Church on January 19<sup>th</sup> and would be fortnightly. It was proposed that a charge of 50p entry be made this was seconded by Steve Cozens and passed in favour.

**Finance.** Ron had produced a finance report, losses per month had been updated since this report had been done and we were currently losing about £1,000 per month. We need to think about how to encourage people to think about generosity in their giving. It was recommended that because the final figures for 2021 had now been done and an estimated budget for 2023 could now be worked out using figures from Jan to June 2022, that this be passed onto PCC this was seconded by Jane Humphries and passed in favour. Current expenditure was £178,762. We still need to sort out about putting trustees on charity commissions website **Action Point** Adam to liaise with Ness about either her or Julie doing this from the Benefice Office. The treasurer and a finance group were being put together so they could all support each other. Clarity was needed about fundraising, we had agreed that events would be looked at on an individual basis just to cover costs. We don't charge for events that are missional and preach the gospel etc. There would be a larger discussion on this item at the February DCC meeting. Action Point a paper on this item would be put together by the chair and rector.

Next DCC meeting is on February 13<sup>th</sup> at 7;30pm in St Pauls small hall.