**MINUTES OF THE ST MARTIN’S PCC MEETING**

**Tuesday 19th March 2024**

*8PM IN THE BEC ROOM*

Chaired by Fr Robert Chapman (FR)

|  |  |
| --- | --- |
| **Present:**  Alan Seymour (AS)  Danny Dartnaill (DD)  Deborah Nicholes (DN)  Deirdre Davis (DDS)  Gill Dargue (GD)  Glenn Burchell (GB)  Ian Keys (IK)  Jacqueline Alderton – CW (JA)  Ken Wild (KW)  Mary Coulthurst (MC)  Melissa Bach (MB)  Peter Golby – CW (PG)  Peter Trott (PT)  Sarah Jacob (SJ)  Sue Hammond (SH)  Tim Rollin (TR)  Vivien Morris (VM)  Zoe Lambourne (ZL) | **Apologies:**  Catherine Tugnait (CT)  Chris Edwards (CE)  Chris White (CW)  Judith Kaplan (JK)  Judith Roberts (JR)  Miranda Reading (MR)  Ruth Bitok (RB)  Teresa Watson (TW) |

Apologies for absence shown above

An opening prayer was led by Fr Robert

|  |  |  |
| --- | --- | --- |
|  | Agenda Items | Action Points |
| 24.07 | **Review/Approval of Minutes of 24th January**  Minutes agreed as accurate. MC – proposed; KW – seconded. FR signed. |  |
| 24.08 | **Matters arising**  Rats update: GD reported that someone from council will be coming down; two locked bins now in operation; local resident has been reminded not to feed the rats. Someone has been stealing our bait boxes so these will be wired into the wall by the council. |  |
| 24.09 | **Updates from Standing Committees**  *Separate reports/minutes submitted by Standing Committee, DIA and Social Committee and distributed with agenda*  **Standing Committee**  Minutes have been circulated. AS reminded the meeting that the PCC need to approve the accounts. AS requested that full names are used in minutes for names that are not on the attendees list with abbreviations shown. SH’s photo needs to be put on board as Children’s Advocate.  **DIA Committee**  Minutes have been circulated. DDS reported that Mother Suzy (Chaplain at Bishop Ramsey) had attended the meeting. DDS attended the Bishop Ramsey prayer session at the school. A few attended the Stations of the Cross. DIA arranged a collection last Sunday for Christian Aid Middle East appeal. DD said DIA were considering organising a Prayer Day for Peace.  KW commented that we used to signpost families with small children to the creche in the bell tower. SJ said the sides people do point this out to families.  **Fabric Committee**  No minutes. JA reported that we have a quote (£2,424 inc. VAT – VAT to be reclaimed) to have the statue of St. Martin refurbished. It will be collected in May and be ready for our patronal festival. Cost of refurbishment will be covered by legacy contributions.  AS asked whether we could also get a quote to have the crib figures refurbished as well. **JA will ask John Ormshaw to get a quote for this.**  DD asked whether we had valuations for the statue as it may be quite valuable … or not. FR commented that the restorer may be able to give us an indication. The committee thanked John Ormshaw for his work on this.  **Hall Management Committee**  Not had a meeting since last PCC.  GD recused herself for the next item. IK has obtained 4 quotes to refurbish the toilets (part of our HS2 project). 2 were significantly higher, leaving the McMurdie (£39.5k, VAT not payable) and Dargue (£45k, VAT payable) quotes. PG and IK recommend to proceed with McMurdie quote. PG has checked completeness and deliverability of this quote. PG added there is a funding gap for this project and we are reaching out to HS2 and Orchyd for a contribution to help bridge this gap.  We then need sign off from HS2 before awarding the contract. IK asked that we emphasise to HS2 that we are completing the project with needs of hirers in mind.  Members commented that we have confidence in both shortlisted contractors.  PG and IK proposed that McMurdie quote be accepted on basis of lower cost.  Vote: One abstention; all others for. **McMurdie to be awarded the contract subject to HS2 approval.**  IK asked about the pathway, windows and hall front door elements of the project. IK has written an invitation to tender. **PG recommended we go out to tender and then come back with recommendations.** DN asked whether we need to look at disability access for these doors.  The committee thanked IK and PG for all their work on this project.  **Social Committee**  Minutes circulated. DN highlighted the Spring Event – afternoon tea (£10 per ticket). Committee will be asking for cake contributions. DN also said we need to look ahead to the organisation of the Martinmas Fair (separate committee/group required).  Coach trips are less viable due to increased cost of coaches.  DN commented we need more people on the Social Committee. FR emphasised these events are an important part of our mission.  **Finance Committee**  KW reported that the 2022 accounts are outstanding. PG has forwarded draft 2022 accounts to independent examiner. PG has reviewed these with the independent examiner and has had no queries to date. Chris Hoppett has spent a lot of time doing these – our thanks to her.  DD reported that the 2023 accounts are almost done and **will be sent to the Finance Committee for review prior to submission to PCC.**  FR reported that the PCC should see these accounts after the independent examiner has approved them. Finance Committee should review these before submission to the independent examiner.  We will probably need an extraordinary meeting of the PCC to approve these. We hope to present both sets of accounts (2022 and 2023) at this meeting. Current PCC will then approve both sets of accounts prior to them being tabled at the APCM.  KW reminded the PCC that there is a report that goes with the accounts which also needs completion and input from different people.  KW reminded the PCC that the Stewardship Campaign 2024 will be starting in June. FR will be writing a letter to everyone outlining the financial position. KW will be making a presentation at the 9.15 and 11.15 services. David Saltmarsh has agreed to support this work. We will be highlighting our aim and mission to cover our own costs and support others.  MB reminded the PCC that we used to be a net contributor to the diocese pre-Covid.  DD asked whether we are including the chancel roof in this campaign. The feeling is that this should be separate project/campaign. **DD will explore how far we can push back the £30k grant.**  KW and CW are on the stewardship team. **If any other PCC member wants to join this group, let KW know.**  FR stressed that it is important to acknowledge and thank those who give their time as well.  AS asked whether we get Gift Aid from the tap and pay box. DD confirmed we do.  AS asked where the Paying In books are going to. Could we pop a note through the door at Chris Hoppett’s old house? | JA  IK/PG  IK/PG  DD  DD  All |
| 24.10 | **Report from Deanery Synod**  MB reported the meeting at Bishop Ramsey was well planned and put together but sadly not well attended. The meeting started with worship songs led by Bishop Ramsey students. There were then keynote speakers signposting attendees to online guidance on the diocese website. There were also 3 local speakers on youth initiatives in their churches. Churches are finding it difficult to attract and keep young people. The young people talked about the importance of social media and pizza.  FR thanked those who attended. |  |
| 24.11 | **Safeguarding**  SH reported that DBS checks for the PCC are going well with just a few outstanding now.  DN recommended the DBS update service to members of the PCC. |  |
| 24.12 | **AOB**   1. Diocesan Intern: FR has been approached by the Willesden area director of mission about hosting an intern for a year. Proposed intern is currently at the University of Chicago (switched from pre-med to religion) and wants to do an internship at an Anglo-Catholic parish. She is keen to work with young people. Programme is run by the Diocese on London and the interns reside in Wembley. There is a cost of £8,000 p.a. plus ministerial expenses with a possible £3,000 grant from the mission fund. Bishop Lusa is keen to support us with this. Could we perhaps ask parishioners to sponsor the intern for a month? TR asked what the intern would get out off this. FR commented that she may be testing her vocation.   FR proposed that the parish takes an intern for one year. PG seconded. Passed unanimously. |  |

A closing prayer was led by Fr Robert