

St. John the Evangelist, Waterbeach Parochial Church Council

**Minutes of a meeting of the Parochial Church Council held in the Community Room at
Waterbeach Barracks
Thursday 3 November 2016 at 7.30pm**

Present: Ben Cons (BC) – chair, Stuart Morris (SM), Michael Williamson (MW) – Treasurer, Dorothy Druitt (DD) – minutes, Jane Williamson (JW), Richard Oakes (RO), Sarah Edwards (SE), Paul Butler (PB), Adrian Wright (AW),

1. Opening prayers

2. Apologies for absence: Linden Leeke, Jennie Brandon, Hannah Cons, Ingrid Tregoin, Katy Astley.

3. There were no items of AOB

4. Minutes of the meeting of 8 September 2016

4.1 The minutes were approved with the following amendments.

In 7.1 it should read Little Stars Nursery

In 5.6 it should refer to Peter Wood, Director of Mission, not Bishop John.

Approval proposed by AW, seconded SE, all in favour.

4.2 Matters arising:

1. SE has the David Wilkinson book.

6.1 JW has taken the old plans to the Cambridge Archive at Shire Hall. There is a box of documents which the churchwardens need to go through.

AW asked how long he should keep documents relating to the expenses of the Church Room and was told 6 years.

BC, SM and JW know how to operate the boiler. If anything is happening midweek we should notify Jennie and she can coordinate with the churchwardens to make sure the boiler is set.

5. Minister's Items

5.1 Mission Action Planning. PB reported that this was prepared for the visit of Bishop Stephen but has not yet been shared with the church. It was suggested that an A5 flyer to be given out with the Fold to the congregation might be a good way to do this. It includes the Children and Families Minister as one of the items so would introduce that idea.

It is a 3 year plan but will be reviewed in January 2017.

It could be included in plans for the Parish Weekend.

5.2 Pastoral Care Team Ingrid Tregoin is standing down as leader of this team and Tiffany Langton is taking over. The team is meeting on November 6 and at that meeting PB will ask how often the team wants to meet and discuss training opportunities. **Action PB**

It was proposed by BC and seconded by SM that Tiffany Langton join the Assistant Wardens Team.

It was proposed by DD and seconded by SE that Tiffany Langton be co-opted to the PCC.

5.3 Advent and Christmas services These will be in the Fold this week and a card to go out to the village is being prepared. The crib service will form part of the morning service rather than being a separate service as previously.

5.4 Parishes Weekend 2017 PB has not yet identified a speaker. SE encouraged that this needs to be done by January PCC so that the organizing team can start publicity. **Action PB**

5.5 PCC Meeting dates 2017 and APCM 2017

PCC meeting dates for 2017 were set as follows: 26 January, 2 March, APCM 19 March, 25 May, 13 July, 28 September, 23 November.

JB will prepare the Annual Report.

5.6 Bishop Stephen's visit Feedback had been positive. PB felt that it had been much easier using our own church room for the PCC "away day" and there was general agreement to continue to use it.

6. Building for Mission

6.1 Heating BC reported that the heating is working well and that the last few snagging issues are being dealt with. We are still holding 2.5% retention. There is an issue with the plaster in the vestry and this is to be redone. If any other problems are noticed please let BC or SM know.

6.2 Lighting BC reported that we are making contact with lighting designers with expertise in heritage buildings in order to gather information about the options available and possible costs. Local churches which have recently refurbished such as St Barnabas and Christchurch to be asked for information about who they used.

As the tower flood light is irreparable we need to make short term provision for lighting in the centre nave. **Action BC, SM, AW, MW**

6.2 Sound A short term plan is underway with AW meeting with Betty, who installed the current system, on Monday to try and rectify it. A longer term plan will start shortly and MW and PB both felt a different sound engineer should be approached. SE suggested that once we have a new system there should be a small AV team able to use it and using it should be restricted to that team.

6.3 Reflective space/Memorial to 254 Bomber Command AW noted that it is 514 Squadron and that they already have a memorial space. There is a request for a memorial to others in Bomber Command who were lost on active service. Any further discussion was postponed as LL is leading this team and was not present.

7. Children and Families Ministry this item was taken after item 8.

7.1 Children and Families Minister PB reported that as per the document he had circulated, funding has been granted by the Ely 2025 Growth Fund for a full or part time minister. We would need to match the funding of £13,000 for a f/t post or £6,500 for a p/t post. PB had approached the Diocesan Education Fund but they cannot match fund. PB to approach the Council for Social Aid as suggested by AW. The St Barnabas Mission Fund cannot help towards salaries but may be able to help with other costs. **Action PB**

JW suggested an application to the Waterbeach United Charities in January when any spare money is allocated to "people in need and distress". This would be a one off payment. **Action PB**

The focus would be on the needs in North Waterbeach, the former barracks houses and the new build, above but alongside our own church needs. The money has been granted on this basis. We do not currently register where the

children coming to our groups come from. JW suggested Chittering and Waterbeach Fen be included in the areas covered.

As this item was taken after Item 8, the Treasurer's report, there was concern over approaching the congregation for this project when our general finances need increasing. RO made the point that we need to increase the overall money coming in. SE said that certain families did not support the heating appeal as they intended to support the Children and Families Ministry appeal and so we needed to go ahead with asking for this.

DD proposed and SE seconded that for 2016 we use all or part of our Mission and Charitable giving for our own mission. All were in favour.

SE suggested approaching the Church Army for support.

PB will approach potential funders and suggested possibly using a fundraiser who would work on a percentage of money raised.

8. Treasurer's Report. This had been circulated with explanatory notes prior to the meeting.

MW reported that income, one standing order of £3000pa, had been lost earlier in the year but that much of that figure has been made up by new standing orders. We are still however lagging behind 2015 and this is the first year when income has been less than that of the preceding year.

The draft budget for 2017 shows a £5500 deficit.

Parish Weekend shortfall: PB reported that this was much higher than expected but it was agreed that this could be covered from the Education Fund. All Education Fund money is outside the figures circulated.

Church Room income is very healthy and while the Tuesday evening Art Group has closed a new term time Wednesday morning Signing and Singing group has been booked.

Expenditure on services is over budget and this largely relates to the Contemporary Services. These attract on average 30 people and for the last 2 months PB has started taking an offering which covers any additional costs.

The grant from the Ecclesiastical Charity towards the insurance costs has reduced from £2500 to £2250 as part of the agreed plan to make the church responsible for its costs.

Church administration costs were under budgeted for 2016 and need to be significantly higher in the 2017 budget.

Utility bills are difficult to predict for 2017 as there was a fault with the electricity meter for part of 2016 and the impact of the new heating system is unknown.

Loans made for the heating project will need to be repaid over the next 5 years.

In light of the above discussion in **Items 7 and 8** it was agreed that PB should approach the church on November 27, Advent Sunday to present the financial situation. It was suggested that MW might present the sandwich/coffee comparisons to encourage people to increase their giving. PB asked MW for some simplified income and expenditure information he could present, possibly as a pie chart. **Action PB/MW**

9. Churchwardens Items were postponed to the next meeting

10./11 There were no items of Correspondence or AOB

