**Minutes of St Michael & All Angels PCC Meeting**

**Thursday 13th April 2023 7pm**

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| Image result for st michael line art |  | **Present at meeting:**  Rev Paul Robers – Chair  Sue Hack  Ian Linton  Lyn Pollard  Vivien Moffitt  Margaret Minchin  Rev. Natalie Jennings  Karilyn Collins  Gordon Powell (Guest)  Sarah Rogers (Minutes) | **Apologies:**  Tony Smith  Jo Beavan |

The Meeting began in Prayer.

**1.Minutes of previous meeting**

The minutes of the previous meeting (16th February 2023) had been circulated and it was agreed that they could be signed as a correct record.

Proposed by PR and seconded by SR and unanimoulsy approved

**2 Matters Arising**

**Statue/Bench**

PR is making no progress with the statue issue. There was no one present who wanted to take this on. PR will wait to hear about it before deciding what to do. The sum of £1000 (offered with the suggestion of a bench being purchased) could be used towards bird boxes and other environmentally related items.

**3. Finance Report**

**(a) Approval of Draft Accounts 2022**

GP presented the draft 2022 accounts which had been prepared since the resignation of Bob Clarke and and appointment of LP on the basis of the records handed to GP and were prepared with a number of assumptions being made . The accounts were in a different format to the those for recent years and in accordance with recommended practice.

The accounts showed routine expenditire of £30,322.88 and income of £30,322.79 giving a surplus for the year of £409.71. The accounts also recorded the gross Building Project expenditure of £45,362.36 (before recovery of VAT of £7,000.39) and income £22,211,08 including grants and donations . (Note the VAT had been recovered in 2023 together with a further grant payment of £440).

The accounts had been refined and presented to show designated and restricted funds including those in relation to Building and Flood resilience works and energy grant monies received and other items. These designations and restricted funds would need to be further reviewed and refined and further attentiom needed to be given to CBF invested funds.

PR proposed the approval of Draft Accounts subject to Independent Examination . This was seconded by KC and unanimoulsy approved.

SH offered thanks to GP for his work and also that of Rosemary Lording (RL) . She stressed the importance for all members of the PCC to fully understand the financial position and was pleased that the draft accounts gave an accurate representation and made things clearer going forward.

LP also offered her thanks to GP and explained that she felt confident with progress being made and was grateful for the ongoing support from GP and RL . LP gave an update on finances, She was not yet able to access the Number 2 account due to mandate issues at the Bank. This should be resolved soon.

SH said that flood resilience, maintenance and repair work was ongoing including the need for a regular rolling maintenance programme for the gutters, electrics, organ, clock and lightening conductor etc with consequent increased expenditure. The recent felling of the Ash Tree had been completed with donations for the wood amounting to £660 plus Gift Aid which had covered the felling costs. PR mentioned that things had been helped by the generous donation of £1,500 towards Wild Church.

There was a pressing need to increase income to meet inevitable increase in expenditure. Spending over £30 must have prior approval. SH siad that the Planned Giving should be a partciular focus to secure increased income and suggested a campaign to promote the scheme and will cointact the Planned Giving Advisor . The message is clear: ALL PCC members need to help. PR thanked LP for all her work. GP left the Meeting.

**(b) Trust Funds**

SH reported that he following Trust accounts are currently held through the Diocesan Board of Finance

**B9: 44 income shares** **CBF Investment Fund 118001018S** **Value as at 31.12.22 £908.42** £51 was bequeathed by the late Prebendary F W Worsey “for the maintenance of the churchyard.”  This is believed to be a restricted churchyard fund. It was proposed by SH and seconded by PR that this be closed and the funds transferred and then held as a restricted Churchyard Fund within the main accounts and available to be spent on the churchyard. The following resolution was agreed :-

We, the PCC of the St Michael and All Angels Bodenham, being satisfied that we are properly appointed Trustees of the charitable trust fund entitled **CBF Investment Fund 118001018S**  hereby resolve by a minimum of two-thirds majority of the Trustees voting at a properly constituted and quorate meeting of the Trustees that the investment account be closed and the funds transferred to the PCC to be held in a Restricted Churchyard Fund.

We accordingly request closure of the investment account and transfer of the fund to the PCC account “PCC of St Michael’s Bodenham” Lloyds Bank Leominster Sort Code 30 94 99 Account number 00068941

For: 9 Against: 0 Abstentions: 0

**B69: 56.04 income shares in** **CBF Investment Fund 118001364S Value as at 31.12.22 - £1,157**

Mr W Houlbrooke died in 1975 and bequeathed £500 to HDBF in his will, though this only came to light after the death of Mrs E J Houlbrooke in 1996.  This sum was to be held upon trust to pay the income to Bodenham PCC to be used “for the maintenance of the church and churchyard” as long as family graves were kept in good order. This is believed to be a permanent endowment fund but, as this is a small fund it was proposed by SH and seconded by agreed that this be closed and the funds transferred and it would then become part of a restricted Churchyard Fund within the main accounts and available to be spent on the churchyard. The following resolution was agreed :-

We, the PCC of St Michael and All Angels Bodenham , being satisfied that we are properly appointed Trustees of the charitable trust fund entitled **CBF Investment Fund 118001364S** hereby resolve by a minimum of two-thirds majority of the Trustees voting at a properly constituted and quorate meeting of the Trustees that the restriction with respect to the expenditure of capital which is permanent endowment be removed. We confirm the following:

♦ We understand the details of the Trust and the restrictions placed on income and capital

♦ We have discussed the reasons for wishing to spend the permanent endowment

♦ We have concluded that the purposes of the trust could be carried out more effectively if the permanent endowment could be spent

♦ We have determined that the original settlor’s wishes will still be carried out

♦ We have recorded the reasons for the decision

We accordingly request closure of the investment account and transfer of the fund to the PCC account “PCC of St Michael’s Bodenham” Lloyds Bank Leominster Sort Code 30 94 99 Account number 00068941

For: 9 Against: 0 Abstentions: 0

**(c) Goodbox**

SH circulated an update. Since the Goodbox arrived in 2021 we have received a total of £3,828 – with an initial average of £160 per month. There has been a steady incease in this monthly average payment since to well over £350 . Most donationss are made on a Sunday and a proportion on a Saturday (Weddings, concerts, café etc). Since the Goodbox has been permenantly in the Church, some visitor donations have also been received during the week.

There is an option to upgrade to a more visble stand up machine which could generate more funds, but it is more expensive to acquire and run. SH suggested that we should remain as we are for now and see how things go for a while without incurring extra outgoings. This was agreed.

**(d) Parish Offer**

The Parish Offer and a possble increase (from the current £15,000), was discussed at some length. Any increase would take effect in 2024. SH suggested a 10% increase (£1,500) but this highlights the urgent need to increase income to meet the extra expenditure.

SH proposed, KC seconded a 10% increase in the Parish Offer from 2024 and this was uananimously agreed.

**(e) Sutton Mission Project**

The PCC was invited to help with the Sutton Project. There was a wish to suppot the Project. Sutton will need to pay £2,500 soon. SH suggested an occasion or event with the Film about the project to be shown to generate support and some fundraising, possibly at the Group Service on 30th April.

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It was agreed to defer making a decision until later in the year when we should have a better idea of available funds and PR to report to Sutton on that basis. If possible we will support any fundraising efforts that Sutton make themselves.

**4. Mission and Worship**

Group Service at Marden on 30th April. PR and NJ are going to start to talk to people individually and encourage them to Group Worship and get involved. On that day (details in the parish email) the Bishop will be doing communion in the afternoon at Queenswood. Ascension Day will be a Deanery Service at Kingsland which PR encouraged everyone to visit if possilbe (Rosie will be Curate here from July).

We could spend many hours talking about growing the congregation, but PR said we all need to think carefully about the welcome we give to people when they come to church. On Easter Sunday, there was a good attendance but the issue of not serving coffee after the service was raised by PR. When there is a Rota people are more likely to carry out the role, than asking people to sign up. VM agreed that a Rota was the way to go. PR also mentioned that the children present should have been directed to the Childrens’ area and encouraged to participate in the facilities without worry of disturbing the congregation. We need PCC Members to encourage children and young people to participate.

PR said that we need to think ahead of when Natalie leaves us (sadly) and how we divide the service rotas and how we work together. PR does not want to propose lots of Group Worship, but we need to look at us at Bodenham working more closely with Preston Wynne and Felton. Mutual support is necessary. Our Volunteers will need to muck in and help in these other areas when necessary.

**5. Project and Fabric Committee**

SH briefly updated the PCC that the PFC had met in January and are due to meet next week with a full agenda. Work ongoing in the churchyard, ditching etc. The PFC are working on the Statement of Significance and Needs required for future project work and a meeting with the DAC will take place in May to consider future plans.

**6. Burial Policy**

It had already been agreed to suspend the right to reserve grave spaces due to the dwindling number. There are a few longstanding reservations that will be honoured. There have recently been two specific requests for reservations from families who have a child (aged 18 or under) buried in the churchyard. PR proposed an amendment to the burial policy to treat such cases as being exceptional circumstance to allow a reservation for a close family member.

PR Proposed the amendment to the Burial Policy. MM Seconded. This was unanimoulsy agreed.

**7. Website & Admin Angels Update**

SR informed the PCC that she has purchased three mailboxes with Wix due to a 50% discount:

[Vicar@bodenhamchurch.com](mailto:Vicar@bodenhamchurch.com)

[admin@bodenhamchurch.com](mailto:admin@bodenhamchurch.com)

[info@bodenhamchurch.com](mailto:info@bodenhamchurch.com)

If anyone would like to use these at any stage in order to help segregate church emails from their own, then they are available. SR purchases all website related items and packages out of her own pocket as a donation to the church so the church has no fees in this regard.

**History Page**: SR has been in touch with Margaret Andrews and SH and SR plan to meet Margaret next week to discuss what parts of the History of the church should be added to the website. Margaret’s research is extensive and is worthy of either a talk and/or a Booklet printing in order to possibly generate some fundraising. SR will report back after their meeting has been held.

**News & Projects Page**: Following SH’s report on the PFC, SR has added photos and information relating to the work carried out so far (without financial figures). More photos, particularly of the flooding, would be great – without focusing too much on negative issues. Without these photos it is impossible for people to understand the extent of the flood damage and why we are carrying out the work we are doing. Also it helps if people can understand how very hard everyone worked to get the Church back up and running again after the flooding – plus what has been achieved in terms of managing future flooding.

**About Us Page**: Photos of every one on the PCC and PFC are required and SR will aim to take them as when people are available. SR feels that photos of Volunteers should also be included (with permission). A huge part of keeping volunteers happy is recognition of the work they do and a gallery of Who’s Who will help spread the word that we are a TEAM and appreciated. This in turn helps being a Volunteer ‘attractive’ to those considering volunteering in some way.

**Volunteer Page**: “Volunteering is a work of heart” – this page advertises that we always need willing helpers and that giving time, space, equipment, talent, admin, cakes or whatever they can offer, is greatly appreciated – with a form to make contact and let us know if they are willing and able.

**Diocese Page**: As the Diocese is an important body to have onside, a link to the Hereford Diocese is showing them that we value their advice and as their website is helpful and inclusive, then that’s worth embracing and linking up with. On this page there is a slider with each of the 7 churches within the Maund Group and a map on the footer of each page clearly showing their locations, how to get there and a link to A Church Near You website.

There is scope for adding the Bodenham Newsletter as a PDF document on the Website for people to download and there is also scope for linking up with the School but as yet SR has not had a reply from the school in relation to whether they want to link up. PR said he would have a word with the School Secretary Louise.

The AAs are thinking about a package to give to new members which would include a Welcome Letter, access to contacts (privacy allowing) and joining the Whatsapp Group. Things are working well with the Whatsapp Group being a great way for everyone to keep everyone updated and in the loop as regards to helping out with various tasks.

SR also reported that she had been in touch with Glyn Jones regarding the Summer Fete and advertising this on the website. He said he would be happy to provide information as and when it became available and that he had found someone to help with the Cake Stall (Lesley Grady). Julia Smith and SR counted all the money boxes recently for the Children’s Society and over £600 was raised.

NJ informed that she had added a QR Code to the Knitted Bible Exhibition posted which will link up with the Events Page on the website.

**8. Fundraising**

PR said that Exeter Philharmonic Choir would be calling in at Bodenham Church on their Pilgramage Holiday which starts in Leominster and giving a lunchtime concert on 17th June followed by an evening Concert at Marden. Tea/Coffee will need to be provided and the EPC are happy for donations to be received for both the Churches.

Re Music in Quiet Places, SH said that a request had been received from the Herefordshire Historic Churches Trust – David Furnival - to have a concert on the 11th May with an amalgamation of Choirs. SH said no further information had been received and she would therefore get in touch. (SH has since spoken to DF and he has confirmed it is still going ahead).

SH asked if Ring for the King information can be added to the website and will send SR the necessary information. KC said that a Compassionate (Coco) Tea would be held on Monday 8th May following the Coronation, 2pm at the Parish Hall – for anyone who is lonely and who may also want to Volunteer.

**9. Safeguarding**

PR said that he and JB will be carrying out an Audit in the coming months. PCC members should undertake the online C0 Safeguarding Awareness Training – if members have not done this as yet, then JB or PR will be in touch. The online course is relatively simple but if support is offered. There are DBS courses which are necessary for anyone wishing to help with volunteering for Wild Church or pastoral visiting, in contact with young children and vulnerable adults there is a Safe in Recruitement Process which includes a DBS check as part of that. More will be discussed on this issue at the APC Meeting in May.

**10. Inclusive Church**.

NJ stated that at the last meeting there were insufficient members present so the subject was deferred until today’s meeting. The general consensus was that it was something we were happy to go forward with generally but it needed further discussion. PR suggested that the information should be circulated again for the short meeting which follows the APC Meeting in May.

**11. Deanary Update**

There has been a Deanary Meeting and many subjects discussed. The report has been circulated. This year new Deanary Synod Representatives will be elected. VM expressed her wish to resign. We also need a Deanery Synod Representative. JB is currently a Representative. SH mentoned tthat Tony Smith might be willing. A propsoal would be made at the APCM.

**12. Any other business**

SR relayed comments from JB who is aware of an offer from Kevin Scot (who coordinated last year’s very successful series of concerts) and also a longstanding offer from the Pax Singers to organise concerts.

Lilian Tomlinson has stepped down as Tower Captain after many years . SH asked that an appropriate thank you be sent. Bellringing is in the doldrums but some ringing will be maintained – there is a designated Bell Sunday in May. Thanks also should go to Peter Tomlinson as the Steeple Keeper. A new Steeple Keeper and Deputy need to be found. PR suggested that someone outside the Church might help possibly Andy Brace.

LP mentioned concerns about erecting the Marquee for Fundraising Events. A new band of people need to be found to help. Newsletters provided zero response. PR is looking in to storage at the Vicarage being made such as a small shipping container – to be discussed at a later stage.

The Meeting then finished at 9.05pm with a closing prayer.

**Date of next meeting: 7pm Thursday 17th May 2023 in the SCHOOL.**

**The first portion will be altogether with other parishes and then all parishes will break off for their own meetings to approve the accounts etc.**