

ST JOHN'S CHURCH RANMOOR

Minutes of the 567th Meeting of the Parochial Church Council
Monday 26th November at 7.30pm in the Parish Centre Annexe

Documents circulated prior to the meeting – Agenda for the PCC, Churchwardens report, water report, 9 month budget, finance meeting minutes October 2018

Present- Matthew Rhodes (Vicar), Brian Parfett, Carl Webber, Matt Farn, David Williams, Edward Barbieri, Andy Clark, Janet Noble, Jackie Dakin, Peter Lowe, David Booker

Apologies – Audrey Sainsbury, Mark Allcock, Helen Clark

1) **Welcome and opening prayer**

2) **Adoption of Agenda** – the draft Agenda was adopted by the PCC with points 22 and 23 swapped around so that the staff may leave and that Carl as Warden can be present.

3) **Adoption of Minutes of the 576th Meeting of the Council on Monday 15th October-** the Minutes were approved and signed as an accurate record.

5) **Actions otherwise not covered in the agenda:**

a) None.

6) **Ceiling update**

- Fundraising – we are still receiving some monies from parishioners.
- EIG insurers could be willing to contribute to the ceiling repairs. We are waiting on confirmation on this and it may help close the gap. £80k has been issued by the parish hall fund (16k is interest)
- Ceiling Faculty documentation – this has been rejected and signed back. Brian has to update at the January meeting and close this off.
- Donations should be talked about when we say what money has been raised.
- The VAT refunds that we have reclaimed should be with us by Wednesday of this week. This is around 20k in respect of the ceiling. This year we will have claimed 29.5k VAT. Ceiling cost is 102k plus VAT.

7) **Telecomms**

No response to the request to receive the correct amount of money. The PCC were asked if we should take legal action against the company. £4800 is the correct amount that we should have received. The agreement was initially with 02 and now telefonica. In this agreement there is a clause to have a review of the rent every 3 years and the rent should be increased at RPI. Around this time telefonica agreed to increase this and did for the first payment and subsequently have failed to do this. Brian has asked for approval I would like to propose that I write on behalf of the PCC, including a former invoice for the outstanding amount and enclosing all the correspondence, to the CEO of Telefonica. The letter requests his/her intervention and seeks payment in full within 30 days. If no response is received to this letter, then a

reminder invoice is submitted, failure to pay then could result in the PCC considering taking action through the Small Claims Court. **Action Brian**

Mobile Telecoms equipment – Brian has not had an update yet about this. It is potential that O2 are considering withdrawing from this agreement. This could potentially mean a loss of around £14k.

8) Organ Repairs

Churchwardens have received an email to state the faculty has been received. The public notices have been displayed for 28 days.

Timing for organ repairs will be agreed once the final documentation has been received. There is no evidence to suggest that there are any hold ups. £97k is for both organs. VAT can be claimed to the large organ. The small organ cannot have VAT reclaimed. **Action Jacky Dakin to investigate**

Diocesan Grant – Edward to progress this and update at the next PCC – **Action Edward**

An insurance claim should be made to our insurers for the ceiling repairs which is separate to the ceiling. Brian is making a claim against our insurer for this. **Action Brian**

9) Church Access Keys

It was agreed that the church locks would be replaced and new keys would be issued to all current key holders. Steve Dugdale to take accountability for all keys issues and a register to be updated. **Action Brian**

10) Church Groups and PCC Activities

Matthew discussed an observation about how we communicate our mission. Matthew is proposing doing a vision day in the New Year we can get some perspective of where St John's is now. **Action Matthew**

- Matthew discussed Refreshing the website:
For example replace - Fabric Group with Building Groups
Claire to update the website to make current. **Action Claire.**

11) Building Project

Brian presented the notes of a meeting held on Thursday 1st November. A meeting with Julie Banham DAC Secretary has been arranged for Tuesday 18th December. Julie needs a comprehensive agenda before the meeting with Brian and Matthew. **Action Brian and Matthew**

New Architect – Peter Lowe stated that we should tender for a good architect and not be specific about where the architect is from. If we decide to have a new architect we need to decide why they could offer us this. Matthew has looked and discussed the previous plans and the ideas that lay behind them. In order to attract grant funding however we need to engage afresh in a full process of consultation. This will include the local community as well as the congregation. What are the things that you are hoping to see happen to the building at St Johns etc.

12) Branding and Signage

Matthew discussed that he had met with LJ who is responsible for branding and communications in the Diocese. Matthew has taken a look at the church branding and observed many different ways in which we communicate our signage, colours we use and fonts. Matthew has proposed we have a consistent approach to this going forward. PCC Agreed.

Church Notice Board – Stands back from the road, not very visible, Matthew has asked about removing this signage and having a black and white logo. St John's Ranmoor Name and website. A back lit poster frame with a seasonal poster section that can be changed. The sign should be lower to the ground and visible on foot and in the car.

Signage at the bottom of the drive – change the writing to white with a black background.

Matthew to get mock ups and present to the next PCC. – **Action Matthew**

13) Replacement of the shoebox

Burngreave foodbank is the chosen charity and we have launched this to the congregation on Sunday. Claire updated that we have had a very good response already from Parishioners. Claire advised that she will have to check the sell by date on some items as they may run out before we deliver the items on the 19th December 2018. **Action Claire.**

14) Finance

9 month budget to date 2019 budget has been circulated.

- Deficit budget is 31k – higher than David would like
- Planned giving is fairly static and this emphasises the need for a giving campaign this next year.
- Diocesan fund increase of 2.5% Matthew and David attended a common fund roadshow. Common fund is £240k short of stipendiary posts. Parishes were asked to do a minimum of 2.5% In view of our position with our organ repairs we may be justified in maintaining last year's contribution. David proposed that we make a promise of 2.5% which is £84.5k and if our figures come out better we may be able to give more. **Action David**

Credit Card machine for the office. – This is to be progressed with **Brian and David**

Parish Hall Fund – David & Brian explained the situation of the sale proceeds of £303k plus accrued interest, which following the sale in 2004 of the old parish hall on Ranmoor Road, had been held in a CCLA deposit fund by the Diocese as Trustees for the Vicar & Churchwardens of St John's. Previous drawdowns in recent year had been £19k (reimburse costs borne by the PCC) and £32k (grant for new boilers) had been out of the cumulative interest of the Fund. The recent drawdown of £80k towards the ceiling had been composed of £16,644 balance of interest and £63,356 part capital of the Fund. The Diocesan Secretary had advised that, at present, the capital of the Fund could only be drawn down as a Loan. This was because the deeds of the Parish Hall fund had been lost and it was therefore unclear whether the capital of the Fund could be used e.g. for improvements to or major repairs to the fabric of the Church. The Diocese recommended the parish apply to the Charity Commission to request a revised scheme/order for the Parish Hall Fund.

Grants and Fees for next year – This is to be discussed on Thursday 29th November Finance meeting.

15) Chinese Concert Request – A proposal has been received by to Church from Shu who is a member of the St Johns congregation. The proposal is for the Chinese students of Sheffield University to have a concert tied into their Chinese New Year. The PCC voted and agreed the concert should go ahead with the organisers giving donations only to St John's. The PCC agreed that given the number of Chinese students in Sheffield this would be a good community to engage with. Claire to speak to Edward about a date suitable for the choir and to discuss with SHU the Chinese choir leader who is a member of our congregation how we proceed with the concert. **Action Claire.**

16) Safeguarding

Responding to Domestic Abuse Training Course – the Diocese are running a course about Abuse in relationships. This is for PCC members or church officers. Claire has already attended this and asked if anyone else in the PCC would like to attend. PCC to advise Claire if they are interested in attending the next course. Thursday 13th December 2018 from 10am to 2pm **Action PCC**

Defibrillator – Claire updated the PCC that the defibrillator had been ordered and should be installed before Christmas in Ranmoor. Claire had approached many local businesses and have received money of £200 to date from Sheffield Window Centre. Peter Lowe asked to look at the Local Community panel for help towards funds. **Action Claire to progress this and update.**

C1 training course – Claire to send the PCC future C1 training dates as Janet Noble in particular would like to go on one soon. **Action Claire**

18) Social events

- Coach Trip 2019 – 29th June 2019 to Scarborough
- Kiss Me Kate theatre – 12th Jan 2019
- Cheese and Wine evening – February / March time and aim for at least one a quarter. Claire to speak to Pete Chatterton about this and discuss with Brian – **Action Claire / Brian**

19) St Johns Vestments

Matthew raised that he was surprised at the states of the St John's vestments. In future if someone should leave a request in their will and it to be spent on a cause, Matthew would like the vestments to be invested in for the future. **Action Matthew**

20) Carpet at the alter rail

A Member of the congregation has asked if she can donate something to kneel onto the alter rail. **Action – Matthew** to look into this and would like something low and neutral colour.

21) AOB

- Ranmoor Parish Hall Trust – Brian gained approval from the PCC to spend the monies from the Parish Hall fund on supporting the ceiling appeal. **Action Brian**
- Heating – we are having complaints from our congregation that it is cold and noisy in church. We have also noted that there are issues with the building and the wind etc. Brian and Steve are working on this in order to stay on and not to cut off for all services in the week. **Action Brian**
- Drinking Water – Brian has been asked to look at the hygienic new system of storing our water in church. **Action Brian to update at future meeting**
- Hot water in the church toilets – thanks passed to Steve Dugdale for the hot water in the church **Action Brian**
- Dates of next meeting and rooms will change as we now are changing days of the week. PCC are reminded to check the agenda before the meeting to confirm the room in which the meeting will take place.
- Deanery Synod meeting – David updated that we as a church need to move towards co-operation across parish boundaries.

22) Staff Members on the PCC

The PCC discussed staff being on the PCC and agreed that Claire and Edward should remain on the PCC.

Action Matthew to brief the staff.

20) Staff Working Hours

Staff working hours and rates of pay were discussed.

Matthew ended the meeting with the grace

Minutes approved _____ . Dated _____

DRAFT