

# ST JOHN'S CHURCH RANMOOR

Minutes of the 578th Meeting of the Parochial Church Council

held on Wednesday 27<sup>th</sup> February 2019 at 7.30pm

in the Garden Room of Ranmoor Parish Centre

**Present:** Matthew Rhodes (Chairman), Brian Parfett, Janet Noble, Peter Lowe, Edward Barbieri, Andy Clark, Helen Clark and Carl Webber

**Apologies:** Claire Webber, David Booker, Matt Farn, Mark Allcock, David Williams, Jacky Dakin

Documents issued prior to the meeting: Draft Agenda, Minutes of the PCC held on 26 November, Report of Julie Banham's visit, Notes of the meeting of the Building Project Group held Jan 19, Brian's report to the PCC.

## 1. Welcome and opening prayer

Matthew welcome the PCC with an opening prayer.

## 2. Adoption of Agenda and conflicts of interest

The Agenda was adopted and there were no known conflicts of interest.

## 3. Adoption of minutes of 577<sup>th</sup> on Tuesday 22<sup>nd</sup> January 2019

The Minutes were agreed and signed.

## 4. Matters arising from the minutes not covered elsewhere on the agenda

- a. Faculty for organ repairs – Brian reported that the application for a Faculty is with the Chancellor for consideration. This should be the last stage of the process to get consent for the works to commence.
- b. Funding applications for organ repairs – no progress has been made to apply for funding for the repairs, apart from the 26 possible funders that were identified prior to the Faculty applications. The PCC discussed the situation and agreed that the works could not be started until funds are identified.

Edward expressed the view that we need to have a conversation with possible funders prior to submitting an application. Matthew advised that Jacky, Lizzie, Matt and Sarah have indicated that they are prepared to help. Edward indicated that he is happy to lead.

The suggestion was put forward that we should identify the funders who are most likely to contribute and allocate these to the people prepare to help. Most of the material about the organs is available as it has been provided as part of the Faculty application. **Action Edward**

- c. **Burngreave Food Bank** - the manager of the food bank was delighted with our contributions. Claire and Steve had delivered the items before Christmas. After discussion, the PCC agreed that there

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may be more our church can do for the food bank and we recognised that there is perhaps a lack of knowledge about how people access food banks. **Action - Matthew and Claire have asked the manager of the food bank to talk to our congregation.**

- d. **Diocesan Common Fund** - We have agreed a contribution of £84.5k, an increase of 2.5%, and we have agreed to review this contribution later in the year. **Action David and Matthew**
- e. **Credit card machine** carried forward to next meeting. **Action Brian**
- f. **Chinese concert** – this is going ahead this coming Saturday.
- g. **Defibrillator** – a public defibrillator has been installed outside the Parish Centre. **All Note**
- h. **Cushions for altar rail** – these are arriving on Friday. Thanks noted to Margaret Pyecroft for her generous donation in her late husbands memory.
- i. **Church Hall Fund** – PCC members present were unclear whether an application has been made to the Charity Commission regarding this Fund. **Action: Brian**
- j. **Music Administration** – Marty has accepted the paid role of Music Administrator, she started on 1<sup>st</sup> January.

## 5. Mission Partnership

Matthew reported that the Mission Partnership (MP) Group is meeting monthly and MP clergy are praying together each week. The five churches in our MP have got to lose one clergy. Melanie at St Mary's will be retiring in the next few years. The MP Group is identifying ways for St Johns and St Mark's to cover St Mary's. Melanie is coming to do a pulpit swap in a few weeks.

Sheffield Diocese has a £1m deficit and has recently announced plans to reduce the number of Clergy from 103 to 75. The Diocese is thinking about reducing the number of Deaneries from 12 to 6, each would have a full-time Area Dean and buildings officer.

## 6. Church Furnishings

Matthew reported that he has been pondering the front of the church, there is a lot going on and he feels that the focus may be being lost with two altars, a cross, candles on the high altar, wrought iron candle holders, etc. The focus should be on the altar. We shouldn't be emphasising two altars. Peter explained the Ron Sim's (the then Architect) view when liming the wood was to have an open view through the nave altar.

**The PCC agreed**, starting in Epiphany, that the wrought iron candles sticks would be removed, the high altar would not have lit candles, the cross would be removed from behind the priest's chair and the main altar would be dressed by a coloured cloth (Matthew is borrowing one from the Cathedral). Introducing liturgical colours with cloth and by introducing a frontage to the altar was also agreed. The changes would be reviewed by the PCC.

## 7. Children and Communion

Currently some children who are not confirmed are receiving communion, the PCC confirmed that they are content to continue this practice. The practice does though need to be regularised by the Diocese. **Action: Matthew/Claire to identify and follow the process to gain Diocesan agreement.**

## 8. Matins

Following the church's reopening, the PCC had agreed a temporary arrangement that the monthly Matins service would be said rather than choral. The PCC were informed that about 11 people attend this Service at 9.30 on the 3<sup>rd</sup> Sunday of each month). Some of those who attend have expressed concern that the service is now a said service. There doesn't seem to be a lot of enthusiasm for this. Those people who attend often do so because they like the words.

Why is there no musicians available? Edward reported that he is unable to get an organist for Matins and too few choristers want to arrive at 8am to practice. The PCC were also reminded that there had always been difficulty running two morning services as the congregations tended to overlap and getting the 10.30am service started on time was a challenge.

Should a choral Matins be offered as our 10.30am Service? The PCC were informed that this arrangement has not worked previously. The theory was that more of our congregation, those who wanted a Eucharist service, would attend an evening Eucharist. But the reality was that we had a low congregation in the morning and few additional people in the evening. It was discussed can we build a congregation for matins at 10.30am?. Matins is a unique service and no-one else offers it.

The PCC were advised that only 12 churches (across the UK), including Cathedrals currently offer a Matins service. Edward indicated that we could offer a high quality choral Matins service and market it to attract people who want to attend.

Is there a way of developing a hybrid service that incorporates the words used in the Matins service and the Eucharist? **Action: Matthew and Edward will consider whether this is possible.**

## 9. All Age Service

The PCC discussed the music at the All Age Service.

Edward reported that he had asked adults and children to volunteer to form a choir at this service. Some people had volunteered. Starting in February there would be a choir. Also, the music for this Service would be more appropriate to reflect the congregation's expectations. **All Note**

## 10. MAP3 (Mission Action Plan 3)

Matthew gave out the booklets that have been issued by the Diocese. Alison Wragg has been leading on this. Matthew reported that he had met with Alison and Janet Atkinson, Mark Allcock is also on the group. Plans need to be back to the Diocese by the end of March. **Action Matthew**

Matthew reported that he is planning to hold a Vision Day for the Parish, this will probably be in the Autumn. But in the meantime, the MAP3 Group had come with the following draft proposals. Work is continuing to develop these proposals:

- Place of welcome — looked at developing social space and refreshments

- Place of worship and prayer – do more with the side chapel. Sand trays and cross, could be simpler. Take cross out, have one tray.
- Nature disciplinship and vocation – Christian basic course.
- Mission purpose, good collaborative leadership – Vision day.
- Place of empowerment and involvement of lay members – promote vocations not just ordained - Janet + Helen
- Place for Evangelist for outraged + growth – development of the All Age Service.
- Place of serving etc – all things people do outside of church. Finding ways to recognise and celebrate.
- Actively seeking to engage with children's and teenagers – uniformed organisations, REACH.

MAP3 will be discussed at our February meeting. **Action: Matthew/Claire**

## 11. Notice boards

The current church noticeboard is not easily visible from the road, cannot easily be used to display information and is unlit. As part of the work for the Church and Centre to be viewed together (although continuing to be managed separately), the Centre's signage will also be updated.

Two companies were asked to quote. Alphabet Signs – do not seem to have read the brief. Fastsigns – main church board - £1070. + VAT. Aluminium powder coated anti graffiti finish. Planning + DAC consent would probably be required.

The PCC agreed the costs proposals and wish to continue investigations, a formal decision would be considered at a later meeting. **Action Matthew and Claire.**

## 12. Coffee after morning worship

Matthew reported that he had introduced the serving of 'real' coffee to his previous church, this had had a very positive impact on his congregation's willingness to remain after services. St John's previously served 'real' coffee but this was stopped due to cost saving.

Two options were put forward for the coffee supplier. Fairground (Broomhill) would provide fair trade coffee and offer us a 10% discount off their prices. Cafeology, a locally owned business, provide fair trade coffee to high street coffee shops. **Action: Claire**

Brian reported that we already have an urn that can be used for coffee percolating. It is missing a part of the mechanism. **Action: Brian**

The PCC were informed that we are working towards stopping the use of paper cups in Church. Investigations about alternative cups are underway. Steve has agreed to wash the cups in the Centre on Mondays.

**The PCC agreed both the above proposals.**

## 13. 140th anniversary

The PCC noted that we will be celebrating, with a lunch, the Church's 140<sup>th</sup> anniversary on 28<sup>th</sup> April. The lunch will follow the APCM.

## 14. Buildings report

Brian introduced his report (attached) to the PCC:

- a. **Heating:** The PCC noted the work to heat the Church.
- b. **Ceiling repair – Insurance claim:** The PCC noted that we had received £12,500 from our insurers in respect of the internal damaged caused by historic water ingress that had followed lead thefts.
- c. **Repairs to organ:** The PCC noted that we are waiting for the Chancellor’s decision.
- d. **Dust damage** – The PCC noted that our insurance claim had been refused.
- e. **Mobile mast – site agreement:** Brian updated the PCC, he has been informed that CTIL’s solicitor plans to action this issue next week. We should then be in receipt of a Site Agreement.
- f. **Mobile mast – outstanding claim:** The PCC noted the agreement to accept the offer from O2 which is ‘We are willing to make a one-off payment of £3,837.16 paid on legal complete of the new agreement, this is calculated as if RPI was applied in April 2015 i.e +£959.29/annum to March 2019.’
- g. **Mobile mast – proposed upgrade:** The PCC discussed the proposed changes to the original specification (for which we have had a Faculty granted) and agreed that CTIL should be asked to clarify paras 3 and 4 to show the weight requirements and how these items will be fixed to the building. Namely:
  - (3) The new antenna configuration necessitates additional RRUs in the bell tower at the level of the antennas - it is now proposed that these RRUs are fixed to proprietary free standing mounts.
  - (4) The new configuration also necessitates the replacement of the existing feeders with fibre and power cables, and the provision of a Power Supply Unit (PSU) at antenna level.
- h. **Battery operated candles:** The PCC agreed to the use of battery-operated candles in the choir stalls, were grateful for the anonymous donation and understood that we could return to wax candles in the future.
- i. **External lighting:** The PCC noted the proposal to reinstate flood lighting the external walls of the church.
- j. **Office IT upgrade:** The PCC noted the Centre’s decision to upgrade the office IT network.

## 15. Notes of Building Project meeting and meeting with Julie Banham (DAC Secretary)

The PCC discussed the meeting with Julie and agreed that we should seek to engage a new Architect for the building project. Also, as the next Quinquennial Inspection is due later this year, the PCC discussed whether we should be seeking another Architect for that purpose as any new appointee would expect to undertake their own QI after being appointed. Julie had confirmed that although the QI Architect had to be on the Diocesan list of approved Architects, we are not required to appoint the same Architect for the building project. The Building project architect does not have to be on an approved list, but would have to work successfully with our QI Architect.

In the circumstances, the PCC agreed that Matthew should write to Andrew Wiles (our QI Architect) to defer the QI until we have appointed either one (for both roles) or two architects. It is anticipated that Andrew would be invited to tender for the building project role. Action: Brian/Matthew

The PCC also discussed:

- Julie's encouragement that we should be radical - sofas, coffee machines, enabling the building to be open for visitors are all issues to be considered.
- The need to prepare a tender document and advertise for an architect who can demonstrate a proven track record.
- PCC members to visit churches that have had similar work undertaken. Examples are, Holy Trinity (Sutton Coldfield), Beverley Minster, St Andrew's Elsworthy.

## 16. Finance Update

Brian reported that St John's had made donations to the value of £4000 to charitable organisations on 31<sup>st</sup> December. This is a lower figure than in the previous year, but with the difficulties of an interregnum and the building being closed, we had done well. Of particular note was a phone call from the NSPCC. On receipt of their cheque they had phoned Claire to thank us for adding them to the list of beneficiaries. Claire will display all the 'thank you' letters on a board in Church. **Action: Claire**

The Ceiling fund remains open, with donations still being received. The ceiling fund has received over £78k from donations and all the VAT has been refunded. With the insurance money (£12.5k) there is a shortfall that has been paid from the interest received by the Church Hall Trust.

## 17. Safeguarding

Matthew had spoken to Claire prior to the meeting. It's been a busy year for safeguarding with a large number of training events. The Diocesan Safeguarding Team issue a monthly newsletter Dates for C1 training are now available, this year.

We are required to appoint a Serious Incident Officer and to notify the Charities Commission about any serious incidents that occur. **Claire has agreed to be the nominated person.**

## 18. Social Events – update

- a. 1<sup>st</sup> March social evening – History of the NHS – Dr Andrew Rafferty Claire needs help with refreshments. **Action: Helen will talk to Claire**
- b. Coach Trip – Saturday 29<sup>th</sup> June
- c. Silent Auction – PCC wasn't sure whether this proposal would work. People have had experience of such auctions after events like charity dinners. **Action: Claire to ask Peter C for more information.**

## 19. Any other business

- a. **Publishing PCC Minutes** - Since being appointed, Matthew has had several approaches asking what is happening at St John's. In his previous Parish the PCC had published the PCC Minutes. This would not happen until after they had been signed (generally in the following month) and the published version would need to be redacted to remove any personal or sensitive information. After discussion, the PCC agreed to publish the Minutes. Action: **PCC Secretary/Matthew**

- b. **Displaying children's and young people's activities** - Helen asked whether the window ledge above toddler area could be used to display the activities of children and young people. Also, if one of the noticeboards could be used for their work. **Action Children's Ministry**
- c. **Music display** - The PCC also discussed the safety of the easel that displays information about the music. The PCC agreed to move the easel away from the children's area. **Action: Steve.**
- d. **Displaying hymn numbers** – PCC discussed and agreed the importance of displaying hymn number on the display board above the Pulpit. They also agreed that the present numbered cards need replacing. Actions: Carl (to inform John Green), Steve (to find new number cards)

## 20. Close with the Grace

The Meeting was closed at 9.40pm with the Grace.

Approval of Minutes:

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_