

St Peter's Church PCC meeting Minutes

23rd June 2025

7:00pm – 8:30pm

Present:

Chris Clayton (Chair)

David Hipkin

Sian Lockwood

Catherine Medforth

Paul Harris

Karin Shaw

Kate Blake

Mike Davies

Hilary Paxton

Tim Robinson

Steve Gibbin

Leigh Thompson (PCC Secretary)

Guest: Wendy Lewis

Apologies:

Alan Garrow

Helen Camm

Judith Simpson

Beverley Cooper

Jan Edwards

1. Welcome and opening prayer

Chris welcomed everyone and led the LYCiG prayer.

2. Bible reflection

Karin led the bible reflection based around Hymn 542 “O love that will not let me go”. The Hymn is about putting your hope in Jesus, whose love will never let you go, and the hope we can have in eternity ‘

3. Apologies for absence

Apologies had been received and were noted.

4. Acceptance of the minutes of Januarys meeting

The minutes of the PCC meeting held on the 11th of March 2025 were unanimously approved.

5. Matters arising from previous meeting

Heather Swarbrick has agreed to take the lead of Eco Church.

Data retention Policy:

Sian has slightly updated the Data Protection policy in the light of question Paul Harris raised at the previous meeting concerning the retention time for documents,

Currently what we retain is what we are advised by the Diocese. It was pointed out that we should customise this to ensure it is appropriate for St Peters. Sian has found somebody with Data protection expertise, who is prepared to help us, both to get the policy right and to set up and maintain a Data retention register.

Sian and Paul will meet with Gary to go through it and make sure it's fit for purpose, Sian will bring it forward at the next PCC meeting just for notification not for discussion.

6. Applications of officers and of the PCC representative on the SC

The appointment for officers were approved by the PCC they are as follows:

Treasurer	David Hipkin
Secretary	Leigh Thompson
Church Wardens	Sian Lockwood and Mike Davies
Electoral Officer	Carole Raw
Environment Officer	Heather Swarbrick (Mike to notify Diocese)
PCC representative on the SC	Catherine Medforth
Intern	Louise Emery

7. Finance

Performance against budget.

At the end of May the accounts show a deficit of £60,447 which reduces our reserves to £183,531. The comparison against budget to the end of May shows that costs are 1% underbudget and income is 5% below.

Performance will improve as cash collections and cash takings from refreshment days in May have not been recorded to the accounts

The most significant points to note are

1. Church lettings are significantly higher than budget
2. One off donations and legacies are below budget, which was based on modest assumptions from historical data.
3. Repair costs of 17,412. Although high. As per budget

	Actual YTD	Budget YTD	Variance
Income	£121,362	£128,283	-£6,921
Expenditure	£181,809	£183,710	£1,901
Profit/Loss	-£60,447	-£55,427	-£5,020

Current Cash position

(Balances on 23/06/2025)

Current	£24,791
Deposit	£64,588
Reserves	£901
Total	£90,283

Parish Share

The expenditure figures above include 97,536 for the parish share so that the profit and loss reflects the true costs. We are currently only paid 58,521, which is the first quarterly payment. We are due to pay the next quarter during July, which will be subject to the availability of cash and unrestricted reserves.

A question was asked about bookings for the meeting rooms. Chris said that room rentals have increased, and room utilisation is not too bad, the question is do we cancel the free usage to get paid bookings in?

8. Fabric

Carole shared the up-to-date fabric report.

- There was a problem with a hinge on the South door, Asham spent a good deal of time to resolve it.
- Telephones and broadband have had to be upgraded to digital as the old analogue system is being turned off.
- The company who initially fitted the new Ventilation fans did it badly and so we had to bring somebody else in to rectify the problem. when they submitted the bill, we said we would only pay for the cost of the fans themselves and their labour and gave them a time frame to accept our offer. They have not responded, after discussing this with Rachel Fell she advised that we pay what we had offered
- Heating: a water test is being varied out to determine the condition of the CH water. This will be carried out by Crowther and Shaw Mechanical with SC approval.
- The Bell tower current has no fire alarms (sound or visual), smoke detectors or fire detection equipment, a meeting with Logic and Fire has been arranged, this needs doing. The PCC are happy that this work be done now.
- South transept wall has loose paint coming away from the wall. We have also had a recent leak and a flood due to the recent bad weather. It is too high for our caretakers. Carole has arranged for Vortex to come at look at it.

Fee Proposal for Doors

The plan will be minor work at the West End door. Tom Crooks thinks that we can change the doors on the inside to ones that have a metal frame rather than what we have now. It will make it easier to get an airtight fit. The Architect isn't keen to do anything with the South Side, largely due to the aesthetic, he suggests that we get funding for an air pump, so we get a temperature gradient from outside to the inside of the church.

Mike confirmed that we still have access to the £3,000 for completed the survey, but we must complete the work before claiming the funds.

The question asked is, are we as a PCC happy with the principal of making these doors airtight and reducing the loss of heat through the doors when we heat the building during Winter? We may be able to tap into funds earmarked for environmental projects. David is cautious as we may spend his money and not get the funding back. There is a risk.

It was suggested we take this to the congregation and ask for financial support for this project, but it is important to get the plans drawn up so we can ask for grants and it is sensible to ask the congregation to help with the finance in getting these plans drawn up.

Fran Taylor the net zero fund officer said our project would be eligible and they have funding available, yet applications are thin on the ground.

Another question asked was, Is the PCC willing to let this project go ahead? It means dipping into the reserves to pay Tom to draw up the plans. The PCC agreed to do stage one, getting Tom to Draw up the Plans.

Catherine Medforth asked that while we are in favour of this, it is important that we the PCC understand the priorities, but its also important that we understand what the risks are, and these should be articulated, prioritised and scored, we should be reviewing these risks on a regular basis to help us in the decision making.

Roof

The roof is leaking and needs repairing. Tom Crook has given a ballpark figure to do the roof only of £250,000

A small group including Mike and Alan have met several times to see how we an move this forward. It was decided to appoint a chair who would be someone who could network in circles that could make a difference in terms of raising funds. Richard Jackson has agreed to chair this group. It's a question of how this group (The PCC) is willing to give leeway for that group to operate. We need to think about what the terms of preference for that group chaired by Richard might be.

To attract grant funding it is more likely if we show benefits to the wider community. It was suggested doing things like taking the pews out to create a space that is useable on days other than Sunday. It was also suggested that it would open the church for things like displays and bigger groups who may want to use the space. Too attract heritage and lottery funding grants it won't happen just to repair the roof, they will want to see a community orientated project. Mike said that if we want the roof repaired, we are going to have to consider this, otherwise we are not going to be able to attract funding. Understanding our vison for the next 10 years and how this sits with that and how the structure of the inside for the church may need to change to reflect that.

We are looking at a project that Richard Morris says will take two years, Getting buy- in from the congregation is important so we need to go to the congregation to sound them out. A big congregational discussion over this is needed.

Question 1

Does this PCC support the development of the brief and whether we go out to tender to architects or whether we choose to go with Tom Crooks?

We need a brief and options for the church to consider.

The PCC agreed

It is also the remodelling of the church and therefore without delaying us too much we need to go back to the steering group and ask. How do we with our congregation develop a vison of St Peters over the next 10 years and how do we understand that vision ascetically and in terms of our function.

If we are going to take the pews out as well as what we are going to replace them with, and why are we taking them out?

Sian suggested we make this group to be made a steering group and to come back to the PCC with a plan. Chris suggested getting the group together and we could give them the OK at the next PCC meeting'

The PCC is saying that it's important that this bigger project is driven by vision and is strategy led.

9. Safeguarding

Wendy came along to say hello and tell us how things are going, she thinks that we have a very good policy and structures, she's been working her way through all the training courses and the leadership one give people a new enthusiasm, it part of our worship and part is our time in church. It does change our attitude to what we're doing and why we're doing it. thats the message she wants to get across to the PCC and to everybody in the church.

What we can do immediately is to get the PCC to approve the activities within the church.

These activities are:

Tots,	Sunday Club,	Sanctuary,	St Peter's Players,
Bell Ringers,	Pastoral Visiting,	Pancake Party,	Knit and Knatter,
Music Group,	Choir,	Church Service,	Digital Finance
group,	Breakfast club	Café Reflection,	Market Café,
Refreshment Days,	Afternoon fellowship,	Men's Breakfast	Fellowship,
Confirmation Groups (Adults/Youth),		Home Groups,	Thinking About
God Group,	Handbell Ringers	Ladies that Lunch,	Flower Arranging,
Cleaning team,	Welcomers,	Bereavement Journey,	

Most of these groups have had a risk assessment, but there are one or two gaps.

The PCC have approved these.

There are no new incidents to report.

10. Health and Safety Policies

The H&S policy has been worked through with Jill Payne who is a H&S professional, We are looking to appoint somebody who is a PCC member to oversee this, and making sure it's on the agenda and report back on any issues.

No one volunteered to take on this role, so Chris asked that we go away and pray about it,

The H&S policy has been approved by the PCC pending on appointment.

11. Eco Church update

Heather Swarbrick has been appointed as the Parish Environmental Officer. She is currently working with Charles Stones, who has re-engaged with this process and they're very optimistic that we can get the silver award by the end of the year.

12. Inclusive Church update

Mike feels it would be good if somebody else could take over leading this group again someone from the PCC.

13. AOB

The is no other business

14. Review of meeting

Chris gave a brief review of the meeting.

The PCC thanked Chris for all his hard work chairing our meetings as this was his last PCC meeting.

The meeting ended at 8:55 pm

The next meeting

Tuesday 23rd September 2025

7:00pm – 8:30pm

in church.