

**Minutes of the Parochial Church Council of St Nicholas' Church, Shepperton  
held on Tuesday 12th May 2020 via Zoom at 8.00.p.m**

**Those present:** The Rector (in the chair), Pamela Barrie, Guy Blythman, Jo Child, John Child, Elizabeth Harrow, Kathy Hodge, Angie Enock-Shore, Peter Davis, Pam Powell, Janice Wetherell and Sharon Fish.

Pamela opened the meeting with a prayer

1. **Apologies for absence** were received from Mike Ralph and Mark Steptoe. Greetings were sent from Howard and Sheila Watson.
2. The minutes of the meeting of 18th February were accepted subject to:
  - a. Inclusion of Sharon Fish in the list of those present.
  - b. Change of name from Mike Powell to Mike Ralph in the apologies.
3. **Matters Arising from the minutes of 18<sup>th</sup> of February.**

**a. Roseacre**

Chris and John C. had a meeting with Roseacre to discuss their treatment of parish volunteers and unease over the safeguarding concerns from Christmas. The Roseacre representatives walked out before the end of the meeting.

Roseacre have contacted the safeguarding officer, but no meeting has occurred due to the COVID-19 lockdown.

Roseacre could potentially reopen on the 1<sup>st</sup> of June and have requested the parish centres opinion.

The response from John C:

Dear Hailey,

I have looked at the DfE guidance "implementing protective measures in education and childcare settings" and would like your comments on the following

- 1) How many children do you expect to return, primary schools are told the maximum is 15 per room? The upstairs room is very small, but would you also use outside?
- 2) We would want to know what protective measure the playgroup were taking and any update to their Risk Assessment.
- 3) Do you have any shielded or vulnerable students?
- 4) How will you ensure there is no drop off/ collection contact with other families.
- 5) If as it seems likely, church will remain closed until July at the earliest and no other groups using the centre in June will you be responsible for all the cleaning.

All of this is uncharted territory and we are only exploring possibilities; nothing is regarded as definite. [End of letter]

A response was exchanged, asking if the church was giving Roseacre notice and it was confirmed the church wasn't and the matter would be discussed at the PCC.

Chris will seek guidance from the Archdeacon tomorrow and will raise the question of the use of the parish centre. Access from the parish centre to the church is currently possible without a key, though it is possible to lock if the key can be found. Pamela will seek if any further wisdom is available.

#### **b. Dais**

We are awaiting the return of Ashcroft to work.

#### **c. Vestry Roof**

All the papers have been completed; however, the document requires the signatures of the Rector and the two Church wardens. Under the COVID-19 it might be possible for Chris to sign on behalf of all three.

#### **d. Bereavement café**

Currently in abeyance

#### **4. Matters Arising from the minutes of 15<sup>th</sup> of March**

N/A

#### **5. Update on the Rector's Retirement**

Chris's current last Sunday is the 26<sup>th</sup> of July. What is right and realistic for Chris to do in the last couple months as incumbent will be discussed under the establishment of the working groups.

#### **6. Financial Report**

The deficit by April stands at £3500 and Stewardship is down £2600 on same period last year, sadly due to the deaths of some substantial donors. As far as Kathy is aware no one has stopped their standing order.

There will be a saving during the period where worship in the church ceases due to no organists' fees being paid at £70 a week and we will also be saving the administrator salary until a replacement is appointed.

As the church is running at a deficit with no reserves in general fund the mission and ministry fund is being depleted to support the continued life of the church.

Shepperton news had a reduced run in May which cost half the normal amount and no advertisers have asked refund.

It was **agreed** the Architect fees (£3480) for the tower repairs be taken from the restoration fund (£9000 at start of year).

The virgin deposit account has been closed due to low interest rate and Kathy is looking to open an account with the Charity Bank (FSA covered) at 0.75% interest rate and the bonus is they are quite ethical.

Without collections it highlights how unsustainable our common fund giving is with a

contribution of £6083 to the common fund and the regular giving with gift aid averages around £5300 a month.

How will the finance working group negotiate this?

Linda Lane is leaving; her last day is the 18<sup>th</sup> of May. To say thank you for her time a small gift of flowers with a Moon pig card from the congregation will be sent.

## **7. Safeguarding**

Nothing to report - We have been required by the diocese to document historic cases of safeguarding in the parish. The form for this has been returned and acknowledged.

## **8. Reviewing the church thus far in COVID-19**

The effort that has gone into Sunday worship both the 9:30 and 11:15 has been much appreciated. The services are better than nothing but not as good as worship in church. As a community we have not learnt the etiquette of zoom church services and people are missing one another. However, constant interjections during the service are disruptive to the liturgy. Sally Passingham will be controlling the muting of the congregation to make the 9:30 liturgy more peaceful and less ragged.

Following a pause at the end of the service a virtual coffee will happen to enable people to share news and notices. Zoom has a text chat feature which people could be pointed in the direction of to chat if not available to vocally contribute.

The telephone pastors are supporting some people, but it is probably family, neighbours and the Shepperton community which are carrying the burden. Chris has set up delivery to the food banks from those who are being shielded and wish to donate their food parcels.

However, we must not be complacent for those who do not have the technology to connect. Julia Jelley is doing a wonderful job making sure they receive a much-appreciated paper update each week

Archbishop Justin's phone line has been included in the most recent correspondence.

Assistance can also be provided to those who have the technical equipment but not the know-how to join the church's online worship. If anyone knows people who are in this position, then contacting Chris may be able to get them assistance.

## **9. Working groups**

Chris's original leaving date was the end of May. The church needs to take up the strain and not sit and wait for another incumbent to come. The parish is able enough to take its life forward in some measure.

It could be made known to the wider congregation we were looking for people to engage with these groups (4 or 5). In the next standing committee, a working process for each group will be drawn up.

**a) A Remit for a Finance group was discussed to include:**

Accurate financial mapping and communicating this to the community no matter how difficult.

Talking with diocese about future and interregnum support.

The use of the card reader

Other sources of revenue? Such as grants for work on the building.

Payment for retired stipendiary priests will be paid a fee; will the diocese contribute to this?

How many clergy led services do we want?

A notice has been placed in the notice sheets to ask if those who were giving by open plate could consider giving by standing order.

People - Kathy H. who will ask Fiona S.

**b) Buildings**

Guy queried the best way to make sure the tower was rebuilt with original materials. The last two quinquennial inspections had identified the tower as needing working and using Ian Angus as an inspecting architect will stand us in good stead.

People - Janice W, Mike R,

**c) Admin**

In the last meeting it was decided a working group consisting of Guy, Pam, Pamela and John would be set up. Linda's list of tasks she completed each year is not prescriptive; it is up to the group to decide what we want for administration and what we can afford. It will be a necessity for any administrator to manage volunteers.

Chris will send out to all those on the working group the documents written in the process of searching and appointing Linda six years ago.

**d) The administration of Worship**

Currently there are a lot of things that must be put in place for the services by Chris and others will need to do this when Chris has left - for e.g. order enough wine, wafers etc.

Any visiting priest would expect everything to be laid out and would require someone knowledgeable for help during the service.

During an interregnum it is important we don't change anything fundamental about St. Nicholas' in terms of its worship - that is one area that should wait for a new priest.

In the meantime it is important to decide some practicalities - who will book the organist or who will clean the server's robes etc.

People - Pamela, church warden, sacristan, server, someone from the choir - to be discussed at next standing committee.

**e) Communications and technical development**

If congregational worship in church doesn't start again until late 2020, in the meantime we have to be able to maintain a pattern of worship which can be shared weekly in the parish.

At present we are dependent on technology which is based on and in the rectory.

When we have visiting clergy in the interregnum St. Nicholas will require streaming equipment to stream straight from the church, and a working group will be required to establish and develop this technology, and maintain and develop the church's means of communication with the congregation and the community.

Other considerations will include:

The use of music in the 9:30 church service, with the required CCLI/PRS licenses.

The creation of an email system that is based on role (rector@stnicholaschurch-shepperton.org).

People - Peter D. and a few other thoughts by Chris.

**10. St. Nicholas School Foundation Governor**

St Nicholas school is seeking a foundation governor from the church. Someone who could work critically and supportively with school Chris would welcome thoughts. The vacancy arises because Kelly Judd has moved to Devon, and the PCC is grateful for her support of the school. Kelly's expertise lay in HR.

**11. Dates for forthcoming PCC meetings**

16<sup>th</sup> of June.

21<sup>st</sup> of July.

22<sup>nd</sup> of September.

**12. Correspondence**

Nothing further to note other than the letter from Roseacre covered in matters arising.

**13. Wardens Notices**

Janice will make sure the last Sunday that Chris is preaching will be made known to Parish alongside details for the collection.

**14. AOB**

Guy raised a query about stopping the delivery of Shepperton News. This decision was made in the standing committee as it was deemed to be a non-essential reason to leave the home. Items of postage are generally requested, and we are not certain that everyone who receives Shepperton News has requested its delivery. We also followed the lead of Shepperton Matters who had stopped house deliveries.

There being no further business the meeting concluded at approximately 9.45pm with the saying of the Grace.

Signed \_\_\_\_\_

Rev'd Chris Swift

Date \_\_\_\_\_

Peter Davis (for PCC Secretary)