

## **Minutes of the meeting of the Parochial Church Council of St Nicholas Church Shepperton held on Monday 16<sup>th</sup> May 2022 at 8.00pm**

### **Present**

Rev Carole George (Chair), Mark Steptoe (PCC Secretary after appointment), Kathy Hodge (Parish Treasurer after appointment) Carole Walsh, Maggie Hammond, John Child, Jo Child, Simon Sheldon, Alastair Naish (by Zoom), Margaret Bennet, Alan Green, Lyn Sutton-Bunnell, Angie Enock Shore, Hilary Dyer (after co-option), Fiona Stevens

1. **Opening Worship** was led by Rev Carole.
2. **Apologies for Absence** were received from Guy Blythman, Sylvia Carter and Doris Neville-Davies
3. **Minutes of the meeting on 21<sup>st</sup> March 2022** Subject to the three amendments detailed below the minutes were accepted as a true record of the meeting.

The amendments were –

- a. Hilary Dyer was present at the meeting
- b. A vote of thanks was made by the PCC to Kathy Hodge for her excellent work in preparing the annual accounts
- c. Julia volunteered to act as co-ordinator for Christian Aid

4. **Matters Arising** After examination of the rules on the length of term that PCC members could serve it was agreed to co-opt Hilary Dyer and Sylvia Carter whose term had expired early. Proposed by Kathy Hodge and seconded by Carole Walsh Fiona Stevens was co-opted as a PCC member proposed by Hilary Dyer and seconded by Carole Walsh.

### **5. Appointments:**

The following appointments of PCC officers etc. were made: -

- a. Vice Chair- John Child

- b. PCC Secretary – Mark Steptoe Proposed John Child and seconded by Simon Sheldon.
- c. PCC Treasurer – Kathy Hodge; Proposed Hilary Dyer, Seconded Maggie Hammond
- d. Electoral Roll Officer – Doris Neville-Davies Proposed Jo Child, seconded Alan Green
- e. PCC member of Standing Committee – Doris Nevile-Davies
- f. Election of Sidespeople – It was agreed that those currently on the rota of Sidespeople for the 9.30am service would be elected – Rosie Wallace, Kathy Crawford, Hilary Grimes, Hilary Dyer, Fiona Stevens, Mark Steptoe, Carole Walsh, Margaret Stevens, Rita Baldwin, Jane Davies

Sidespeople for the 8.00am service were elected – Val Starr and Steven Pratt

## **6. Safeguarding Report**

Susan Smith the Parish Safeguarding officer attended and gave the following report -The diocese had totally revamped and improved its website. It was now comprehensive and linked to all eventualities

The Parish was required to adopt its safeguarding policy annually. This would be laminated and placed in the porch. The parish had been compliant since the last report pre lockdown. The following activities needed to be added or were noted as continuing – 8.00am service, Messy Church, Confirmation Preparation, Bereavement Café, Home Communion, Our Time to Worship, Little Fishes.

All PCC members and all in a church role should complete the basic safeguarding course. The church notices will advise people of this. Churchwardens should complete the Main Leadership training. Courses were online.

DBS checking had to be undertaken every 3 years. Currently only the clergy completed DBS.

This would be the last self-audit completed. In future there would be a parish dashboard which would be completed in real time.

## **7. Financial Report**

– Regular giving had fallen by £500 compared with the same period in the previous year. There would be a corresponding knock on for Gift Aid income (although not all giving qualified for Gift Aid). Revenue from collections was picking up. However, the total of collections and donations was still down from the previous corresponding period. £500 had been received from the SumUp machine. Due to the financial situation, there would be no

stewardship campaign, but a letter would be sent to regular givers. Collections at Baptisms had greatly increased. The PCC would need to discuss the 2023 Common Fund contribution at the next PCC.

**8. Update on the disposal of the dais materials** – The faculty had been received from the diocese and John would arrange for this to be done when he returned from holiday.

**9. Archiving of records** – An archivist friend of Rev Carole had informally reviewed the parish archive and had found that nothing had been deposited by the Parish into the Metropolitan Archive since 1991 and that the latest documents they held were dated 1905. She had carried out an inventory and suggested that all documents prior to 2000 should be archived. The Metropolitan Archive would not charge for this, but it would be appropriate to make a donation. The PCC agreed this proposal unanimously.

**10. Appointment of Administrator** – As the parish opened up following lockdown, Rev Carole needed an administrator to support her. The new post would not require as many duties as the previous one. It would need 9 to 10 hours per week. Based on the Real Living Wage this would equate to an annual salary of £7000 per annum. It would be for a minimum of 2 years. There was potentially £51,000 in the Mission and Ministry fund to support this. We could also use some of the funds from the Parish Charities. The post would need to be advertised. The PCC were in agreement with the proposal.

#### **11. Rector's thoughts**

**a.** 8.00am service was going fine and Rev Carole intended to carry on with a service in Church twice a week and the remainder on Zoom. It was hoped to attract members of Littleton and other parishes which had stopped offering an 8.00am service.

**b.** The baby and toddler group, Little Fishes had started. The first meeting had been held the previous Wednesday and 4 families had attended. PCC members were asked to publicise the group to anyone with children in the age group.

**c.** The technical problems at the 11.15am service needed to be resolved. These were a combination of actual IT problems together with lack of capability of those operating the equipment. Simon Sheldon was concerned that these be resolved quickly, or they would lose attendees.

**d.** Rev Carole had some concerns that it was not always clear who was being referred to if just her name Carole was used. This was particularly so now that Carole Walsh had been elected as churchwarden. It was agreed that Rev Carole should be referred to as Rev Carole so that this was clear.

**12. Spending Cap for Standing Committee** – The Standing Committee proposed that spending of a maximum of £500 was available in an emergency or between PCC meetings. Fiona suggested £1000 was more appropriate. This was agreed by the PCC nem con.

**13. Correspondence** - None

**14. Churchwardens' Notices** – None. Rev Carole welcomed Carole Walsh as a new churchwarden. Janice Wetherall was still very unwell and had had a bad reaction to chemotherapy.

**15. AOB** if notified to the PCC Secretary – There was one item. Simon Sheldon wanted to explore how we could help Ukrainian refugees. There had been a clergy meeting to discuss this, but Rev Carole had been unable to attend due to illness. There was at least 1 family that had been resettled in Shepperton. Rev Carole said she would consult the deanery to see if there was anything we could do or contribute to.

There being no further business the meeting concluded with the Grace at 9.30pm.

Date of next Standing Committee 4<sup>th</sup> July

Date of next PCC 18<sup>th</sup> July