

MINUTES of a meeting of the Parochial Church Council of the Parish of St Paul's, New Beckenham, held in the Church hall on 11<sup>th</sup> September 2024.

**2024 / 2025 No. 3**

**Present:** Rev Rachel Winn (in the chair), Sarah Butler, Andrew Griffiths, Wesley Guy, Anne Harkness, Clari Harrington, Anne Howick, Keith Howick, Ian Johnson, Paul Lashmar, Nomsa Moldovan, Roger Wells.

Apologies for absence had been received from Maria Adu, David Charlesworth, Sandra Horner, and Anthea Prendergast.

Anne Howick opened the meeting in prayer.

**11048 Conflict of Interest**

Keith Howick declared a Conflict of Interest as a trustee of St Paul's Pre-School, and of The Ugly Duckling Company.

**1049 Appointment of leader for *Your PCC Matters***

Keith Howick offered to prepare a report on the meeting for the notice sheet.

**1050 Minutes of the PCC meeting held on 10<sup>th</sup> July 2024**

Anne Harkness proposed, seconded Wesley Guy, that the minutes of the PCC meeting held on 10<sup>th</sup> July 2024 be received as an accurate record of the meeting. **Agreed.** Seven members abstained as they had not been present at the meeting.

**1051 Matters arising**

(i) Minute 1044, Deanery Synod. Keith Howick had spoken to David Johnson regarding the possibility of running a Resolve course as part of the CTiB Lent course. David would be discussing the possibility at a meeting of CTiB on 11<sup>th</sup> September. All the courses take place on the same evening, usually at St John's Eden Park.

**1052 Action Sheet**

(i) Minute 862, External notice boards – Comms Team to discuss in October 2024.

(ii) Minute 911, Pastoral care. The vicar and Anne Howick were working on who is checking on different people, who is vulnerable, who is supporting people, and how to set up a pastoral care team.

(iii) Minute 918, External lighting. A meeting and demonstration with CES of possible external lighting had taken place on 16<sup>th</sup> July. The Standing Committee had agreed that a Faculty should be submitted to the Diocese. An application had been made to the London Borough of Bromley as the church is a listed building. Members thanked Anne Harkness for her work on this project.

(iv) Minute 975, QI work. Richard Bradley had received a quote from Danny Simmonds of £850 + vat to do the work, including installing a lightning conductor on the hall roof. The vicar reported that Adam Winn might be willing to clear the gutters. Members thanked him for his offer but agreed it was important to check our insurance and health and safety regulations and to have a risk assessment. He should not be doing the work on his own.

(v) Minute 990, New National Safeguarding Standards – for discussion at the PCC on 9<sup>th</sup> October.

(vi) Minute 992, Hire rates for concerts and other events. The Finance Team was asked to get rates from other churches, both locally and in London.

(vii) Minute 992, Restricted funds. Currently there is £60k in restricted funds. It would be important to consider possible projects, e.g. lighting the path, organ, development, where these funds could be used.

(viii) Minute 995, Notice boards. The Comms Team was working on this project.

(ix) Minute 997, Organ. Members asked if a Faculty would be needed to remove the existing instrument. The Diocesan organ adviser would be meeting with David Storey and others on 12<sup>th</sup> September.

(x) Minute 1022, Garden of Remembrance policy. Anne Howick was asked to circulate information to all members of the PCC.

(xi) Minute 1023, Audio visuals. Three companies had been recommended to David Charlesworth. Anne Harkness had met with two of the companies and had received two proposals and costs. She would be discussing with David Charlesworth. David had updated some of the equipment on the AV desk with help from Ishmael. Members hoped that live streaming and information on the screens would now be more reliable.

(xii) Minute 1025, New accounting system. Rosemary Dear had recommended using ExpensePlus.

(xiii) Minute 1041, Discussion evening with Paul Kunert. He had agreed in principle to have a meeting.

(xiv) Minute 1042, Faculty for new noticeboards. Anne Harkness had circulated guidance. It was noted that, subject to the Archdeacon giving written notice that a matter may be undertaken, a new notice board can be installed providing it is not illuminated.

(xv) Minute 1043, Email account provider. David Charlesworth would be suggesting some alternative companies to use.

### **1053 Decisions made by the Standing Committee**

(i) Church office printer. There had been problems with the printer in the church office. The Standing Committee had agreed to retain the Lexmark printer, to purchase a new Brother printer/copier/scanner at a cost of £320.00, and to manage printer usage mindfully to make best use of economical ink.

(ii) Church lighting. See minute 1052(iii) above.

Some members commented that in future it would be helpful to have a short report of what the Standing Committee had been asked to consider and how they had arrived at their decisions.

### **1054 Safeguarding and Inclusion.**

A report on “The Code of Safer Working Practice” had been circulated. Sandra Horner had reminded PCC members that they had been given a copy of the report in 2023 and that this report is to support any recent training they may have completed. All members were encouraged to read the report and to make sure their training is up to date. The scenarios would be looked at at the PCC in October.

**1055 Lone working policy**

Anne Harkness had circulated a draft Lone Working Policy (2024) to the Leadership team. Members were reminded that Stephanie Fox, the Church Administrator, and the vicar Rev Rachel Winn were often working on their own, along with some other members of the congregation. It was hoped that, following discussions with the Leadership Team, the document could be finalised in time for approval at the PCC meeting in October.

**1056 Financial matters**

(i) Live streaming at weddings. Currently the fee of £100 which couples are charged if they want their wedding live streamed goes to St Paul's funds and those on live streaming duty do not receive a payment. There is usually someone on the sound desk who also does not receive any fee. Members were reminded of occasions in the past when Rev Simon Couper had given £60 to a member of the congregation when she was on streaming duty. It was agreed that this policy should be discussed at the PCC meeting in November.

**1057 Distribution of Holy Communion**

The vicar reported that she would like to be able to offer the shared cup at Holy Communion services, but also continue to offer communion by intinction. From the chair she proposed that, with effect from 6<sup>th</sup> October 2024, she would offer communicants a wafer and the shared cup if they came to the right side of the altar rail, and those on the left would receive communion by intinction. Those receiving communion at the table by the pulpit would continue to receive by intinction. Anyone who cannot manage the chancel steps but wished to receive the shared cup would be able to have the elements brought to there they are seated. **Agreed.** It would be important to advise members via the notice sheet and at the upcoming Sunday services.

**1058 Buildings Team**

A report of a meeting held on 31<sup>st</sup> July 2024 had been received.

(i) Wood flooring at the back of church. This work had been completed in mid July and Ron and Pauline Barrett had been advised of the new way of cleaning the floor. Unfortunately some damage had occurred when a child had run across the floor before it dried. Rolins would be attending on 20<sup>th</sup> September to correct the damage.

(ii) Reinforced Autoclaved Aerated Concrete. The churchwardens had spoken to the company, Syme & Duncan, who had built the new church hall and Peter Duncan had confirmed that RAAC was not used in the construction of the hall.

(iii) Yew trees. Anne Harkness had submitted a List B application with supporting documents to the Diocese. To date she had not received a reply from the Diocesan Tree Adviser.

(iv) Exterior lighting. Following the demonstration by CES on 16<sup>th</sup> July, and approval by the Standing Committee of their proposed costs including labour of £10,000 + vat, Faculty and Planning applications had been prepared. The Faculty meeting would be at the end of September. Listed Building consent had been applied for from Bromley Council.

(v) Other work. The broken leg on the front left pew had been fixed. The mats at the church and hall entrances had been replaced. Safety film for the lower windows on the hall stage would be fitted by 20<sup>th</sup> September. The broken window in the disabled toilet had been replaced. A plumber had replaced the tap in the windowless toilet.

The following items still needed consideration: the leaking disabled toilet still needed fixing or replacing. The broken capping stone on the stone wall in Brackley Road. Outstanding works in works log needed reviewing, and those from the QI needed prioritising. It would be important to create new fire exit plans using a clean plan provided by Thomas Ford & Partners.

#### 1059 Finance Team

A report of a meeting held on 1<sup>st</sup> August had been received.

(i) Draft budget. A budget had been circulated for 2024 which forecast there would probably be a deficit for the year of £14,000. The budget for the church and grounds maintenance was probably going to be £10,000 + vat and ground works could cost £11,000, bearing in mind the lighting project. Regular income as compared with regular expenditure would probably be in the region of £4,000, not £9,000. Following discussion Keith Howick proposed, seconded Ian Johnson, that the PCC adopt the Budget for 2024, subject to the amendments already discussed. **Agreed.**

(ii) Stewardship. The vicar reported on a Parish Giving scheme which had been set up at her previous church when income agreed increased by 6%. There are currently about seventy regular givers at St Paul's. The PCC acknowledged that there is a need for a stewardship push. Following discussions Keith Howick proposed, seconded Nomsa Moldovan, that there should be a new giving machine or giving station on the wall or on a stand in the church. **Agreed.**

(iii) 3 Ashford House. It was noted that the tenant had not been informed of the rent increase, and the Finance Team had agreed that any rent increase should be deferred until January 2025. There had been several problems, including leaks and ceiling falling down. It would be important for a surveyor to visit the property to see what is working and where there are problems. It was understood that Robyn Ranu, who currently manages the property, might be moving away. It would be important to check with local agents regarding their work and costs. Anne Harkness was asked to contact local agents.

(iv) Direct debit. It was reported that Rosemary Dear had set up a direct debit which requires two signatures at a cost of £22.50 inc vat per month. Sage had cost £43.20 pm for a single user.

#### 1060 Mission Team

Members felt that Ben and Katy Ray's visit had been good. The vicar was in touch with them and hoped to FaceTime them in the near future. Gareth Hall from CAP (Penge) had been in touch with the vicar and hoped to come and give a talk at St Paul's.

#### 1061 Deanery Synod

It was noted that the next meeting would be held on 3<sup>rd</sup> October at St George's.

#### 1062 Electoral Roll

The PCC welcomed Shiona and Tony Pilgrim on to the Electoral Roll. A digital form of the Electoral Roll form was now available via a link in the notice sheet.

1063 It was noted that the next PCC meeting would be taking place on 9<sup>th</sup> October 2024.

Anne Howick requested that the date of the PCC meeting in November be changed. Following discussion it was agreed that the PCC would meet on Thursday 14<sup>th</sup> November.

#### 1064 Interment

The PCC **agreed** that the interment of the ashes of Rachel Davies would take place in the Garden of Remembrance on Sunday 17<sup>th</sup> November.

**1065** 8.00 am Sunday service

The vicar reported that for the time being the 8.00 am service would alternate between Holy Communion (BCP) and Morning Prayer. The vicar proposed, seconded Keith Howick, that Aaron Thomas should be appointed as a server at the 8.00 am service of Holy Communion. **Agreed.**

**1066** Consultation on membership qualifications of PCCs and Code of Conduct

The PCC Secretary had received an email from the Clerk to the General Synod regarding a review of qualifications for PCC membership. Each member of the PCC was asked to complete the form and send back their individual responses so that the Elections Review Group, on behalf of the General Synod Business Committee, could use the feedback to bring forward proposals on how to streamline the qualifications for PCC membership.

**11067** Items for *Your PCC Matters*

Distribution of Holy Communion from 6<sup>th</sup> October. Progress on external lighting. Progress on building maintenance. Approval of budget. Stewardship push.

There being no further business the meeting closed with the Grace at 9.40 pm.