



St Alfege
The Parish Church of Greenwich

Parochial Church Council (PCC)
7.00 p.m. in the Church

Minutes of the PCC meeting
20th May 2009

Present: Rev'd Chris Moody, Andrew Blundy, Kate Steer, Richard Bancroft, Andrew Lewis, Nigel Perks, Alan Bradley, Freda Cannon, Tim Delap, Chris LeBreton, Sarah Lavery, Peter Rumsey, Chris Todhunter, Sally Hughes, Tom McDonald, Joanne Newton and Jenny Edmunds (Church Administrator)

Chair: Andrew Blundy (Church Warden)

1. Opening prayer

2. Apologies for Absence. John Stanley

3. Minutes of the previous meeting.

No minutes were available from the APCM and the PCC immediately following that meeting as our previous secretary has been unwell. These minutes have been deferred to the June meeting.

4. Matters Arising.

It was agreed to minute here that an informal meeting of the new PCC took place immediately after the APCM in April, to appoint the following Officers.

Church Wardens: Andrew Blundy, Vice Chair & Kate Steer
Treasurer: Richard Bancroft
Secretary: Andrew Lewis

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5. Safe guarding children – Jenny Edmunds (JE) report.

JE advised that she has completed a training course and is now the designated safe guarding children officer for the church. JE distributed a copy of the guidelines and policy of the diocese and advised the committee that it needs to consider and adopt the policy. A general discussion followed. Sally Hughes explained that she had knowledge in this area and felt that all PCC members should be CRB checked. Nigel Perks explained that he had experience of safeguarding children through his hospital trust and that we should immediately adopt the policy in full. He further stated that he did not think that we needed a CRB check on each trustee (unless they came into contact with children) as the cost to the diocese was £180 each. CM commended a reading of the full Diocesan Guidance. CRB checks are taking up to three months so urgency was required to draw up a register of people to be approached under the new rules.

Decision: Approved nem con

Andrew Blundy suggested that JE should draw up a list of all individuals who we should approach for CRB check and registration.

Decision: Approved nem con

Nigel Perks asked that JE and the Church Wardens draw on Sally Hughes' considerable experience, and Sally confirmed that she was happy to assist. Andrew Blundy reminded the committee that we are all collectively responsible, and it was agreed that we should review the matter annually.

6. Committee structure review and membership.

A discussion took place about how the agenda was formulated, and it was agreed that all PCC members should collate agenda items via the secretary two weeks prior to the PCC meeting for consideration.

Committee minutes will be posted on our web site with any material considered to be confidential minuted in a separate section which would not be posted.

Decision: Approved nem con.

It was agreed that the standing committee should carry out a review of the Committee Structure and come back to the June meeting with recommendations for a structure which reflected the current management needs of the church. Members were requested to volunteer to serve on Committees dealing with areas in which they were interested.

Decision: Approved nem con

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7. Roan Street development report.

This report has been deferred until June when the Agenda will be cleared to make more time to discuss this important issue.

8. Notice Boards.

Andrew Blundy advised that from our application for 6 notice boards we have only received approval for 4. He felt that we should hold out for the 6 and challenge the decision.

Decision: Approved nem con

9. Electrical cable tunnel.

Andrew Blundy sought authority to grant an easement and to appoint solicitors on our behalf. He advised that we have also been offered £2500 compensation for works below church property.

Decision: Approved nem con

10. Treasurer's Report.

The treasurer presented his report which was circulated to the meeting and gave a detailed breakdown of our income and expenditure. Income to April 30th 2009 was £69,237 against a budget of £94,493 which equates to a 26% deficit overall. He gave a detailed breakdown to the meeting of the principal areas of income reduction against budget covering gift aided donations, non gift aided donations, church activities and investment income. The treasurer also circulated the auditor's report which highlighted the following areas that we need to tighten up on:

- Lack of formalised agreements in relation to church assets such as church hall lettings, the caretakers accommodation and the old mortuary building
- The letting of car park spaces and the caretakers responsibilities
- Minutes should be kept of all PCC meetings and they should be signed as a true record at the following meeting.

The PCC noted the concerns of the auditor and agreed to address all of these issues before the next audit. Nigel Perks asked for a vote of thanks to Richard for his previous and continued hard work in producing excellent information and accounts for the committee.

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11. Hall report.

Chris Todhunter said that he would present a more detailed report in June but advised that we have spend £25,000 on essential repairs and that the ramp would cost us £12,000 and that a further £8,000 would be spent on a feasibility study to be undertaken by our Architect, Richard Griffiths. The committee was reminded that these sums have been budgeted for by the treasurer and that prior approval was given to enable him to carry out the works so far. Andrew Blundy thanked Chris for his hard work and noted the improvements that had already taken place.

12. Church Administrators Report.

This item was taken earlier before item 7 to save Jenny time after a full working day. Jenny Edmunds left the meeting after giving her report.

JE reported that good progress had been made with the open church policy and that she was building up a number of volunteers to help (27 registered thus far). She advised that new sashes would be ordered for volunteers to wear when on duty. JE thanked all those volunteers who were able to attend tea at the vicarage on Sunday 17th May and advised that she had now produced a handbook for volunteers to assist them in their duties. Jenny circulated a written report to the committee and advised that we had received an additional 900 visitors this month raising a total of £1194 since January. JE further advised that, as part of her continuing duty to forge links with a variety of local stakeholders, we are now part of the World Heritage Site Marketing Group which gives us much wider access to publicity.

13. Worship Committee Report.

Chris Moody advised that there was no report for this PCC and that the committee would meet and report in time for the June meeting.

14. Fabric Committee Report.

AB advised that there were no minutes available for the last meeting (which had taken place the previous evening) and outlined the major works that were ongoing in relation to electrical matters in the church and the smaller electrical works that were being undertaken in conjunction with LB Greenwich on external lighting in the churchyard. AB advised that we have received a number of quotations for internal and external woodwork and that these were currently under consideration before works commenced. Work is also ongoing to seek faculty approval for repairs to the Caton room and the music library and that the committee were considering new chandelier lighting options for these rooms together with redecoration. AB has been advised by Richard Griffiths that work on the tower may be able to start this year. AB further advised that we had received no substantive objection to the installation of the telephone masts inside the tower and that planning approval had been granted. Richard Bancroft commented that the application had been noted and approved by the Greenwich Society.

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15. Sunday School Report.

No report was available for this meeting and a report will be presented at the June meeting.

16. Co-ordination of church building use.

A discussion took place about setting up a register of key holders and also a signing in and out book for non public visitors to the church. Chris Moody and Andrew Lewis suggested that we draw up a list, in conjunction with the administrator, of all those who need to hold keys to the building and to seek the return of keys from those who do not. It was also suggested that JE should co-ordinate all requests for access to the building. The need to comply with our insurance requirements and health and safety compliance were also discussed and the need to ensure that we have in place a robust usage policy mindful of our obligations for volunteer safety and our safeguarding children policy.

Decision: Agreed nem con

17. Correspondence.

The secretary advised the committee that he was about to submit the annual records return to the diocese and handed out two forms to the vicar and church wardens regarding data protection for their perusal and action.

Any other business.

Andrew Blundy sought approval to sign our new trustee indemnity insurance after undertaking the required checks for trustee compliance. All the PCC members present confirmed that they had not had any relevant claims made against them, nor were they aware of any circumstances which would give rise to such claims

Approved nem con

Dates for the next PCC meetings are set as follows:

Wed 17th June 7pm at Church

Wed 15th July 7pm at Church

Wed 16th Sept 7pm at Church

Wed 14th Oct 7pm at Church

There being no other business the meeting ended.

The Grace