

St Andrew's Parochial Church Council
Minutes of the meeting held on Tuesday 23rdth February 2010

Present:

Andrew Horn (Chairman), Robert Thornton (Churchwarden), Lord Sandys (Churchwarden Emeritus), Liz Hooper, Jenny Batelen, Stuart Larnder, David Wood, Roz Shipley, Judy Baer, Angela Randle, Basil Lamb, Sally Rees (Secretary).

1. Apologies

Angela Podmore, Jeanette Horn, Fiona Davies, Louise Robinson, Matthew Griffiths, Brian Ellis (Treasurer)

2. Opening Prayers

As Peter Kerr is currently on sick leave the deputy chairman, Andrew Horn, lead the opening prayers and welcomed the members of the PCC. Andrew reported that Peter was making good progress and hoped to resume his duties again shortly.

3. Minutes.

The minutes of the PCC meeting held on 23rd November 2009 were accepted and signed as a true copy. Robert Thornton pointed out a correction to item 2 in the minutes of the extraordinary meeting held on 6th December 2009. An amended version will be included with these minutes.

4. Matters Arising

All covered in the following items.

5. Fabric

- Tower repairs

(a) Drawings of church elevations have been received (and paid for). We need to put them in a safe place. **ACTION** Robert discuss with Basil

(b) The Stage 1 contract with English Heritage has been signed by Peter and the churchwardens and is now in effect. The contract covers the investigation work, specifying the scope and methodology of repairs and obtaining tenders. We have to complete a rather large amount of paperwork for English Heritage which aims to make sure we are complying with their rules as a publicly funded body (e.g. appointing the right professional advisers, proper advertising and tendering procedures, complying with the requirements of their architect and experts, gaining all the right permissions and accounting for expenditure.

We have received a £11,500 first instalment.

(c) We have obtained the agreement of English Heritage to the continuation of Nick Joyce as our architect. We have appointed Richard Graham of Graham Consulting as CDM co-ordinator (he makes sure we are complying with safety and construction regulations) and Gwillam + Jones to provide quantity surveying services (appointing professional advisers is a requirement of the EH contract).

(d) English Heritage required us to obtain at least three tenders for the investigative work and survey report. We got tenders from Nimbus

Conservation, Sally Strachey Historic Conservation and Cliveden Conservation. Acting on Nick Joyce's recommendation we are going ahead with Nimbus. Their estimate is about £3600, which is rather less than budgeted for. We are awaiting permission form English Heritage to proceed.

We have obtained permission from the Archdeacon of Dudley to go ahead.

(e) The estimated total cost of the repair work is £230,000 offset by

English Heritage Grant	£106,000
OSCA reserves	£23,000
PCC reserves	£16,000
VAT reclaimable	£34,000
Shortfall	£51,000

It was agreed that OSCA should be re-activated to correlate the fund raising. It is likely that we will need a new chairman as Michael Griffith took on the post when the organ replacement needed funding. It was agreed that Dieter Baer's connections and experience had been invaluable and that we will find it hard to replace him. Lord Sandys and the whole committee wished to record their enormous pleasure and thanks for his 19.5 year's service to the fund.

Lord Sandys suggested that as the heritage lottery fund is committed to the Olympics until after 2012 the we should approach other trusts such as the Manifold trust and the Monument Trust who may provide some support.

- English Heritage grant for North Windows

Robert Thornton reported that we have received paperwork from English Heritage making enquiries as to whether we are observing all their contractual requirements resulting from the North Windows work. We believe that we are. The requirement for us to publicly and continuously acknowledge the grant has been covered by an item on the Church administration page of our website

- Redecoration of Narthex - nothing to report.
- Lych-gate – maintenance – nothing to report.

6. Health & Safety update

- a. We have a new style accident book (legal requirement) and we need to put this in an accessible place. **ACTION** Robert to discuss with Basil.
- b. With all the bad weather, Robert has not had a chance to arrange a safety walk-round yet. **ACTION** Robert to fix a date with Andrew Horn, and Basil.
- c. We had a visit from our insurers and they have produced an insurance report. There are a number of things we must do:

- I. We are legally required to carry out a Fire Risk Assessment. We can probably do this at the same time as our safety walk-round as a lot of the issues are covered by both activities;
- II. we need to draw up a lettings policy (guidelines in the report);
- III. we need to look at access and lighting on the boiler room steps;
- IV. we need to agree and minute the insurance cover we require. The renewal is due on 29 September 2010. Ecclesiastical Insurance recommended :
 - cover of £6.6 million.
 - 100% cover less £500 excess (could go for £1000). Premium is £3917 / £3702
 - (was £3197)
 - exclude terrorism
 - exclude professional counselling cover

Lord Sandys suggested that it may be helpful to obtain a second opinion. It was agreed that we would leave further discussion of this until the Conservation Trust had looked into it and reported back to the Standing Committee.

7. Services

- We had excellent feedback on both the Midnight and Christmas Morning services which were led by John Gathercole. The feedback on the carol service was also positive; people felt that we had a good combination of music.
- There will be a meeting after the service on 28th February to draw up a rota of anyone interested in leading the 4th Sunday Services.
- Palm Sunday service will be lay led. ACTION: Robert/Liz to check if Jim Brown will be available to bless the palm crosses.
- Services on Easter day will be the same as usual including the 6:30 bonfire.
- On 21 March, the Archdeacon proposes to licence Peter as Priest-in-Charge of the "Four Square" parishes, working alongside Sue Barrett. The service will be at 3:30 at Elmley Lovett.

8. **The Church Web site** has been running for a year now and the new annual payment has been made. The average number of hits per day remains at around 20. Liz asked for thanks to Sally Rees and Robert Thornton to be recorded.

9. The Deanery plan and administrative centre for the 7 churches

Robert Thornton gave a report on the Deanery Plan and the current position of the administrative centre which is appended at the end of these minutes.

Andrew Horn was appointed to sit on the management committee of the centre to represent our PCC, any points or concerns should now be sent to Andrew. Liz thanked Andrew very much for taking on this responsibility.

10. Safeguarding vulnerable adults

Jenny Batelen introduced us to this document and also updated us with the progress on Safeguarding Children a copy of the documents relating to this will be in the administrative area of the website shortly. There is a considerable amount of work involved in this area and it is hoped that the new Admin Centre may be able to offer some support.

11. Report from Deanery Synod 9th February

A copy of this report is appended at the end of the minutes.

12. Treasurer's Report

Our new treasurer, Brian Ellis is currently away on holiday so Stuart Larnder gave a brief overview of the financial situation as follows:

Total Receipts	£49,000
Expenses	£44,000
Surplus	£5,000

The turnover has reduced from £56,000 to £49,000 and the surplus from £6,500 to £5,000.

It was suggested that Angela Podmore should be invited to employ her marketing skills to raise the profile of sponsorship etc.

13. A.O.B

Judy reported that 19th June has now been selected as the date for the Fete as this was the most appropriate date for the essential helpers. This year in addition to the usual stalls we will be having a craft tent. The Fete committee will be meeting shortly.

14. Date of next meetings

NB AGM has been postponed to Tuesday 30th March at 7:30 pm.

15. Closing Prayers

There being no further business the meeting closed in prayer.

Signed

Dated

Report on the Deanery Plan and Administrative Centre for the 7 churches

Peter Kerr will soon be standing down as Rural Dean, and Sheila Banyard will take over in the new post of Rural Dean and Training Officer. The deanery (with its 5 full time clergy plus Sheila) is being organised into a number of parish groupings, as has been explained earlier. The pattern is developing that each of the groups will have one or two strategically located lead clergy and an administrative centre. For us (Ombersley) this means that we are grouped with Hartlebury (now part of our Deanery), Doverdale and the Four Square parishes (7 parishes in all). Peter Kerr will have oversight of the 7 parishes, with Sue Barrett working alongside him in the Four Square parishes.

On 21 March, the Archdeacon proposes to licence Peter as Priest-in-Charge of the “Four Square” parishes, working alongside Sue Barrett.

At the PCC extraordinary meeting on 6 December and the e-mail / telephone conversations which followed, there was agreement that we should support the proposal for an administrative centre, even though at present we would not benefit greatly because we have our own arrangements. As you will recall, there are significant financial implications.

Events have now moved on. Hartlebury (still a part of the 7 churches group) has decided that for the time being they cannot participate. The other 6 churches will carry on, and leave the way open for Hartlebury to join in later.

There was a meeting between Sue Barrett and representatives of the churches last week. It had been decided to rent the Mews, New Road, Cutnall Green, Droitwich Road, Worcs. WR9 OPQ initially for 1 year from Bob Grant (owner) as it was central to all the Parishes and provided accommodation over two floors for offices for Sue Barrett and an administrator and a meeting area.

Finances - funding from the Diocese of £22,250 had been applied for over 3 years but no decision as yet has been made – the committee meets on 15 March and we hope funds will be received shortly after this and on a quarterly basis. Elmbridge PCC agreed to take responsibility for the first year’s rent (£3780) so to sign the lease by 1 March and get the Centre established. It was agreed the costs of the Centre would be borne by “The Six Parishes” (excluding Hartlebury) on the basis of 1/6 equal shares rather than average Sunday attendance - largely because it would be unfair to Ombersley who would bear the lion’s share but at least initially gain the least benefit from the centre.

This all has big implications for us - there is probably more money than expected from the Diocese, fewer parishes contributing, but splitting the cost equally rather than based on average Sunday attendance. Original cost to Ombersley was £1715 in each of the first three years rising to £2660 in the fourth year. The new indicative costs for Ombersley in the first three years are £560, £709 and £943. It would be £1806 in the 4th year, but by then this split might be revisited if we are making more use of the centre. The saving to us in the first three years is nearly £3000, so I hope this sweetens the pill somewhat.