

ST MARY MAGDALENE PCC MINUTES OF MEETING HELD ON 10TH MAY 2023

Present: Simon Potter (Associate Vicar/Chair), Jema Ball (Vicar) Tony Hughes, Caroline Jowett-Ive (Warden), Lucy Allen, Anna Mayo, Al Meadows, Caroline Owen (Treasurer & Safeguarding Officer), Kate Pinfold, Nick Powlesland, Brian Richardson, Peter Robottom, Jerry Sandford, Caroline Simpson, Hazel Trapnell, and Vivienne Francois.

In attendance: Steve Fairbairn (Secretary) and Chris Thomas (Buildings Committee).

1. OPENING REFLECTION & PRAYER

Simon opened the meeting as chairperson and welcomed Chris Thomas for the later discussions on the Church Buildings. Simon reminded PCC members that whatever influence they might exert over decisions should come only from a desire to serve. Simon emphasised his point by reading Mark 10:35-45 which emphasize how the great must serve and that, Jesus, the Son of Man himself came to serve.

2. APOLOGIES

The secretary noted that apologies had been received from Hayley Brydges, Angela Cattell, Sonia Home (ASMA Curate), Andy Judd (Warden) and Stephanie Wren

3. MINUTES OF PREVIOUS MEETING

3.1 To agree the minutes

As no questions were raised on the minutes of the March PCC meeting, Simon asked whether they could therefore be accepted and this led to the following proposal.

Proposal The minutes of the March PCC meeting can be accepted as a correct record of proceedings.

Proposed. Brian Richardson. Seconded Kate Pinfold

The proposal was **agreed** unanimously.

3.2 Matters Arising from the Minutes

There were no matters arising from the March minutes so Jema signed the minutes.

3.3 Leadership Team Minutes

The minutes of the meetings on 28th March and 2nd May had been pre-circulated to PCC members. In response to a query on whether a DBS check was necessary for the new Operations Manager Caroline Owen stated that the rules are clear and that a DBS check was not needed. Simon noted that the question had been raised by the Leadership Team , and confirmed Caroline's statement.

4. RESOURCING MISSION

4.1 Our Buildings

Simon thanked Peter Robottom for his efforts concerning a new church boiler. Peter explained that a new gas boiler would be best technical solution for the heating at St. Mary's which currently depends on under floor heating. He reported that the DAC had visited to discuss the heating . and one outcome of which was that we should consider radiant heaters suspended from the ceiling. Members of the Buildings Committee are visiting a local church soon to see these heaters in action. It is unlikely they would be a workable solution for St Mary's.

Peter explained that we have three quotes for a new gas boiler for £17K, £20K and £28K, with the highest quote from the Diocese' preferred contractor. Peter noted that the final position on the heating system would not be clear until the end of June and then there would be further hurdles to overcome due to the Faculty process. We are still hopeful that we will have a new boiler installed by the autumn..

Nick Powlesland reported that offers of £480K and £485K had been received for 1St Laud Close property. Nick advised that a completion date of about 3 months is likely on the transaction.

4.1.1 Addendum relating to the installation of a new boiler

Following quick work by members of the Buildings Committee and the DAC, the proposal in the Faculty application to install a replacement gas boiler was recommended by the DAC on 18th May 2023. The next stage requires various forms to be completed and we need to demonstrate that the PCC have approved this with a vote. On Monday 22nd May the PCC were asked to vote on the following proposal by email so that the results of the vote could be included in the second stage of the Faculty application process.

Proposed: Peter Robottom Seconded: Caroline Owen

Proposal That subject to the grant of a Faculty, the PCC give approval for a replacement boiler quotation to be accepted. The two firms offering the most competitive quotes are Westford Mechanical (£19866.80) and Plumbtec (South West) Ltd (£16,952). The PCC gives the Leadership Team permission to agree which of these two quotes to accept as further investigation is required before we can determine which is the best approach overall, as the two firms are offering different boilers.

This vote was approved by email with 19 members voting in favour, none against and no abstentions. 5 of the PCC members entitled to be at the May 2023 meeting didn't vote before the deadline on 24/05/23 but the number of approvals still exceeds a two thirds majority.

4.1.2 Church Rooms Development Project

A detailed report was pre-circulated to PCC members giving the Church Rooms Development Project Update for PCC May 2023. The paper made it clear that unexpectedly high tender quotes meant that the PCC could not proceed with the original plans and that debate was necessary on how to scale back the work.

Simon expressed "enormous thanks" for all the work done on the Church Rooms Development Project by the Buildings Committee and their being "nimble on meetings" and he called on Chris Thomas to speak on the project.

Chris Thomas reported that the architects have been paid some 80% to 85% of their fees. Caroline Owen noted that they might have been overpaid if the works are now scaled back as their costs are a percentage of project costs. Chris noted that the buildings quotes were unexpectedly high but that K.P. Wilton had given the lowest quote. He advised that St. Mary's cannot now afford the full scale of the original works and that the proposed Upper Room was no longer affordable. Simon noted that the cheapest option would cost about £300K, or £348K if the new offices were extended. Peter then explained that, if we retain the option to build an upper floor at some later time, then no new planning consent would be needed which would save time and money. A cheaper design for the upper floor may then be possible in the future.

There then followed a detailed debate on costs and priorities for reduced building works. Chris Thomas expressed the need for a basis on which to design new drawings for the building works. Simon called for deep reflection and read from Psalm 122. After a short period of reflection and prayer, PCC members were called upon to decide what works could definitely be agreed at this stage, and this led to the following proposals.

Proposal The PCC approves the sale of the St Laud Close property to the best achievable offer.

Proposed. Caroline Jowett-Ive Seconded Al Meadows

This proposal was **agreed** unanimously.

Proposal The PCC approves proceeding with the essential repairs given in category 3 option 3a of the May 2023 Buildings Committee Update up to a ceiling of £70,000 and authorises the Leadership Team to approve any related cost uplift above that figure on behalf of the PCC if it is deemed necessary by them

Proposed. Caroline Simpson Seconded Caroline Owen

This proposal was **agreed** unanimously.

Simon then noted the need to reconsider the details of what might be done to other construction plans to allow the current planning permission to be retained and expressed the need for the

Buildings Committee to go back to the architects for new drawings. Jema noted that there might well need to be an extraordinary PCC meeting for further decisions on building works.

This led to the following guidance from the PCC to the Buildings Committee: that they reapproach the Architect to draw-up plans, excluding the Upper Room, which would enable current planning permission to be retained and work begun as soon as possible at the cheapest possible costs. And that contractors be approached on the basis of those plans to arrive at the best-price estimate for proceeding with works to lift, entrance, toilets, offices, and kitchen under current planning permission.

After a round of thanks Chris Thomas left the meeting.

4.2 Our People

A staffing update document had been pre-circulated to PCC members.

4.2.1 Staffing Update

Jema reported that Hayley's decision to leave St. Mary's is a good decision for her personally but came (or will come) as a sad surprise to Jema, the team and wider church.

Caroline Owen noted that in connection with the news that Rachel Sandford would need to stop working for six weeks after her planned operation in June, the PCC need to consider the level of sick pay for her. Caroline explained that the level of statutory sick pay is low and that we might consider continuing her full pay instead. This led to the following proposal.

Proposal The PCC approves that during a 6 week period of absence from work following hospital surgery Rachel Sandford should be given the full amount of her usual pay.

Proposed. Lucy Allen Seconded Kate Pinfold

This proposal was **agreed** unanimously.

Anna Mayo prayed for Hayley and guidance for the PCC on all its future big decisions.

4.3 Our Finances

Caroline Owen's three documents on Church finances had been pre-circulated to PCC members. Caroline reported that financial position was somewhat better than she had expected. There were no questions on her reports.

5. UPDATES AND DECISIONS

5.1 Missional Highlights since the last meeting

These had been highlighted on the back of the Agenda sheet for the meeting and no associated issues were raised.

5.2 Safeguarding

Caroline Owen advised the PCC that many members had still not completed all the three courses that they were required to do namely "Basic Awareness", "Safeguarding Foundations" and "Raising Awareness of Domestic Abuse". Caroline reminded members that the courses need to be repeated every three years and are available on-line.

6. ANY OTHER BUSINESS

Simon explained that following a question raised by a PCC member it had been considered necessary to prepare a statement on issues related to recent reports on Mike Pilavachi (who, prior to those reports, had been at St. Mary's as part of a Trinity College organised event). Simon read out his statement which could appear in Friday's church email the Church website . Simon then asked whether the PCC members would support this statement as a formal PCC statement and this led to the following proposal.

Proposal The PCC approves the publication of a statement concerning Mike Pilavachi which Simon read out at the PCC meeting

Proposed. Brian Richardson. Seconded Tony Hughes

Apart from **1 vote against**, this proposal was otherwise **agreed** unanimously.

Simon then noted that Steve Fairbairn would participate as PCC secretary for the last time in next Sunday's APCM and thanked Steve for his contributions. The PCC gave a round of applause which the secretary was happy to report!

7. CLOSING PRAYER

Simon asked Caroline Jowett-Ive to close the meeting in prayer at 21:47pm.

Signed.....

Date

Abbreviations

ASMA	Avonside Mission Area
DAC	Diocesan Advisory Committee
DBS	Disclosure and Barring Service
PCC	Parochial Church Council

The dates for 2023 PCC meetings will be:

Wednesday 12th July
Wednesday 13th September
Wednesday 8th November