

PARISH OF ST PETER'S, COLCHESTER

Minutes of the Meeting of the Parochial Church Council held on Monday, May 12, 2025

Chairman: Rev'd Mark Wallace

1. Opening Bible Reading and Prayer: Psalm 62: 1-8
2. Apologies: Trevor Froude
3. Declaration of conflicts of interest: Mark Wallace re own employment by the PCC.
4. Minutes of the previous meeting (March 10, 2025)
 - a. Approval: Agreed, subject to minor changes
 - b. Matters arising: Re Item 5d, the mobile phone has been bought and the new number is being used.

5. Compliance checklist

In an effort to help the PCC better facilitate governance, Mark and the churchwardens have undertaken to ensure that documents are updated and made available.

The checklist, dealing with all areas raised by solicitors has been reviewed by the Standing Committee, and areas of non-compliance are being worked through.

There will be a full PCC review of an updated document in September.

Of 24 items, one is more significant. Yellow highlights indicate gaps, which need checking/further work.

NB: The Risk Register (p.5) implies a legal obligation regarding terrorism (i.e. risks faced; their severity/likelihood; proposals for mitigation).

Re Employment (p.6 ff), there are different, but not immediately clear, categories of worker (employee, office holder, volunteer, voluntary worker, worker, self-employed).

Action: John to look into these definitions.

The above should be viewed by the PCC as a corporate responsibility. The document teases apart work to be done vs. legal responsibility.

6. Short Reports

a. Ministry Report

Thanks to Chris for taking on the church library for the time being.

Dividing governance into 5 areas (2/3 PCC members each), may also necessitate bringing in expertise from outside the church. Each group would feed problems/proposals to the PCC.

Such groups are intended to act separately from existing groups (e.g. Safeguarding).

Action: Mark to try to put this together before the July PCC meeting.

- b. Churchwardens' Report
- c. Church Administrator's Report

New additional hall bookings will entail more help with bins and consumables.

Sally finishes on July 13.

Action: Sally to check whether KeySafe is acceptable re the insurance policy.

- d. Finance Report

The rise in National Insurance does not affect us.

The electricity meter is to be replaced.

All 5 children are being sponsored to attend Contagious, although one is not claiming the full allowance; the surplus will be carried over to next year.

- e. Synod Report
- f. The Safeguarding Short Report was omitted (due to illness), but there was actually nothing to report.

7. Spotlight Report: Fabric, Building, and Redevelopment

Thanks are due to Wendy for all her work on this. Repairs and upkeep are always a matter of priorities (and bandwidth), but trip hazards do represent a main priority.

Re 3b: It is not quite clear who would inspect the grilles, but a blacksmith would probably be needed to make new ones. There are also some broken tiles.

3.b 'Arrange for an inspection of the grilles in church ahead of necessary repairs' was approved.

Re 10c: Moss removal from the vestry roof is needed (by Mr Lamb), as is an inspection, where some leadwork may be needed. Mr Lamb could repair tiles and ridges but probably not leadwork. (A quotation for this and the tower leadwork could be done at the same time.) In all, the work should cost less than £500.

10c. 'Commission Mr Lamb to do initial work on the vestry roof' was approved.

Re 25c: New bins were delivered today.

Re 11ff: The church hall is owned by the PCC and not subject to faculty; however, being in a conservation area, and within the curtilage of a listed building, are relevant conditions.

8. The role of PCC Treasurer

Mark presented a document listing a breakdown of the responsibilities hitherto undertaken by Richard. As we are not going to find one person to fill in completely, and as Richard has been doing some things which do not necessarily fall to a Treasurer, several people would be needed to take on several roles. In general, little of this needs specialist knowledge or training, though some (e.g. pensions; payroll) would require some work for familiarisation. A version of this will be presented to the congregation in order to encourage volunteers.

9. PCC elections and appointments

a. Vice-Chair of the PCC

Trevor Froude (Proposed by Ed Bradley; Seconded by Chris Gray)

Duly elected.

b. PCC Secretary

Mick Kavanagh (Proposed by Ann Larkin; Seconded by Ed Bradley)

Duly elected.

c. PCC Treasurer

Ed Bradley (Proposed by Richard Lawn; Seconded by Annette Long)

Duly elected*.

**Post-meeting note: Subject to employer permission being granted.*

d. Electoral Roll Officer

Clare Reid (Proposed by Duncan Breckels; Seconded by John Hartwell)

Duly elected.

10. Church debit card for Lizzie Wallace (Church Administrator)

Proposal (proposed: Ann Larkin; seconded: Annette Long): That Elizabeth Clare Wallace (Church Administrator) be issued with a debit card linked to the church current account.

Result: Approved.

Action: Richard Lawn needs to be removed as an account operator at the appropriate time.

11. Correspondence

12. AOB (to be raised with the Chairman before the start of the meeting)

13. Future meetings

a. Full PCC meetings (7:30 p.m.): July 7, September 8, November 10

b. Standing Committee meetings (7 p.m.): June 2, August 4, October 13, December 8

14. Closing Prayers