

## PARISH OF ST PETER'S, COLCHESTER

### Minutes of the Meeting of the Parochial Church Council held on Monday, November 11, 2024

**Chairman: Rev'd Mark Wallace**

1. Opening Bible Reading and Prayer: Psalm 104; Matt. 5:1-12
2. Apologies: Ann Larkin; Brian New
3. Declaration of conflicts of interest: Anne Kavanagh re Item 8
4. Minutes of the previous meeting (September 9, 2024)
  - a. Approval
  - b. Matters arising
  - c. Re Item 5d *Fire Station roof*, the protocol is now established.  
**Action: Wendy will follow up before the next PCC meeting (January).**
  - d. Re Item 5b, ***the question of Contagious bursaries will be considered by the Standing Committee and brought back to PCC in January.***
  - e. Re Item 5c, Mark and Sally have been looking into reasonably priced lanyards.
5. Short Reports
  - a. Ministry Report
    - Neil McCathie is a recently retired vicar, who will shortly be able to help out.
    - An updated version of the (SPK) check-in system will be used from New Year.
    - There will be a reframing of the way church flowers are organised, such that a rota will allow others to take turns with Geraldine, probably fortnightly. Special occasions would need to be factored in. A small group (Mark, Wendy, and a Churchwarden) will be able to organise this plus the cleaning rota. **Action: Mark will talk to Geraldine regarding Christmas flowers.** The PCC would be keen to express thanks in some way to Geraldine for all she has done.
    - Wendy requested help for those who do practical work around the church.
    - The Vicar informed the PCC that the Lloyds have now left St Peter's, after a series of meetings facilitated by the Rev. Canon Phil Ritchie, and involving Mark and Trevor. **Action: The PCC Secretary should write to thank Phil Ritchie for his help.**
  - b. Churchwardens' Report

Re the Shoebox Appeal, there is a question of how the £5 per shoebox would be paid. **Action: Mark to check on this.**

c. Fabric, Building, and Redevelopment Report

**Proposal: (Proposer: Trevor Froude; Seconder: Duncan Breckels) That the PCC approve an additional payment, re the clock repairs, of £500+VAT.**

**Result: Agreed.**

- *Organ:* Richard has asked a couple of local churches (Lexden; Castle Methodist) who they use to service/maintain their organs, and will follow up.
- *Wifi:* Richard is following up re upload speed, which is insufficient for streaming. It may be possible to cut the contract with BT on the basis of poor speed. Using mobile technology is a possibility. A County Broadband installation would cost £5K, which might be possible via S106 money.

**Action: Richard will talk to Sally about a mobile phone technology solution.**

d. Church Administrator's Report

e. Safeguarding Report

- There are no problems at parish level.
- ChurchSuite is a viable long-term platform for managing SPK attendance.

f. Deanery Synod Report

g. Financial Report

Richard was thanked for his budgeting skills.

6. Spotlight Report: Quinquennial Inspection Report

Wendy was thanked for her hard work, and in particular for meticulous record-keeping.

- It makes sense for the roof to be in good order before doing any other work. Specific grants are available for roof work. Getting a roof survey done might be sensible.
- Grouping jobs by skill set/contractor would be logical.
- In the next 12 months, decisions are needed, with a start early next year. There would probably be 6 months of work before contracting anyone to do the work. We should aim for the January PCC meeting.
- Immediate attention to the vestry roof is advised, but it would not need a specialist contractor. (Water ingress here is probably historical.) As children use the vestry, it would be important to get the work done. An openable emergency exit (and a known key location) is needed.
- Several £100K would be needed, so how can this be raised? Applications take time, and there is still always the usual church business to maintain. But, given that all the PCC have the report, this can be a collective decision. There is a range of grant-making trusts, but the church being a heritage building with listed status may be

advantageous. Faculties for large-scale work extend to two years, while for smaller works the limit is one year.

- The PCC will need to decide on its response to the inspection report, and look into employing a fundraiser (e.g. whether to employ a fundraiser, for how long).

7. Theological reaffirmations

- a. Resolution under the House of Bishops' Declaration

**Result: Agreed.**

- b. CEEC Basis of Faith

**Result: Agreed.**

- c. ReNew Agenda

**Result: Agreed.**

8. Approval of appointment of independent examiner of accounts

Now that, unlike last year, the £250K threshold is not exceeded, there is no need to continue to pay for the services of the independent examiner used last year. Therefore, the previous contact, Peter Wigglesworth, has been approached and has agreed to take up the role once more. He does not require payment, but we will donate £150 to his church in Crawley.

**Result: Agreed.**

9. Guidelines for use of church debit card

**Result: Approved.**

**Action: Richard to provide a digital copy of the guidelines for the PCC.**

10. PCC Review of Risk Assessments

**Action: To be circulated by email hereafter; assumed consent by the end of November.**

11. Changes to future meeting dates (see **below**; Standing Committee only)

12. Correspondence

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

14. Future meetings

- d. Full PCC meetings: January 13, March 10, May 12

- e. Standing Committee meetings: **December 9 11, February 10 3**, April 14

- f. Annual Church Meetings (AMP & APCM): Wednesday, May 7, 2025

15. Closing Prayers