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Minutes of the full PCC held in the Church Centre Lounge on Monday 17th January at 7pm

- 1) **Prayers**
Mike opened the meeting with a prayer.
- 2) **Apologies**
No apologies.
Attendance of those present to be recorded:
Rev Mike Smith, Linda Vogwell, Pat Hartwell, Louisa Messenger, Derek Harbottle, Lizbeth Harbottle, Richard Ashenden, Liz Ashenden, Dave Hopkins, Liz Hopkins, Chris Sandys, and Lorraine Hickson.
- 3) **Minutes of previous meeting, 8th November 2021**
PCC approved the minutes of the meeting held on 8th November 2021 and these were signed by the Chair.
- 4) **Matters arising/Actions**
Thanks were given to Liz and Linda for meeting with Mike regarding pastoral care. A list was prepared of parishioners who need some engagement. This will be ongoing.
Mike confirmed he had had a good meeting with Tim Wiltshire.
Update on foodbank – this will now be distributed via the Community Centre.
- 5) **Going forward:**
 - a) **Advent & Christmas 2021 review** (5 mins)
Mike requested 2 or 3 volunteers to meet later to review the Christmas services and deliveries. Richard Ashenden, Liz Ashenden and Dave Hopkins volunteered for this.
ACTION – Richard and Liz Ashenden and Dave Hopkins to review Christmas events and services.
 - b) **Brockworth Community Garden & the Diocese** (10 mins)
This is ongoing and the garden is still being planned and designed however the Diocese housing plans for prefab housing for ex-offenders may still be happening. Mike will be meeting with the Diocese to find out what the position is on 31st January.
 - c) **Deanery Strategic Planning** (10 mins)
12 months ago, we completed an exercise collating all the resources, people, skills etc that were in our area. Secular or faith based. The Diocese are now looking at all that information and working out where there are overlaps in the diocese for their Life Vision plan. We need a couple of volunteers who will be willing to be on this committee to represent St Georges. Liz Ashenden and Lizbeth

Harbottle volunteered to represent St Georges.

d) Health & Safety (10 mins)

Mike has checked with Steve to make sure he is happy to carry on being our Health and Safety officer. He is happy to do this and willing to help produce risk assessments etc for various events and services. All our events must have risk assessments written for them before anything goes ahead. These will be stored in the office (as hard copy) as well as on the shared drive.

e) Pastoral Care update (5 mins)

See matters arising

f) Queens Platinum Jubilee (10 mins)

3rd June 2022. Mike asked for a couple of volunteers to discuss what could be done and suggested we may wish to liaise with the Parish Council at the Community Centre to see what events they are planning. Lianne volunteered to be liaison for this.

Sunday 6th February is the 70th anniversary of when King George VI died. We should think about doing some sort of evensong service to commemorate this.

g) Operation London Bridge (10 mins)

This is the plan for what will happen in the United Kingdom following the death of the Queen Elizabeth II. Mike just wanted to make everyone aware that there are protocols and processes that we need to be aware of and prepared for when the event happens. Derek is aware of the bell ringing protocols already. Mike asked if anyone would be willing to investigate this to find out what we would need to do. Chris volunteered to find this out.

h) Fundraising Update

Update on fundraising committee and what the future is for the committee. Dave Hopkins and the whole team were thanked for their commitment and achievements over the last few years. It was however agreed that the committee would now come to an end and the fundraising would come under the PCC's umbrella. We need to look now at the opportunities to fund raise between now and Easter. In the past during this period, we have done some small indoor events such as a beetle drive or small sales. A tea party and tea dance will be happening soon. The hall is currently booked for 26th February for a jumble sale however unless there are volunteers for this it will not be able to go ahead.

Pancake day and Mother's Day are coming up over the next 3 months and events could be based around these.

The Goggins Challenge was discussed. This is an event where people can sign up to raise money for their chosen charity by completing 4 miles, every 4 hours for 48 hours (making 48 miles in total). The advantage of this is it already comes with a high profile, and we could

invite the community to do the challenge on behalf of St George's.
ACTION – Liz Ashenden and Lizbeth Harbottle to represent St George's on the committee for the Life Vision plan.

The Spring Fair in May planning should be starting now. Liz and Dave volunteered to start thinking about this.

ACTION – Liz and Dave Hopkins to start thinking about the Spring Fair.

7) **Churchwardens' report/Fabric**

Still awaiting the Quinquennial report. Linda has emailed to ask for an update on this. No news or feedback from Tim Wiltshire regarding the crumbling wall although nothing was expected. It is not clear who owns the boundary walls. Mike will ask Matt Morgan to see if he has any idea on how we can find out who is responsible for the wall.

Richard Ashenden has done some guttering/drain maintenance at Church. Chris has also got a company booked in to come and inspect all the guttering around the Church.

Linda is tackling the annual statistics for missions and is about halfway through.

Chris is itemising the silver ware and putting it onto a digital database, so we know exactly what we have. Concern was raised about the safety of recording it in this way, but it would be a working document that could be password protected for safety.

We do have a beautiful silver chalice from which is usually just kept in the safe and the question was raised about whether we should loan it to the cathedral for example to be put on display so people can see it. Everyone agreed that this was a good idea and would be happy to investigate this. Chris has asked Liz Ashenden and Lizbeth Harbottle to help him catalogue our items.

- Mike PROPOSED that we loan Gloucester Cathedral the silver chalice a vote was taken, and all **AGREED**.

Chris has been exploring ways for people to make donations particularly for weddings, baptisms etc and modernising payment. Contactless devices seem to be the way forward and this had been investigated fully. One of the best options explored was the Payaz system this would cost about £350 one off fee to buy it and then a monthly fee of £5 for sim card. It was agreed it would be good to get this in place before the wedding season got underway.

- It was PROPOSED by Pat Harwell, SECONDED by Louisa Messenger that the PCC go ahead and invest in the Payaz system, all **AGREED**.

8) **Finance**

See attached Treasurers notes and spreadsheets.

Would PCC like to earmark any of the donations given in Phil Hartwell's memory?

Derek PROPOSED the following recommendations of how we go about

paying our Parish Share commitment (£53555) –

1. We have the brought forward balance on the general fund of £17,155 as of 1st January 2021, we need to maintain this balance with a break-even position on the General Fund.
2. Re-designate £5,000 from the Unrestricted Restoration Fund to the General Fund. You will recall that we have received a legacy in 2021 of £5,000 which has been included in the Restricted Restoration Fund in line with the terms of the will – so the overall balance of the funds held for restoration is not reduced. This would leave the balance at £20k for church restoration.
3. Allocate £1,300 (being the rent on the Church Centre) from the general fund to the Brockworth Church Charity. The annual repayment to the permanent endowment is currently being funded by investment income, therefore the balance on the PCC's account can be utilised for other costs from the general fund. This allocation would leave a balance of just over £20,000.
4. This would allow us to pay our Parish Share commitment (£53,555).

Dave Hopkins SECONDED this, and all **AGREED**.

Derek has had a response from the Deanery Parish Share officer. He had made some points about how the share is put together but no information on how the share is levied out at Deanery level. But it is good that we have had a response and some contact.

9) **Safeguarding**

Safeguarding is going well. A few people have been put through the Safeguarding Level 1 course and are awaiting certificates. Once these have been completed then Liz will start the next batch.

10) **Committees**

a) Church Centre

Steve Plant leaving has meant some implications for Centre work. Pete Chandler is taking over some of the safety checks and keeping records up to date helping Karen in the office. Hopefully we will only need the occasional paid contractors if we have volunteers helping. The notice board condition is not looking good now. However, it should be possible to replace/mend the legs of the board.

Pete Chandler is going to try to mend the barrier.

Risk assessments are being completed and prepared.

There has been a bit of unrest about the Chapel being used as a store which has been expressed to Mike as well. However, there is not much storage space at the Centre and so it is difficult to resolve this at present.

Next meeting is 9th March.

Grass cutting - Matt Morgan has been helping and seems keen to do more. This is good as we have lost Phil Hartwell and Ian is potentially leaving/moving away.

b) Communications

Will be meeting on 28th February. (Last meeting was 5th November)

There was some discussion on virtual church and how this might happen (such as live streaming of services/events and anything online) This is ongoing and will be looked at in more detail at the next meeting.

c) Events/Fundraising

See above (minute 5h)

11) **Deanery Synod Report**

No meeting

12) **Correspondence**

None

13) **Any other business**

There was some clarification needed on the Foodbank. The Food Larder is slightly different in that they do not need a voucher to obtain food and are welcome to give a small donation towards the food if they wish.

14) **Next meeting dates** – PCC Monday 14th March (Standing Committee 21st February 2022)

Treasurer's notes

General Fund 2021 year end (v1)

I attach a view of the General Fund figures for 2021 in a similar format to previous PCC meetings. I have shown 2 columns under 2021 viz., budget at December 2020 and year end position (v1). There are a few invoices to come for 2021, I have included appropriate estimates where needed.

Summary - In round figures, the deficit on the general fund is just over £6,000 (this **does include** a provision for paying our parish share commitment of £53,555 in full).

Income -

The planned giving from members of the church was well above last year at just under £35k and above the original budget. However, church collections continued the downward trend at just over £1k. I have had a good look at gift aid and included a conservative estimate for 2020 giving an amount for the year of £9,930. Donations include donations in memory of Phil Hartwell of £800. Hall lettings are slowly recovering and at £5,704 and well up on 2020, but still below the figure of £9,900 in 2019. Overall, income at £72,518 was well up on 2020 but still below the amount for 2019.

Expenditure -

There is just general all round increase on items of expenditure. But maintenance and grounds has increased as well as staff costs, electricity and gas. (nb. Karen had some unpaid leave in 2020). The PCC's commitment for parish share was the same amount in 2021 as 2020 – we need to agree the final payment – see below.

So, how do we deal with this General Fund deficit in our accounts? As we discussed a year ago, I think we should maintain the General Fund balance at an amount to cover around three months expenditure (approx. £20k) therefore I would not want to reduce this balance further, and it is also our buffer for cash flow.

1. We have the brought forward balance on the general fund of £17,155 as at 1st January 2021, we need to maintain this balance with a break even position on the General Fund.
2. Re-designate £5,000 from the Unrestricted Restoration Fund to the General Fund. You will recall that we have received a legacy in 2021 of £5,000 which has been included in the Restricted Restoration Fund in line with the terms of the will – so the overall balance of the funds held for restoration is not reduced. This would leave the balance at £20k for church restoration.
3. Allocate £1,300 (being the rent on the Church Centre) from the general fund to the Brockworth Church Charity. The annual repayment to the permanent endowment is currently being funded by investment income, therefore the balance on the PCC's account can be utilised for other costs from the general fund. This allocation would leave a balance of just over £20,000.
4. This would allow us to pay our Parish Share commitment (£53,555). Remember that our commitment was not the full amount requested by the Deanery or the Diocese, but was the same amount as 2020.

Other Funds for 2021

I also attach the 'Summary of Funds' at 31st December 2021 showing the transactions on other funds and reflecting the above suggestions for the General Fund.

General Fund for 2022

I attach the figures I prepared for the Standing Committee meeting on 6th December 2021 and updated with 2021 year end figures. If we can continue to increase income, there is a chance of break-even, hopefully I have been conservative in forecasting expenses and there may be a few savings to be made! A fund raising total of £12k is the balancing figure.

The PCC agreed a Parish Share commitment of £55,215 and I have advised the Deanery parish share officer of this amount.

St George - Summary of Funds for year ended 31st December 2021

	Unrestricted funds					Restricted Funds			Total	
	General	Missions	Special donations	Bells	Church Restoration	Centre maint.	Bells	Vestry		Church Restoration
Balance 1st January 2021	17,155	779	0	2,004	19,835	3,497	2,327	315	2,950	48,862
General Fund										
Deficit for year	-6,045									-6,045
Other Funds										
Income										
Missions income		30								30
Donations for TV			200							
Donations for coffee machine			347							
Restoration account - legacy from P R Stubbs								5,000		5,000
LPoW grant scheme										0
Brockworth Church Charity	1,300									1,300
Expenditure										
Missions donations		0								0
Replastering over north door					-2,614					-2,614
TV equipment for Centre			-193					-315		-508
Coffee machine for Centre			-347							
New front fence materials						-672				-672
Transfers										
Restoration to General Fund	5,000				-5,000					
Balance 31st December 2021	17,410	809	7	2,004	12,221	2,825	2,327	0	7,950	45,353

ST. GEORGE BROCKWORTH

PCC General Fund - budget for 2022 (January 2022)

INCOME		2021 Year end - v1		2022 budget	
Fees	Statutory Administration		7,156		7,500
Giving	Planned giving	34,916		36,000	
	Collections in Church	1,002		1,500	
	Gift aid	9,930		9,900	
	Donations	3,917		3,000	
	Legacies and grants	3,000	52,765	0	50,400
Other	Bank interest	18		50	
	Magazine & adverts	547	565	500	550
Church centre	Lettings	5,704		8,000	
	FiT from solar panels	1,544		1,700	
	Donations	10	7,258	500	10,200
Likely fund raising total for 2021		4,774			
Fund raising target for 2022 in order to achieve break even on General Fund				12,000	
Totals		72,518		80,650	
EXPENDITURE					
Parish Share		53,555		55,215	
reduction of commitment by 10%					
Church expenses					
	Altar requisities	205		300	
	Ministry team	862		800	
	Organist	490		600	
	Printing	196		200	
	Electricity	627		1,000	
	Insurance	2,616		2,650	
	General maintenance	904		1,000	
	Churchyard upkeep	1,850		1,500	
	Quinquennial inspection	800	8,550		8,050
Parish office expenses					
	Staff costs	8,328		8,750	
	Telephone/internet	724		740	
	Photocopier/computer	477		750	
	Post and stationery	180	9,709	250	10,490
Other expenses		409		250	
Church centre expenses					
	Ground rent	1,300		1,300	
	Water	288		300	
	Gas and electricity	1,391		1,750	
	General & grounds maint.	2,810		2,500	
	Cleaner's wages	497		800	
	Cleaing materials & misc	54	6,340	150	6,800
Totals		78,563		80,805	
SURPLUS / (DEFICIT)		(6,045)		(155)	

ST. GEORGE BROCKWORTH

PCC General Fund - details for 2021 (at January 2022)

INCOME	2020 Actual		2021			
			Budget at Dec 20		Year end - v1	
Fees	Statutory Administration	2,102	6,000		7,156	
Giving	Planned giving	30,544	33,000		34,916	
	Collections in Church	1,149	3,500		1,002	
	Gift aid	9,660	9,500		9,930	
	Donations	4,860	3,000		3,917	
	Legacies & grants	0	0	49,000	3,000	52,765
Other	Bank interest	212	150		18	
	Magazine & adverts	438	500	650	547	565
Church centre	Lettings	3,228	8,000		5,704	
	FiT from solar panels	1,658	1,700		1,544	
	Donations	150	500	10,200	10	7,258
Fund raising achieved		2,532				4,774
Fund raising target in order to achieve break even on General Fund			8,500			
Totals		56,533	74,350		72,518	
EXPENDITURE						
Parish Share		53,555	53,555		53,555	
reduction of commitment by 10%			(5,355)		0	
Church expenses						
	Altar requisities	181	300		205	
	Ministry team	482	800		862	
	Organist	300	600		490	
	Printing	23	200		196	
	Electricity	640	1,500		627	
	Insurance	2,547	2,600		2,616	
	General maintenance	745	1,000		904	
	Churchyard upkeep	1,300	1,400		1,850	
	Quinquennial Inspection	0	0		800	
		6,218	8,400		8,550	
Parish office expenses						
	Staff costs	6,632	8,200		8,328	
	Telephone/internet	740	740		724	
	Photocopier/computer	496	950		477	
	Post and stationery	127	250	10,140	180	9,709
Other expenses		447	250		409	
Church centre expenses						
	Ground rent	1,300	1,300		1,300	
	Water	281	300		288	
	Gas and electricity	1,098	1,500		1,391	
	General & grounds maint.	2,575	2,500		2,810	
	Cleaner's wages	225	1,200		497	
	Cleaning materials & misc	23	150	6,950	54	6,340
Totals		73,717	73,940		78,563	
SURPLUS / (DEFICIT)		(17,184)	410		(6,045)	

COMMUNICATIONS MEETING: MINUTES

Monday 5th November 2021, 7pm, Church Centre lounge

In attendance: Mike Smith
Linda Vogwell
Lorraine Hickson
Liz Ashenden
Chris Sandys (recording the minutes)

Apologies from: Rich Eve
Pat Hartwell

Prayer to begin the meeting and Mike asked us to consider two questions during these meetings = 1) What are we communicating? 2) Are we communicating the right information?

MATTERS ARISING

Postcards: Mike reported that we've had some positive feedback from a few individuals received a postcard through their doors

Virtual church: Mike raised questions about our ability to prioritise a live-streaming service into the future. Our current live-stream offering and technical ability is very hit-and-miss. Do we prioritise it?

There has also been problems with the PA system recently with no sound being produced.

There was discussion about whether live-stream is making people complacent in not coming to church in person, but recognition of the different circumstances where a live-stream reaches people who wouldn't otherwise set foot inside the church

ACTION: Take a proposal to the PCC to consider three major elements = 1) technical, 2) personnel, 3) financial

ACTION: Mike to explore external aerial for mobile data signal

ACTION: Chris to look at a fix for the PA system in the church

CHRISTMAS SERVICES

Services: Chris has added a list of all the December events to the church website and this will be shared and promoted through Facebook. The list could also be printed in someone wanted a hard copy.
We had a lot of chat about offering a high number of church services and events and whether it was too much pressure on Mike. Patrick, Adrian and David are not around to help share the load. We agreed to pre-record the Sunday 26th December service, so not meeting in person, and make it available via our YouTube and Facebook platforms online.

ACTION: Mike to speak to Karen about changing the printed schedule

AOB

- E-service:** Liz raised concerns about the e-service being sent out too late for people to get the information they need. Group discussion followed about Karen's workload and the various pressures on producing the weekly e-service.
ACTION: Mike and Linda to work with Karen on prioritising the e-service
- Communication:** Lorraine raised a question about communication between ourselves within the church family, and how to let people know news, notices and announcements. There was further discussion about there not being a one-size-fits-all solution for easy communication.
ACTION: Mike to look at making the weekly notices more robust
- Evie:** Lorraine raised a request to do something to recognise Evie's musical contribution over the last three years before she leaves. She is going to Hereford Cathedral to study in September 2022 for a year, and then Cambridge University in 2023.

Date of next meeting:
Monday 10th January (*minus Mike and possibly Liz*)