

# The Parish Church of St. George, Jesmond



## Parochial Church Council

### Minutes of a meeting of St. George's PCC on Tuesday 13<sup>th</sup> April at 7.30pm via zoom.

<b>Present</b>	Revd Canon Brian Hurst (Chair)	Bill Apedaile
	Revd Derek Avery	Louise Chapman (Churchwarden)
	Mike de la Hunt	Caroline Field (Treasurer)
	Donald Gaze	Joan Grenfell
	Graham Hatt (Churchwarden)	Revd Stephanie Keates
	Tom Klenka	Sophie Leach
	Alison Mattinson	Izzy McDonald-Booth
	Enid Pearson	Kay Plumley
	Paul Taylor	
<b>Apologies</b>	Carmen Hubbard	
<b>In Attendance</b>	Catherine Laidler (Secretary)	

		Action
<b>1.</b>	<b>Welcome and Prayers</b> The vicar welcomed everyone.	
<b>2.</b>	<b>Minutes of the Meetings of Tuesday 2<sup>nd</sup> February 2021</b> The minutes of the PCC meeting of Tuesday 2 <sup>nd</sup> February 2021 were accepted as an accurate record.	
<b>3.</b>	<b>Matters Arising</b> <b>Arising from minute 3.iii</b> -it was requested that Emily Gibson, as Family and Youth Leader, should be involved in the recruitment process for Musical Director. <b>Arising from minute 5</b> – the Environmental Policy would need to be reaffirmed at the APCM. <b>Arising from minute 3.ii</b> - Ian Ness had considered the comments the PCC had made on the plaque for Frederick. He had put up an alternative example in church and was currently considering the material for the plaque	
<b>4.</b>	<b>Matters Arising from Standing Committee</b> <b>Treasurer Recruitment</b> There had been no success so far in finding a volunteer to fill the role of Treasurer. The PCC discussed making it a paid role and the duties that were involved. It was suggested that since some tasks were already being picked up by Jonathan, he could be asked to pick up all bookkeeping tasks and reporting, with help from Caroline to begin with. The PCC were reminded that whilst a Treasurer was necessary, to fulfil the strategic role of accountant, the finances were the collective responsibility of the PCC, not just one person – i.e. the Treasurer. After discussion, Stephanie Keates proposed that Jonathan's hours be increased to 20-21 hours per week and that he should be paid for these hours. Izzy McDonald-Booth further proposed that an extra £1500 be released to cover the hours that Jonathan would need to work. Paul Taylor seconded. All were in favour.	

	<p>Caroline and Graham would also work with John Oswald to think about how the other duties of the Treasurer role could be fulfilled. The Vicar would also be involved in these talks if necessary.</p> <p><b>Tower Repairs</b></p> <p>£21,000 of the £80,000 required had been raised so far. Work on other grants was actively progressing but it may not be possible to raise the full amount. A proposal to ask for funding from the Friends of St George's was in hand.</p>	
<p><b>5.</b></p>	<p><b>Audited (Independently Examined) Accounts</b></p> <p>Caroline Field presented the accounts for 2020.</p> <p>There were five columns. The first four related to 2020 and the final column related to 2019 and was there for comparison purposes.</p> <p>The main points were:</p> <p><b>Fund Categories</b></p> <p>There were three different types of fund:</p> <p>Restricted Funds – money in these funds could only be used for a specific purpose.</p> <p>Unrestricted Funds – the money in these funds could be spent as the PCC chose.</p> <p>Endowment Funds – the interest on the fund could be spent, but the fund itself had to remain untouched.</p> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>• Income was reduced compared to last year but total income is not down as much as could be expected due to substantial restricted income mainly relating to the Family and Youth Leader post. Fundraising for the post has been very successful.</li> <li>• Gift Aid donations (regularly Planned Giving) were up approximately £9,000 on 2019 reflecting outcome of Stewardship Campaign in 2019</li> <li>• Gift Aid generally little bit up on last year - not able to claim the full amount on Gift Aid small donations scheme due to reduction of cash donations on previous year due to pandemic. Not able to hold Gift Day</li> <li>• Sundry donations mostly restricted donations mainly to do with Family and Youth Leader and other general donations, including a donation to the Buildings Fund.</li> <li>• There were no legacies in 2020</li> <li>• Charitable Grants were grants from Joseph Rank Foundation and the Joicey Trust for the Family and Youth Leader which needed to be recorded in the year they were received, regardless of when the money would actually be spent</li> <li>• Substantial fall in Trading activities compared to 2019. Church Hall only open quarter of the year and Church Hire was reduced due to not being able to have the regular Christmas concerts.</li> <li>• Property rental increased compared to 2019 due to rent arrears received</li> <li>• Fete and other fundraising income relates to the virtual fetes organised by Bryan Vernon and also the Pantomime and the Friday Café income and Parish Coffee income from the early part of the year.</li> <li>• Received a Covid Business Relief grant of £5,000 from Newcastle City Council which has helped partially to improve things.</li> <li>• Overall trading income was down from £55,000 in 2019 to £38,000 in 2020.</li> <li>• Investment income from Dividends increased as there were now two investments - Epworth and CBF</li> <li>• Fees were slightly higher than 2019</li> </ul>	

- Lance income was down due to not billing people for adverts since copies were not currently being printed
- Insurance claim in 2019, not 2020

#### **Expenditure**

- Mission Giving of £2,000 had been paid
- Charitable donations for specific charities had not been able to happen
- Parish Share had been met in full
- Clergy expenses and Clergy Housing Expenses were similar to last year
- There had been an increase in fees paid to the diocese (as overall fee income was up)
- Church running expenses was similar to last year
- Church and Church Hall maintenance were similar to last year.
- Upkeep of services was reduced due to fewer services - church closure had prevented services being held
- Magazine costs were lower as fewer copies were being printed compared to previous years
- Church Hall expenses were significantly down due to the church hall being out of use for much of the year and not needing to use the contract cleaners. Utility costs were also down
- Property upkeep – maintenance and running of Close House and Tower House was similar to last year
- Professional fees for WSP – extra documentation had to be submitted to the council and there was also a Faculty Appeal which had associated legal costs. These have come out of the Buildings fund
- Organ and choir were slightly reduced as the organ had been used less which meant there was less tuning and maintenance required. Frederick left his post in September so there has been no organist's salary since then.
- Children and Young People – costs were principally to do with the recruitment of the Youth and Family Leader post, salary and start up costs such as a new laptop. Children and Young People's general budget was Sunday School resources
- Office costs were reduced as there was less printing
- Office admin was Jonathan's salary
- Bank charges reduced as less cash had been banked
- Independent Examiner fee was up a little bit as it included money for setting up Xero – cloud based accounting system which was starting to be used.

Deficit for year of £15,000 on Unrestricted funds, which includes the General Fund and also the designated Buildings Fund. £11,000 related to General Funds and £4,000 to Buildings

Hefty surplus on restricted funds due to grants received for Family and Youth Leader post which has yet to be spent but needed to be recorded in the year it was received.

#### **Investments**

- Epworth had reduced in value though has recovered slightly recently.
- CBF investment had increased.
- Unrealised gains and losses – due to year end valuation but have to be adjusted and shown in the accounts.

	<ul style="list-style-type: none"> <li>• Deficit of £17-18,000 on unrestricted funds and £22,000 surplus on restricted, unrealised surplus on endowment fund. Overall result for the year is net income of £8,149.</li> </ul> <p><b>Assets</b></p> <ul style="list-style-type: none"> <li>• Tangible Assets were the buildings – Hall, Close House and Tower House and small amount of office equipment</li> <li>• Investments gone up since last year - included value of Epworth investment at year end</li> <li>• Debtors -money owed to the church at the year end, including income that was outstanding at year end that had yet to be claimed – e.g. Gift Aid.</li> <li>• Cash at Bank had gone down – money had been taken out to invest in Epworth</li> <li>• Liabilities were comparable with last year.</li> </ul> <p><b>Funds</b></p> <p><b>Unrestricted Funds</b></p> <ul style="list-style-type: none"> <li>• Property fund was the value of land and buildings, excluding the church. No movement as Buildings have not been revalued.</li> <li>• Buildings fund designated for property refurbishment projects. It had been used to cover the costs of Whole Site Project to date</li> <li>• General Fund had received less money in than money going out. Value had decreased.</li> </ul> <p><b>Restricted Funds</b></p> <ul style="list-style-type: none"> <li>• Fabric fund would cover PCC contribution to Tower Repairs. Nothing had been spent from Fabric fund over the last year.</li> <li>• Family and Youth Leader fund incorporated the Children and Youth Leader fund. £24,000 of funds raised. £2,000 spent.</li> </ul> <p><b>Endowment Fund</b></p> <ul style="list-style-type: none"> <li>• Dividends had been received which had been spent on the upkeep of the church.</li> </ul> <p>Since year end had further £12,600 in Covid Business relief from the council. Some of the money relates to 2020 but was not included in 2020 as had not been applied for in 2020.</p> <p>Kay Plumley proposed that the PCC should approve and receive the accounts. Graham Hatt seconded. All were in favour.</p> <p>Caroline was thanked for all her hard work throughout the year.</p>	
<p><b>6.</b></p>	<p><b>Budget 2021</b></p> <p><b>i. To agree the Budget for 2021</b></p> <p>There were two versions of the Budget prepared. Discussion in Finance Committee re how to approach the funding gap. Separately identified with reference to specific posts – e.g., Musical Director or recognised as a single gap that needed to be plugged.</p> <p>Version One was the single gap approach to fund and find at least £10,000.</p> <p>Version Two included specific fundraising efforts included already in the budget.</p> <p>The Budget was based on 2020 figures, adjusted for change.</p> <p><b>Receipts</b></p> <ul style="list-style-type: none"> <li>• Expected that restrictions will fully ease from June. Therefore, it was hoped collections might pick up in June and £4,000 might be reached</li> <li>• Donations had been received in 2020 and it was hoped there would be some in 2021</li> </ul>	

- Pew Envelopes were the white envelopes at the end of the pews. £500 had been budgeted
- Gift Day – Finance Committee had suggested could be part of a dedicated Stewardship/Generous Giving Day linked to Dedication Festival in October rather than a separate appeal.
- Family and Youth Leader – a separate line was not included as budget usually reflects income and spending that goes through General Fund. Specific fund related to specific post should be included. The costs were originally estimated as £28-30,000. Emily does not work full time, so now likely to be in the region of £20,000 plus expenses. Cost is covered by grant income received (another cheque of £10,000 from the Barbour Foundation had just been received)
- Music Director – the additional costs for 2021 were estimated to be an additional £4,000 – half a year's salary plus recruitment costs – that needed to be raised. May be covered by mixture of internal and external donations.
- Charitable Giving – specific appeals to support specific charities throughout the year. £2,000 had been budgeted but may be ambitious.
- Housing Rent – will be same as previous year. Tower House tenancy runs out in June but hopeful current tenants will continue.
- Hall hire - £12,600 Covid relief grant plus estimated £6,000 income
- Church Hire – may be able to hold annual concerts by Christmas
- Fetes – hope to hold fetes, at least virtually.
- Hospitality – including Parish Coffee and Friday Café
- Lance Income – people still donate to lance.
- Fees – net income of fees from weddings / funerals after paid to diocese

#### **Payments**

- Parish Share – had been asked and agreed to commit to pay the same as last year
- Licensed ministry – costs were likely to be similar to last year
- Music – 4K organ maintenance, 4K salary
- Worship- referred to upkeep of services
- Mission Giving – £2,000 budgeted as last year
- Faith and Nurture – cover the cost of visiting speakers. Not sure if still needed.
- Children and Young People – budgeted £1,000 towards costs of various groups but tended not to be used. Could be combined with Family and Youth Leader.
- Church running likely to be around £12,500
- Staff wages – Parish Secretary – will need to be amended to reflect the extra hours that had just been agreed
- Administration – printing costs/phone and broadband
- Publicity costs – running of the website and printing the Lance

Kay Plumley proposed Version 2 of the Budget should be accepted. Sophie Leach seconded. It was agreed unanimously.

The need for a plan to hiring out the hall was discussed. Graham would discuss with Jonathan. Caroline would ask Jonathan to look at raising costs but it was pointed out that this would need to be considered carefully as social distancing would reduce the capacity of the hall.

#### **ii. To receive a report from Finance Committee on 3 year Budget**

The 3 year budget had been circulated. It would be hard to balance the books over the next 3 years and that needed to be addressed. This was postponed to a later meeting.

7.	<p><b>Appointment of Sidespersons</b></p> <p>The list of sidespersons had been circulated in advance of the meeting. Louise Chapman proposed the list be accepted and Graham Hatt seconded. All were in favour. Louise was asked to pass on PCC’s thanks to the sidespersons.</p>	
8.	<p><b>Whole Site Plan Update</b></p> <p><b>i. To receive update on the current status of the Whole Site Plan</b></p> <p>As of 24<sup>th</sup> February, all official approvals to proceed with the project were in place. Bill Apedaile and Alan Johnson had produced a schedule to show what would need to happen when once funding was in place. Bill noted that the plans for the Hall could not easily be changed so if any alterations to the plans were wanted, it would mean having to start over again.</p> <p>Bill was thanked for all his work over the last few years and the PCC received his report. It was also noted that an immense debt of gratitude was owed to Alan Johnson.</p> <p><b>ii. To approve dissolution of Whole Site Steering Group</b></p> <p>The Steering Group had not met for over a year and there was no need for the group at this time. If funding was received and the project became live again, there may be a need for a similar group in the future.</p> <p>Bill Apedaile proposed that the group be dissolved. Graham Hatt seconded. It was agreed unanimously.</p>	
9.	<p><b>Hall Energy Audit</b></p> <p>The results from the energy audit carried out on the Church Hall had been received and circulated prior to the meeting. The purpose of the audit was to recommend how to get to net zero carbon emissions by 2030, including carbon savings and estimated capital and running costs by sub-project. The audit would also enable the PCC to apply for grants for those projects they felt made most sense. The plans for the Hall would need to be changed as a consequence.</p> <p>The summary report was shared in the meeting and discussed. It was explained that the Eco Group recommend doing three projects highlighted in green on the summary:</p> <ul style="list-style-type: none"> <li>• Replacing lighting with LEDs</li> <li>• Insulating the ceiling</li> <li>• Replacing the current boiler with a more efficient version. The other projects should be considered as part of the future Hall redesign.</li> </ul> <p>Bill Apedaile requested a detailed review of the recommendations in the light of the Hall redesign plans, both to agree immediate next steps for the recommended projects and to understand the implications of the others.</p> <p>Kay Plumley proposed that for each of the recommendations in green, the Eco Group should seek quotes and apply for grants, having made sure that the proposals are compatible with the Hall Redesign plans. Graham Hatt seconded. There was a majority in favour with one abstention.</p>	
10.	<p><b>Churchwarden Election</b></p> <p>St George’s had a rule that stated no churchwarden should serve a term of more than 3 years. However, as a result of Covid, the Annual Meeting for 2020 was delayed until October so Graham Hatt was not appointed until then and was still new to the role. It would therefore make sense for Louise to serve another year as churchwarden to support Graham. Louise was happy to serve another year, subject to PCC approval.</p> <p>The Vicar proposed that the PCC approve extending Louise’s term by one year. Izzy McDonald-Booth seconded. All were in favour.</p>	

<b>11.</b>	<b>Safeguarding Policy</b> The 2020 policy had been circulated in advance of the meeting. The meeting reviewed the policy. The Vicar proposed that the policy be adopted for 2021. Izzy McDonald-Booth seconded. All were in favour.	
<b>12.</b>	<b>Date and Time of Next Meeting</b> The APCM would take place in church on Sunday 25 <sup>th</sup> April. The terms of office on PCC for Bill Apedaile, Alison Mattinson and Enid Pearson were at an end and Carmen Hubbard would also be stepping down due to moving away from Newcastle. All were thanked for their contribution.	