



The Parish Church of St George, Jesmond

Parochial Church Council

Minutes of the Meeting held on Monday 13 May 2024 at 7.30 pm in the Choir Vestry, St George's Church

Present: Hilary Cullingford, Joan Grenfell, Lana Liu, Alison Mattinson, Ian Ness, Kay Plumley, Mike Ranson (Treasurer), Nigel Russell-Sewell (Secretary), Brent Swinburne, Margaret Vane, Janet Wilson (Lay Chair).

Apologies: Mike de la Hunt, Izzy McDonald-Booth, Enid Pearson.

1. Joan Grenfell opened the meeting with prayer.
2. The Chair welcomed all to the meeting, especially those newly elected.
3. Apologies were noted.
- 4. Declaration of Interests**
 - 4.1 No conflicts of interest were declared.
- 5. Appointment of Officials**
 - 5.1 Janet Wilson was appointed Lay Chair of the PCC. Proposed Kay Plumley, seconded Hilary Cullingford.
 - 5.2 Nigel Russell-Sewell was appointed Honorary Secretary to the PCC. Proposed Joan Grenfell, seconded Ian Ness.
 - 5.3 Mike Ranson was appointed Honorary Treasurer of the PCC. Proposed Hilary Cullingford, seconded Margaret Vane.
- 6. Minutes of the last Meeting**
 - 6.1 The minutes of the PCC Meeting held on 9 April were approved. Proposed: Kay Plumley, seconded: Mike Ranson.

7. Matters arising

- 7.1 The action log was noted.
- 7.2 Details for the safeguarding poster are being finalised by the Parish Administrator.
- 7.3 Noted: the 2023 Accounts were approved through an e-meeting in advance of the Annual Meetings.
- 7.4 Item 24-04: 9.6 in respect of how charitable giving would be viewed by potential donors, Paul Baird responded: “It doesn’t really help, in fact some potential donors would be put off by it as a registered charity giving away money which has been donated by people for the charity’s use is actually against Charity Law. There is an exception made for churches as long as the amount given away is within limits and can be shown not to have been donated for any specific cause within the charity – and of course, as long as the charitable giving stream is made clear in the charity’s policies.”
- 7.5 Reported: the lectern steps will arrive at the end of June.

8. Matters arising from the Annual Meetings

- 8.1 Agreed: the Minutes of the Annual Meetings should be made available on the church website, noting that they will be approved at the Annual Meetings in May 2025.

ACTION: Secretary

- 8.2 Agreed: next year the Annual Reports will be available electronically unless a print copy is specifically requested.
- 8.3 Noted: a sidesperson was omitted from the published list: Sue Melbourne.

9. Children and Young People

- 9.1 Lana Liu: funding was requested from CYP funds for a new table tennis table, which will be used in the Middleton Room after the 9.30 am service on Sunday. A search for a second-hand table proved prohibitive due to shipping costs. The preferred option is sold by Decathlon UK (£389.99).
- 9.2 For health and safety, is there a supervisor and/or parental waver that will need signing prior to children playing?
- 9.3 Noted: the Middleton Room is cluttered at the best of times. The table will rest against a cupboard. There will need to be a notice to prevent unauthorised use. A cover was recommended.

- 9.4 Is there an option to rent a table for a period of time to help answer the questions raised? Kay Plumley offered loan of her table if transport was available. PCC agreed in principle. Recommended: Tom Klenka (Health and Safety Officer) reviews the proposal. Advised Lana to speak to Jesmond Pool about their usage policies and liabilities.

ACTION: Lana Liu

10. Policy Approvals

- 10.1 The Lone Worker Guidance had been amended to include musicians, who are often required to work in church alone due to the nature of their work. The Guidance was approved. Noted: the north-west door is a designated emergency exit and signage is required.

ACTION: Chair

- 10.2 Concern was expressed about the personal safety of the Parish Administrator working alone in the Parish Office. Recommended that the office door be fitted with a lock that can be opened from the desk with a buzzer.

ACTION: Chair

- 10.3 The Legacy Policy was approved unamended. Noted: this should be disseminated widely across the congregation. Once uploaded to the website, notice of the updated policies will be published in The Lance.

ACTION: Margaret Vane

- 10.4 The Conflict of Interest Policy was approved unamended.

- 10.5 The Secretary to update all dates and send to Parish Administrator for publication on the website.

ACTION: Secretary

11. Standing item: Safeguarding

- 11.1 No report was received.

12. Standing item: Finance

- 12.1 Property rentals: no increments had been applied since end 2022. There isn't currently a clause that permits rent increase, neither is there a clause prohibiting it. Recommended advice be sought from a letting agent. The Treasurer will look at the agreements and make enquiries.

ACTION: Treasurer

13. Standing item: Estates Group

13.1 No report was received.

14. Standing item: St George's Community Hub 2025

14.1 Support for 24 May: a plea for people to encourage ticket sales to support the event.

14.2 Tendering process update: no further report received. Ian Ness circulated an example *Tender Report* which PCC should expect to receive for comment. Recommended: PCC receive options on each of the tenders so a decision can be made.

Recommended: a meeting of the PCC with Derek Nicholson to discuss the report, to understand cost increases, and to discuss options forward.

ACTION: Chair

14.3 Fundraising thermometer update: quotes have been sought for an internal and external thermometer from a preferred supplier; the latter would use one of the cross slots on the green.

14.4 Visit by Paul Baird (8-9 May) in preparation for Lottery application: the visit has deepened his understanding of St George's, community and supporters. He expects to return on 23-24 July.

14.5 Barbour Foundation donation and financial update: a generous donation of £50,000 has been received and acknowledged.

15. Churchwarden updates

15.1 Fête review and lessons for 2025: all went well. The first bank holiday in May was too early so some stalls were lost, for example: the tombola and bottle stall were combined into one; the plant stall was smaller than on some prior occasions (it being too early in the year for many plants); and there were no children's activities other than the face painter. Recommended next year it should be later in May or in June, avoiding bank holidays. Being part of the Jesmond Festival in May or early June was felt appropriate. Tom Furness was commended for all his work.

15.2 Vacancy interviews and parish visits: confirmation of visit dates are awaited.

15.3 Church boiler: this had been switched off but had switched itself on last Sunday. It may be a malfunction in the timer unit. We await a quotation for the pressurisation unit, a pump, a new timer and parts for heaters in the hall.

15.4 Hall heaters: there are issues with the fan convectors. Noted that parts within the heaters are obsolete. Kay Plumley to investigate.

ACTION: Kay Plumley

15.5 Live stream overhaul: there are issues being investigated. A temporary solution has been put in place for live streaming. The new ATEM unit is proving more reliable

than the wi-fi based system and is likely to be made a permanent installation. A small number engage live, but 50-100 view after services.

15.6 Scout storage container: a work in progress. Ollie's white goods have gone.

16. Any other business

16.1 Pew cushions: Hilary Cullingford suggested provision of cushions for the first few rows in the nave. Quotes have been obtained to get an idea of costs. Estimate of about £3,000 plus VAT for six pews were received. The cost of the whole church would be £13,700 plus VAT. The issue tends to arise in concerts with people finding the pews too hard. Suggested that a supply of a small number of ordinary cushions be provided for people to borrow on an individual basis. All were asked to think about. Noted: Parish Buying scheme have discounts on heated cushions.

ACTION: All

16.2 Diocesan Synod: reported that Bishop Mark is taking a sabbatical later this year. A search is underway for trustees for the Diocesan Board of Education. Synod has adopted a net zero action plan, to achieve net zero across all properties (including schools) by 2030. A net zero coordinator and fund raiser will be recruited to action this plan. The plan will be shared in due course.

17. The meeting closed at 9.35 pm with a blessing.

DATES OF FUTURE MEETINGS

PCC Meeting	Deadline for Agenda items
Wednesday 10 July	Sunday 30 June, midday
Monday 9 September	Sunday 01 September, midday
Tuesday 19 November	Sunday 10 November, midday
Wednesday 8 January 2025	Sunday 29 December 2024, midday
Monday 10 March	Sunday 02 March, midday
<i>Annual Meetings, Sunday 11 May (separate notification)</i>	
Tuesday 20 May	Sunday 11 May, midday

All meetings will begin at 7.30 pm, and are subject to availability of our incumbent following appointment. Venue will be confirmed in the agenda papers.

Dates to note:

24 May	Summer night with 'Elvis'
15 June	Memorial Service for Frederick Peacock, 11.30 am

ACTION LOG

Meeting	Item	Action	Status
24-01	12.4	Enid Pearson to fulfil requirements of Parish Inspection	
24-04	12.3	Churchwardens to liaise with new incumbent on the vicarage gardens	
24-05	8.1	Secretary to send Annual Meetings minutes to Parish Administrator	
24-05	9.4	Lana Liu to seek advice of Health and Safety Officer regarding table tennis table; and speak to Jesmond Pool about usage policies and liabilities	
24-05	10.1	Chair to investigate emergency exit signage for north-west door	
24-05	10.2	Chair to take forward fitting of parish office door with lock for buzzer entry	
24-05	10.3	Margaret Vane to add notice to <i>The Lance</i> regarding policy updates and location on website	
24-05	10.5	Secretary to update dates on policies and send to Parish Administrator for publication	
24-05	12.1	Treasurer to explore rent increases on properties in the Close	
24-05	14.2	Chair to arrange meeting with PCC and Derek Nicholson to explore the Tender Report and next steps	
24-05	15.4	Kay Plumley to investigate issues with fan convectors in the hall	
24-05	16.1	All asked to think about pew cushions; comments to Hilary Cullingford.	
NEW ACTION		COMPLETED	NOT YET COMPLETED (UP TO 4 MONTHS)
			NOT YET COMPLETED (OVER 4 MONTHS)