



## WARFIELD PAROCHIAL CHURCH COUNCIL

Minutes of the meeting held at 7.45pm on Tuesday 20 June 2023 at St Andrew's Church, Priestwood Ct Rd, Priestwood Ave, Bracknell RG42 1TU

**Present:** Paul Allen; David Brown; Catriona Cappleman; Andy Colpus; Juliet Date; Chris Drage; Abi Howe; Ashley Hill; Catharine Mabuza (Chair); Lili Mirza; Amanda Palethorpe; Kevin Pearcey; Michelle Porter-Babbage; Gary Rivington; David Ritchie; Jonathan Watts.

**In attendance:** Annie Harling (Secretary).

**Apologies:** Gaynor Boulton; Penny Brinkley-Brown; David Chislett; Alex Fry; Beth Gomm; and Kate Tyson.

		Action by	Target Date
23.58	<b>Opening</b> The meeting opened with a reflection on Romans 11 v 33-36 and prayer.		
23.59	<b>Declarations of interests</b>  It was noted that Andy Colpus is married to Sarah, the Electoral Roll Officer. There were no other declarations additional to those recorded in the Register.	AH	30.6.23
23.60	<b>Membership</b> Catharine Mabuza reported that Michelle Howell and Nigel Pengelly had resigned from the PCC due to competing commitments. She also reported that Gary Rivington had resumed the role of safeguarding lead at Warfield Church-East.		
23.61	<b>Where have we seen God at work?</b> Members shared recent examples: <ul style="list-style-type: none"><li>(i) one of those who come to Share had been drawn into St Andrews during the 8.30 service, while pruning the roses outside the building on Sunday 18 June;</li><li>(ii) new members at Warfield Church-North, some of which were the result of Beth's work in local schools</li><li>(iii) new families at Warfield Church-West and the Worship @ 7 service.</li></ul> The meeting paused for prayer.		
23.62	<b>Minutes</b> <b>Proposal: The minutes of the meeting held on 28 March 2023 are confirmed as a true record and should be signed by the Chair. Proposed by Andy Colpus, seconded by Juliet Date and agreed.</b>  <b>Proposal: The minutes of the meeting held on 25 April 2023 are confirmed as a true record and should be signed by the</b>		

**Chair. Proposed by Andy Colpus, seconded by Chris Drage and agreed.**

**23.63 Written resolution (Mission Subcommittee Chair appointment)**

The written resolution taken on 4 May 2023 was adopted and confirmed.

**23.64 Written resolution (Coronation tree)**

The written resolution taken on 10 June 2023 was adopted and confirmed..

Catharine Mabuza reported that permission for installation of the coronation bench had since been received

**23.65 Progress with actions**

Progress with actions from previous meetings was noted. Catharine Mabuza reported the following updates:

M23.36.1 - Warfield School – following a further break-in, the Trustees had decided that the building should be boarded up. The Council's decision on the future of the site was awaited.

M23.37 and M23.38 - Trees in churchyard – the coronation tree had been planted and the yew tree pruned.

The meeting paused to pray for Phil Woodgate and his family. Phil and his brother had undertaken the work on the yew tree and was in hospital suffering from septicaemia after an accident.

**23.66 Finance update**

This item was taken with the item below on the Income working group.

Chris Drage reported that regular giving was c £6k less than budgeted; if projected to the full year this would mean a shortfall of £15k. A number of regular givers had stopped giving and others were known to be moving away later in the year. Cost of living pressures, while having an impact on donations, had not resulted in significant reductions in giving. Expenditure was better than budget but this was primarily due to phasing of costs and the end position was expected to be in line with budget.

In response to a question, Catriona Cappleman reported on sums invested and confirmed that the report included gift aid due although there was a lag in receiving the sum.

**Proposal: Funding for the sum of £1836 spent on repairing the emergency lighting in the parish rooms is allocated from the discretionary fabric fund. Proposed by Catriona Cappleman, seconded by Chris Drage and agreed unanimously.**

Action: A regular cashflow forecast is produced.

CD 30.9.23

**23.67 Income working group**

Chris Drage reported that the main options for increasing income considered by the working group were the hiring out church buildings including as music venues; and the establishment of a policy on legacy giving, which could be the

basis of activities to stimulate such donations. He also felt it would be helpful to pursue possible sources of grant income and the working group would benefit from the recruitment of a member with relevant experience.

#### 23.68 **St Michael's quinquennial report**

Andy Colpus reported on the priority items identified by the quinquennial report, the estimated cost of which was c £60k. While the PCC was not required to undertake the works, as good stewards members needed to plan to address them. He noted that it would be beneficial to undertake all the works requiring scaffolding at the same time to minimise the cost. Ideally they would be carried out during the summer and an aim would be to schedule them for summer 2024.

Members reviewed the option of using reserves, some of which had been earmarked for such works. However, there were concerns about depleting this funding during the next year while the Parish was operating at a deficit. They also discussed the scope for raising funds and/or seeking external grants for the project. It was noted that the works required would not be visible and therefore less attractive to potential donors than changes from which the benefit was more apparent.

##### Actions:

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|-----|--|----|---------|
| (i) | A decision on the timing and funding for the priority works to St Michael's is deferred until a cashflow report is available and possible sources of grant funding explored. | AC | 30.9.23 |
| (i) | The option of applying for a Faculty for the works ahead of a decision on funding is discussed with the Fabric Subcommittee.   | AC | 30.6.23 |

#### 23.69 **Proposals for St Andrew's Church building**

Andy Colpus outlined the proposal to appoint experts to advise on the works required and potential costs. This would enable the PCC to make an informed decision on action required. The extent of the project meant that the only realistic option for funding was the sale, or remortgaging, of Portia Grove.

Members recognised the potential for extending outreach in Priestwood within the context of the growth experienced in the other congregations across the Parish. In response to a question, Andy Colpus said that the St Andrew's Working Group recommended that one outcome of any reordering should be the creation of additional rooms. This would enable the range of activities undertaken in the building to be expanded.

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|---|----|---------|
| <b>Proposal: One, or more, qualified experts are appointed to advise on potential heating, fire and lighting strategies and associated costs for St Andrew's Church building, the fee to be met from the allocated funds for the St Andrew's development. Proposed by Juliet Date, seconded by Nigel Rivington and agreed: 15 for and 1 abstention (Jon Watts).</b> | AC | 31.7.23 |
|---|----|---------|



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

23.71

**Legacy**

Catharine Mabuza reminded members of the earlier discussion (M23.31) on using the legacy from the Wright family for the server project at St Michael's. Updated quotes for the works were awaited and the item was carried forward to the next meeting when these were expected to be available.

23.72

**Staffing**

A report had been circulated earlier in the day.

*As an employee of the PCC, David Ritchie did not participate in the discussion and decisions on staffing. Catharine Mabuza stepped down from the Chair for the item on the PA role and left the meeting. Andy Colpus took up the Chair.*

23.72.1

**PA to Vicar**

**Proposal: As recommended by the HR Subcommittee, a replacement PA is not recruited at present due to budgetary constraints. Proposed by Chris Drage, seconded by Juliet Date and agreed with one abstention.**

*Catharine Mabuza rejoined the meeting and resumed the Chair.*

23.72.2

**Operations manager**

Alan Ridell had asked if it would be possible to reduce his hours by one day per week from 1 September 2023. If agreed, he was confident that he would be able to continue the current range of duties, subject to the PCC's acceptance that work would be completed over a longer timescale

**Proposal: Subject to receiving a written proposal from Alan Ridell, the contractual days worked by the Operations Manager are reduced by one day per week from 1 September 2023. Proposed by Catriona Cappleman,**

**seconded by Paul Allen and agreed with two abstentions, one of whom was David Brown.**

**23.72.3 Finance Administrator**

Alison Wilkins had raised concerns that her workload had increased to the extent that she was no longer able to fulfil the role within the allocated time. Andy Colpus reported that the HR Subcommittee had considered the scope for removing some areas of work and using the funding from the reduction in hours of the Operations Manager to employ a new member of staff. However, as Alison was willing to work extra hours, it was proposed that her contract be increased by one day per week. Experience of the role being shared also indicated that this would be the better option.

**Proposal: Subject to 23.7.2.2, the contractual days worked by the Finance Administrator are increased by one day per week from 1 September 2023. Proposed by Catriona Cappleman, seconded by Michelle Porter-Babbage and agreed with two abstentions, one of whom was David Brown.**

*Kevin Pearcey left the meeting.*

**23.72.4 Apprentice**

As discussed previously (M23.30), the scope for employing Morgan Pearcey as an apprentice when his year as a ministry volunteer ended on 31 July 2023 had been explored further. The cost would be c £8,900 k of which grant funding of c £2k+ was expected to be available from the Brownlow memorial trust. The Operations Manager would be responsible for managing the post.

In response to a question, Andy Colpus confirmed that the 30 hours per week included training, some of the cost of which would be covered by a Government grant. The role would not include Morgan's work in the youth team or other support he provided for Sunday services, both of which he would undertake on a voluntary basis.

**Proposal: Morgan Pearcey is employed as an apprentice from 1 September 2023 to 31 August 2024. Proposed by Gary Rivington, seconded by David Brown and agreed with two abstentions, one of whom was Abi Howe.**

*Kevin Pearcey rejoined the meeting.*

**23.73 Changes to service patterns**

**Proposal: The following changes to the normal service pattern are approved:**

CM 1.7.23

- (i) no services are held on 30 July 2023 at Warfield Church East or Warfield Church West and everyone is invited to attend the service held at St Michael's at 10.30am; and 27 August 2023 at Warfield Church North or Warfield Church West and everyone is invited to attend the service held at Whitegrove at 10.30am; and
- (ii) no Worship @ 7 services are held on Sundays 30 July to 27 August 2023 inclusive

**Proposed by Michelle Porter-Babbage, seconded by David Brown and approved with one abstention: Amanda Palethorpe.**

**23.74 Vicar's matters**

**23.74.1 Vision and strategy** – At the recent ministerial team away day it had been agreed that the areas of focus in 2024 should be:  
(i) the development by each congregation of their own vision within the wider Warfield church vision, (ii) children, youth, and families; (iii) the St Andrew's project and (iv) Hope 2024.

**23.74.2 Archdeacon's inspection** – The recent visitation day had gone smoothly; work was outstanding on the logbook and inventory.

**23.75 Churchwardens' matters**

Proposals for the membership of the Subcommittees would be considered at the next meeting. Additional members were sought for the Finance Subcommittee.

**23.76 Review of meeting**

The need to improve communications about the PCC and business undertaken was raised.

Action

CM 31.7.23

Include an item on publicising the work of the PCC on the agenda for the next Standing Committee meeting.

**23.77 Safeguarding update**

The update report from the Safeguarding Officer was noted.

**23.78 Electoral roll officer update**

The removal of 8 names from the electoral roll and the addition of 9 names, resulting in a total of 545 on the roll on 12 June 2023, was noted.

**23.78 Offsite activities**

The following offsite activities had been reported to the PCC by email since the last meeting:

- (i) Together service at Woodhurst School – 14 May 2023, notified by email on 28.4.23
- (ii) Coronation Party – the Green, Whitegrove – 8 May 2023 – notified by email on 9 May 2023.

There were no new offsite activities to report.

**23.79 PCC away day**

The record of the PCC away day held on 20 May 2023 was noted.

**23.80 Standing Committee**

The following were noted:

- (i) record of the Standing Committee meeting held on 2 May 2023;
- (ii) record of Standing Committee meeting held on 30 May 2023
- (iii) the decisions taken by the Standing Committee between meetings recorded at entries 40 and 41 in the register of Standing Committee decisions.

**23.81 Fabric Subcommittee**

The report from the Fabric Subcommittee was noted.

**23.82 Income Working Group**

The minutes of the Income Working Group meeting held on 1 March 2023 were noted.

**23.83 Mission Subcommittee**

The minutes of the meeting of the Mission Subcommittee held on 9 May 2023 are noted.

**23.84 Next meeting**

18 July 2023 at St Andrews Church at 7.45pm. The meeting will be preceded by Communion at 7.00pm for those who were able to join earlier.

**23.85 Close**

The meeting closed with prayer.

Chair:

Date: