

CROMER PAROCHIAL CHURCH COUNCIL

Minutes of a meeting of the Parochial Church Council held on 23 May 2019 in the Parish Church

Those present:

Mr S Fenn	Mrs A Orsborne	Mrs J Austin
Mr D Loades	Mr D Masters	
Mrs M Howard	Miss A Cottingham	Mr D Orsborne (Chair)
Mr R Beare	Mrs J Boyle	Mr M Brown
Ms A Coghlan	Mr N Dawson	Mr J Hodgkinson
Mr R Hopkins	Mr R Loten	Mrs S Morter
Mr T Morton	Mrs M Pallister	Mr J Platten
Mr S Purslow	Miss S Wells	

In attendance: Revd W Warren, Interim Minister; Brian Wigg, Treasurer

1. WELCOME AND APOLOGIES

Apologies were received from Revd J Hodgkinson, Mr D Anderson, Dr P Beazley and Mr P Bennett.

2. SUNG WORSHIP AND COMMUNION

The meeting began with sung worship led by Simon Purslow, and Holy Communion celebrated by Revd W Warren.

Opening Business

So that the meeting could proceed efficiently, items 7 and 8 were taken first rather than in the order stated on the Agenda.

3. ELECTION OF OFFICERS

The following were proposed, seconded and elected to serve for the year 2019 – 2020:

- a) Lay Vice Chair of PCC: David Orsborne
- b) PCC Secretary: Mary Howard
- c) PCC Treasurer: Brian Wigg
- d) Electoral Roll Officer: Jackie Austin

Membership of Standing and Finance (S & F): the Standing and Finance Committee was prescribed by Church Representation Rules. It acted on behalf of PCC in emergencies and between meetings, helped shape PCC business and manage agendas. After PCC meetings S & F ensured that the relevant actions were taken. The Committee also reviewed recommendations from the church family, action groups and leadership teams to ensure that proposals were complete and ready to go to PCC. Membership consisted of the Incumbent, Wardens, Lay Vice Chair, Treasurer and PCC Secretary plus 2 additional members elected from PCC.

The following nominations were received from the floor: Jill Boyle, Simon Fenn, John Hodgkinson and Sarah Morter. A concern was expressed that a conflict of interest could arise from staff being on S & F. A view was also expressed that, because S & F had a strategic role, the Head of Mission should be a member. A secret ballot was held and Simon Fenn and John

Hodgkinson were elected. All candidates were thanked for being willing to stand.

4. ALLOCATION OF PCC PLACES

Lots were drawn for the allocation of length of service on PCC. The results were as follows:

- a) 3 years: Mrs J Boyle, Ms A Coghlan, Mr R Hopkins, Mrs M Howard, Mrs A Orsborne, Mrs M Pallister.
- b) 1 year: Mr R Beare.

The newly elected members were welcomed, especially Mr R Beare, Mr R Hopkins and Mrs M Pallister who were on PCC for the first time. A letter of thanks had been sent to Mr G Fitt who had not been elected to PCC.

5. DECLARATIONS OF INTERESTS NOT PREVIOUSLY RECORDED

There were none.

6. MINUTES OF THE MEETING OF 28 MARCH 2019

The minutes of the meeting of 28 March 2019 were agreed as a correct record and signed by the Chair.

7. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

- a) No matters had been notified in advance to the PCC Secretary. To ensure efficient conduct of PCC, members were urged to raise matters in advance whenever possible.
- b) The Treasurer asked that a review of Scripture Union as a Mission Partner should go into the PCC workplan.
- c) Revised Financial Guidelines: the Treasurer advised that the Guidelines were yet to be put into operation. It was explained that this had been referred to the Finance Working Group, although they had been unable to address it at their most recent meeting.

The Lay Vice Chair informed new members that leadership teams and action groups did work in specific areas and reported to PCC. This prevented lengthy PCC agendas. PCC members were encouraged to join leadership teams and action groups. A Discipleship Working Group had just begun.

8. TO CHECK FOR ACCURACY THE MINUTES OF THE APCM 28 APRIL 2019

The minutes of the APCM of 28 April 2019 were noted and agreed as a correct record. Questions raised by the Church Membership would be addressed via PCC or the relevant body.

9. TO RECEIVE THE MINUTES OF THE STANDING AND FINANCE COMMITTEE OF 07 MAY 2019

The minutes of the Standing and Finance Committee of 07 May 2019 were received, and recommendations contained therein agreed:

- a) Notes from Fabric Action Group 08 April 2019: Lighting project. **It was AGREED that the work should be carried out in January, February, March 2020 and that £60,000 be ring-fenced from the Clarke Building Fund.** This recommendation was a good example

of how action groups worked. The project had been considered in 2018 but had been postponed so as not to disrupt Cornerstone. It had come back to PCC because it exceeded the spending limit which could be authorised by FAG.

- b) Notes from Fabric Action Group 08 April 2019: Glass doors to replace gates in Parish Church porch. This would be a different scheme to the once considered in previous years, which had got as far as the Diocesan Advisory Committee, although English Heritage had wanted the wooden doors to be retained. **It was AGREED that the idea of having glass doors should be revisited.** The metal gates had reached the end of their useful life, so it was an ideal time to revisit this project.
- c) Simon Fenn explained that minute 2(g)(ii) was a misunderstanding and that he was not planning an outing for Year 6 children from the Junior School. It probably referred to “It’s your move”.
- d) Carnival Float: it had been established that this was funded from Simon Fenn’s budget. £600 had been allocated for this purpose.
- e) Policy on rough sleepers: the Interim Minister advised that Revd Jess Stubenbord had been doing some work on this area and was being encouraged to continue with it. Tim Morton had also met with Jess. Although a policy should be in place for the summer, it was unlikely to be ready for June PCC. Other PCC members wishing to be involved were asked to indicate an interest. Sarah Morter said that she didn’t need to be involved but was more interested in how the policy would work in practice.
- f) Wheelchair access: this had been referred to FAG and the PCC Secretary had informed Revd Jess Stubenbord.

Church Life and Growth

10. STRUCTURES (Action Plan, Structures)

Simon Fenn explained that we were blessed to have so many ministries and volunteers, but that it was necessary to have structures in place to support them. Since PCC had taken over SLT responsibilities, some of the action groups and leadership teams weren’t quite geared up to the work. There were also some ministries that didn’t obviously fit under any action group or leadership team.

PCC worked on structure diagrams in small groups, discussing lines of accountability to ensure that volunteers were entrusted, empowered and encouraged in their ministries.

Simon Fenn and David Loades would do further work on the diagrams and report back to PCC.

Finance (Action Plan, All)

11. TREASURER’S UPDATE

A statement of the current budget provision, plus Designated and Restricted funds had been circulated in advance to PCC.

- a) The Treasurer answered a number of questions from Roger Hopkins (the questions are in

italics):

- i. *What does 'Outturn' represent?* Final income and expenditure for the financial year.
- ii. *YTD stands for* "year to date".
- iii. *What does the column on the Income Account mean where the first number is 33?*
This shows income up to the end of April, a third of the way through the year, 33%.
- iv. The first column showed figures up to the end of April 2018.
- v. *Gift Aid Giving has been projected with a 5% increase despite a flat year in 2018. I understand there are reasons for this:* the budget forecasted a series of preaching on Giving in January, but this is not now planned until October. It's always been the practice to increase the target for giving. God challenges us always to give generously.
- vi. *No contingency provided in the budget when stating that it would be prudent to have £20,000 available*
 - *The year to date deficit of £9,276*
 - *The Balance on General Fund of £17143 at the beginning of the year is very modest and now reduced to £7867*
 - *A fall in the number on the electoral roll combined with Financial advisers advising new retirees to live on capital*
 - *Loss of income from Church Tower receipts up to July but there is reasonable prospect of higher income from the Cornerstone café to more than compensate for this*

The Treasurer urged PCC not to focus too much on this month's figures. They didn't include money still to come including Cornerstone income and recovered tax.

b) Other questions and comments:

- i. There was a £5427 shortfall on last year's regular giving for the same period. The figure for Gift Aid was likely to fall short and there would also be a shortfall on loose cash. Other shortfalls would include £5,000 on Holiday Ministry because the tower would be closed until at least the end of July. The total shortfall at the end of December could be £30,000. The Treasurer had flagged this up at PCC on 28 March and the APCM on 28 April. A lot depended on Cornerstone receipts which were encouraging to date.
- ii. Simon Fenn observed that there would be a sermon on giving in July and asked if it would be an opportunity to have a giving initiative. The Interim Minister advised that people would be given an opportunity to consider their giving with a Gift Day in October. It was suggested that the Finance Working Group should look at this with the Interim Minister and the Treasurer.

c) Designated and Restricted Funds.

- I. The Treasurer explained that these funds were part of the church's finances, apart from the Webb Collison Church Fund (under the control of the Vicar and Wardens) and the Webb Collison Poor Fund (controlled by the Vicar).
- II. £60,000 (lighting project) had dropped from the bids. This was now earmarked for 2020.

d) Card payments: our card provider, GoCardless, required dates of birth of trustees. All PCC members had received an email from the Treasurer, asking for their consent. He reminded those who had not yet responded to do so without further delay. GoCardless enabled

people to set up direct debits via a portal. There were already card machines in use for the Bookstall and Cornerstone. This followed a recommendation from Sally Bossingham.

- e) Interim Minister's expenses: Jackie Austin informed PCC that, although we were aware that the Diocese should be meeting these costs, the Archdeacon had advised that it was possible for us to pay them. It was **AGREED** that, in the short term, the Interim Minister should submit his travel expenses in full, to date, and then as they occurred, for reimbursement from church funds. Simon Fenn observed that a robust conversation with the Diocese was still necessary.
- f) Two emergency finance items had been received:
 - i. Completing the work on the lighting in the Parish Hall: it was **AGREED** to authorise Simon Purslow to put this work in hand and to instruct Cromer Electrical to remove existing lights and fit the new lights at the cost £545.00 + VAT. This work had been originally agreed by FAG and the business was urgent in order that it could be fitted into the Parish Hall diary for June.
 - ii. Urgent organ repair: it was **AGREED** that the work (getting the solo reservoir out, stripping it and re-leathering it, refitting it and making all work) should be carried out at a cost of up to £4,975 + VAT, which would come from the Organ Fund. This work was urgent because the recital season was about to start. The email from Richard Bower, explaining the nature of the problem and the suggested work, is appended to the minutes.

Reports (Action Plan, All)

PCC agreed that the reports, and recommendations contained therein, would be taken as a block. It was important to rely on the work which the action groups and leadership teams had done.

- 12. Notes of Finance Working Group 14 March 2019 and 23 April 2019: Simon Purslow asked that a misunderstanding in the notes of 14 March be corrected. It was not the responsibility of the Church Architect to maintain the log book for each building, this being the responsibility of the Wardens. This had been agreed, and David Loades had produced a pro-forma which was to be completed by the person responsible for any work taking place, and forwarded to him for retention in the appropriate log book.
- 13. Report from Diocesan Synod 23 March 2019: to receive.
- 14. Notes from Fabric Action Group 08 April 2019: to receive. The recommendations had been agreed at item 9.
- 15. Notes from Children, Youth and Families Leadership Team 29 April 2019: it was **AGREED** that the Children, Youth and Families Leadership Team be renamed the Children and Families Leadership Team.
- 16. Notes from Youth Leadership Team 25 March 2019 and 29 April 2019: it was **AGREED** that Cromer Church should adopt the Diocesan Children, Youth and Families Charter and that Youth Leadership Team should take the lead in embedding it. It was also **AGREED** that Cromer Church should enter the Soapbox Derby on 7 August 2019 and that young people be

encouraged to build an entry. Simon Fenn was investigating this further and saw it as a good opportunity to involve young people who had stopped regular attendance at activities.

17. Notes from Mission Leadership Team 01 May 2019: to receive.

18. Safeguarding: to receive.

19. Electoral Roll update: 290 people had been on the roll at the APCM. The figure now stood at 293, with 4 additions and 1 death.

Closing Business

20. LONE WORKING POLICY

It was **AGREED** to adopt the Lone Working Policy and to review it later in the year.

21. ROLE DESCRIPTIONS

Role descriptions supported volunteers and helped them understand their boundaries. Some work had been done on the role of a Sunday Club leader. It was **AGREED** to endorse this approach and that a review period should be included in each document. It was noted that a correction needed to be made to the Sunday Club role description. The Sunday Club Coordinator's line of report was to Simon Fenn, then to the Vicar.

22. NORTH LODGE PARK

The following proposal had been received from Sue Wells: "THE 'FRIENDS OF NORTH LODGE PARK' are celebrating the park having been open for 90 years. Part of the celebration is the making of a link between the upper lawn to the rest of the park in the form of a wooden walkway and a bridge. There are more details on their website. They have raised over half of the £210,000 cost of the project from community support through the cafe, pledges and donations. They are seeking grant contributions to make up the balance but will still need financial help in the form of the sponsoring of planks for the walk way etc. Each plank would be £90. The church has had and continues to have good contacts with The Friends and I think it would be a sign of our continuing support if we were to consider contributing to the celebrations by purchasing a plank or two.

I propose that we as a church contribute to this project".

The proposal was discussed, including if the money should come from church funds, because it was a community project, or if the church family should be asked to contribute. Jackie Austin suggested putting something in the Weekly Update and seeing what sort of response it received from individuals. The Treasurer advised that, this year, we had not purchased an item to decorate for the Crab and Lobster Trail. He suggested that the money which would have been spent on this should be spent on a plank for North Lodge Park. This would be in addition to placing something in the Weekly Update. This was **AGREED**.

23. CORRESPONDENCE AND DATES

A letter from Tearfund had been received, acknowledging a donation of £135 for the victims of Cyclone Idai.

24. CHAIR'S REMARKS

The Chair thanked PCC members for attending what had been a long, but important meeting.

The meeting closed with a time of prayer at 9.45 p.m.

Appendix to the Minutes of 23 May 2019

From: "Richard Bower" <richardbower627@gmail.com>

Date: 17 May 2019 at 17:52:25 BST

To: <aorsborne@orsbornes.plus.com>

Subject: Cromer Organ

Dear Alison

We have a problem with the organ; there is now too much leakage in the High Pressure wind system for it to raise its bellows to the required pressure.

I spent all yesterday afternoon 'til 7pm investigating and have to conclude that the problem is in the solo organ reservoir upstairs where there is a great deal of leakage all around the leatherwork.

We did have a problem there last year when the control on it broke and I did point out then that it needs re-leathering. As I said then all the main older large downstairs bellows were re-leathered when they failed 20 or so years ago, but the pair of bellows (Norman & Beard 1908 or later) upstairs over the great organ were then still OK. The Trombone one, the smaller of the pair, is still holding up, but the solo one is as described. My investigation did carefully check all round the organ, and indeed the organ blower, but found no significant faults. When I shut off the HP system at the blower the wind noise was dramatically reduced [but alas the organ couldn't play as the stop-action uses the HP to function].

I feel that the church has been heated more than in the past (due no doubt to the lovely cafe). Your David told me that the heat only comes on for an hour in the morning but last night it came on full blast about six pm and was still going when I left! I didn't have my temperature and humidity gauge with me but it was really warm upstairs in the organ and that feeling you used to get of going into the cold when you open the organ case door has gone. This I'm sure has caused the reservoir to dry out and leak more and there is also dryness in the solo organ. The cipher that sounded like a Clarinet pipe was a wind leak in a bottom board of the "roosevelt" soundboard; this I had to screw up tighter with longer screws. (The solo is

Roosevelt, the other 3 manuals are not thank goodness for Roosevelts are more sensitive to drying out).

We have a difficult situation, even the 5 HP blower can't raise enough wind to support the high pressure. I could spend another day trying to improve the situation with limited success – or we can grasp the problem, take out the solo reservoir now and re leather it. Such if we can jump in soon we could do in June and get done by the end of June. I know this means mean June recitals without the solo organ, (probably the Tuba and pedal reeds can still function) but its still a decent sound and I'm sure folks can manage with the three big manuals & pedal when told that is the score.

The work, getting the solo reservoir out, stripping it and re-leathering it, refitting it and making all work will cost up to £4,975 + VAT. We are prepared to juggle our schedules and get this done asap so as to cause minimum disruption.

Otherwise I need another day with Philip my skilled assistant, to try and patch and improve the situation- as well as a tuning day.

I'm sorry to have to bring this news but we are all aware I'm sure that the organ is getting on in years (we overhauled and rejuvenated it in 1985) and it seems to get as much demanded of it as ever with recitals etc.. Whilst other things are in the chain of needing refitting most were done in 1985 except for the Trombone reservoir, which sits besides the solo reservoir on the same frame [but whilst it is not in such desperate state yet needs redoing before too long] – the solo organ is also a weak link though its pneumatics were all done in 1985.

If you can say yes to doing the solo bellows as suggested we will need an early go ahead. We could take it out Monday 3rd June (and make the rest good for 4th June and remaining June concerts) and do our best to get it back by the end of the month.

With regards

Richard.