

**Minutes of the PCC Thursday 14th November 2024**

**Approved at PCC on Monday 10th February 2025**

<b>Item</b>	<b>Subject</b>	<b>Decision/Type</b>
1	The meeting opened in prayer at 8.00pm	
2	<p><b>Present</b> John Murray, Gladys Ekpo-Daniels, Revd Bridget Shepherd, Conway Tearle, James Murdoch, Sue Tearle, Revd Chris Henriette, Peter Watson, Pete Burns, Fran Lechler, John Stevens, Simon Frewin, John Bramson</p> <p><b>Apologies for Absence</b> Adriaan Goosen, Tanya Hilborne, Louise Grace, Hannah Burns, Claire Johnson</p> <p><b>Absent</b> Yi Baylis</p>	
3	<p><b>Declarations of Interest</b> None</p>	
4	<p><b>Acceptance of AOB</b> (Notice given to Secretary 48 hours before meeting) Administrator back pay – raised by Bridget</p>	<i>Decision</i>
5	<p><b>Stewardship update</b> Six sermons, four talks, 2 booklets and multiple Mailchimps from July to the end of October, we begin to see the response to our Stewardship Campaign:</p> <p><b>Finance</b> In summary, Planned Giving (for Gift Aid) at the end of the third quarter monthly giving was running at £ £60k annual equivalent but in the last two months of 2024 it has reached £91k annual equivalent</p> <p>(Conway commented in the Finance section below that if you add in planned giving that does not qualify for gift aid then we hit 100k pa)</p> <p><b><i>Thus it would appear that we have had a <u>50% increase in planned giving with an extra £30kpa worth an extra £37.5k after gift Aid</u></i></b></p> <p>This is both new planned givers and increases from established members of the congregation. In addition, we did have at least one substantial one-off donation. It would also seem that the increase in regular giving was able to co-exist positively with the separate Give to Go Green appeal.</p>	<i>Inform</i>

	<p>James shared that he has seen similar campaigns in other churches with a mix of successes and failures but we seem to have hit fertile ground. Bridget asked that we thank the Stewardship team.</p> <p><b>Other Engagement</b> The response in terms of engagement and volunteering is harder to assess. There is a lot going on with a lot of engagement and hard work but still gaps in finding co-ordinators for various activities. I would suggest that when the Stewardship Team meets to review, that this is an area where we could give some extra thought.</p> <p>The Stewardship Team are planning to meet to review where we are and will cover how to inform/thank the congregation (as suggested by PCC members in our discussion), how we nudge next year, how we approach fundraising e.g. for the wall and other projects and what new approaches do we need re engagement and volunteering.</p>	<p><i>Action: Thank you note to Stewardship Team (Tanya, Jevan, Adriaan and James)-done</i></p> <p><i>Action: Stewardship Team to review</i></p>
6	<p><b><u>Finance update &amp; approval of budget for 2025</u></b> Conway introduced the Finance Update and Budget Forecast and explained some of the items/answered questions:</p> <p><u>General comments</u></p> <ul style="list-style-type: none"> <li>● Conway commented more imagination has to be used the further out in time we go</li> <li>● Peter asked that when such documents are put in the drive that there should be an email notification</li> <li>● Gladys said she was pleased to see the deficit going down but needed an explanation of the various funds.</li> <li>● John approved of the new column format agreed by Conway and Peter</li> <li>● £99.4k projected combined planned giving described as astonishing (+ve) figure.</li> </ul> <p><u>Explanations</u></p> <ul style="list-style-type: none"> <li>● Conway explained the different funds and clarified that the General Fund is effectively the residual funds (bank balance) when the other designated funds are deducted</li> <li>● Give to Go Green grant included in “Other Income’ in 2025’</li> <li>● Cleaning will be lower cost as we are sharing LGL cleaner at St Peter’s who does more hours but costs less than the cleaning company</li> <li>● Electricity charge has gone down since coming off fixed contract</li> <li>● Gas bill likely to rise after coming off fixed contract and 40% rise assumed for Q4 2025</li> <li>● Weigall Road Maintenance only assumes minor bills usually deducted from rent.</li> </ul>	<p><i>Decision</i></p>

	<ul style="list-style-type: none"> <li>● Boundary Wall costs only assume professional fees at this stage, not construction costs (nor fund raising)</li> <li>● Maintenance in 2025 includes the expenditure of the Give to Go Green grant plus contingency for associated re-decoration</li> </ul> <p><u>Issues/Budget Variances</u></p> <ul style="list-style-type: none"> <li>● Good news was received that we have a £5,500 grant from the William Hatcliffe Charity for 2025, £500 more than assumed. However, we missed getting a grant for 2024.</li> <li>● St Peter’s Income includes £3k additional income above the original STPG budget reflecting increases between 2023 and 2024, this was put in as an update but not prior agreed with SPMG</li> <li>● James advised that the Weigall Road tenant has given informal notice to leave and that we may face loss of rental and/or major repairs in the region of £5-10k especially if we are to get a good rent.</li> <li>● We are still in dialogue with the Diocese about their contribution to the Training Curate’s housing costs. We are very confident of them paying Council Tax and Water Rates at Thornwood Road next year (in forecast) but have not put in possible refund of such for 2024 nor possible contribution to rent going forward or backdated.</li> <li>● Payment of Administrators’ accrued overtime and possible extension of hours not in budget forecast</li> </ul> <p><b><i>In the context that the Budget Forecast as presented is the best estimate available today but it is understood that as we approach and move through the year latest estimates (LEs) will be updated, especially as the major issues raised above are resolved; it was proposed that the Budget Forecast as presented be approved. Proposed James, Seconded, Pete, all in favour. Carried.</i></b></p>	<p><i>Action: Confirm who takes responsibility for this grant application going forward.</i></p> <p><i>Action (James): Survey property and assess need for expenditure</i></p> <p><i>Action (Bridget): Continue to chase Diocese</i></p> <p><i>Action: see item under AOB</i></p>
7	<p><a href="#"><b>Mission Action Plan</b></a> (see MAP by clicking title)</p> <p>A Mission Action Plan (MAP) is a document the Diocese expect us to have but is also a handy summary of our vision, mission and strategy.</p> <p>Bridget explained how our draft has been produced: Adriaan created a collation of all the material we have documenting our Vision discussions over the last 3 years, James then précised and put it in MAP format, Bridget then edited and created a more realistic timeline.</p> <p>Pete commented that it does bring everything together with holistic goals and realistic timelines.</p>	Decision

	<p>The PCC agreed that this should be a living document i.e. updated say every 6 months.</p> <p>Also it was agreed that the first part (incl Our Values and Our Mission Priorities should be converted to posters and put on our website whilst the second part, our goals, should be introduced verbally through a sermon.</p> <p>We need to send the initial draft to the Archdeacon.</p> <p><b><i>The PCC approved the MAP as a living document. Proposed Chris, Seconded, John B, All in favour. Carried.</i></b></p>	<p><i>Action: Put on June PCC agenda</i>  <i>Action: Poster, Website &amp; Sermon</i></p> <p><i>Action: send to Archdeacon-done</i></p>
8	<p><a href="#">Update on St. Peter's and Lee Green Lives</a> (see link for report)</p> <p>We received a written report from Cherry Murdoch which Peter spoke to.</p> <p>The Committee have focused on getting it all up and running, very successfully, but Peter said that the focus next year will be more on social action. The team do not have a monopoly of ideas and asked for input from PCC and Congregation. They have not forgotten the idea of displaying the history of St Peter's and are working on the renewal of the notice board.</p> <ul style="list-style-type: none"> <li>● Sue commented that we do have a volunteer handyman who has been added to the contact list (John W)</li> <li>● James said that he said that he thought that the LGL Licensing agreement is in place (actually still in the signing process) and that the Marriage notice with a background to what is happening has appeared in the South London Press. Still some steps re Services.</li> <li>● John S asked why Living Word has left. Bridget gave their official reasons as fear that we might remove sound system and the altar furnishings (which their agreement explicitly excluded their use) but more generally it seems to be an issue of increasing expectations.</li> <li>● Everyone expressed appreciation of progress.</li> </ul>	<p><i>Inform</i></p>
9	<p><b>Eco Church Working Group update, including <a href="#">Give to Go Green</a> update, and approval of faculty application and <a href="#">Statement of Needs</a></b></p> <p>Sue reported that we now have 2 quotes for the work to the lobbies and that she has started a Faculty application and provided most of the documentation and drawings needed. Outstanding is a 'Statement of Needs' and a formal resolution from the PCC.</p>	<p><i>Decision</i></p>

	<p><b><i>The PCC agree to the Statement of Needs, approves the work and authorises Sue to make the Faculty Application. Proposed Peter, Seconded John Murray, All in favour. Carried.</i></b></p> <p>As to the fund raising £6580 has been raised (including the match funding) and we have until 24<sup>th</sup> November to raise the o/s £210 cash to meet the target. There is a high degree of confidence.</p> <p>We hope to receive the match funding in December, finalise the Faculty and start the work in early Spring.</p>	
10	<p><b>Wall update</b></p> <p>James informed the PCC that Nicholas Weedon, our Quinquennial Architect, has gone out to tender to 4 companies (2 from our contacts and 2 from his architect firms's contacts). When we get the replies we will have the data for making an appeal; the Lee Manor Conservation Society have offered to help with publicity and a number of neighbours have expressed a willingness to donate.</p> <p>In the Finance session above James pointed out that although historic fees were for a mixture of specialists, ongoing fees are Architects fees including for work being done by our Architect which previously was being handled pro bono by our Building Surveyor who resigned mainly because of Diocesan delays and second guessing.</p>	<i>Inform</i>
11	<p><b>Approval of <a href="#">minutes of meeting of 11th September 2024</a> + matters arising</b></p> <p><b><i>Approval: proposed Gladys, Seconded John Murray, All in Favour. Passed</i></b></p> <p><b>Matters arising:</b></p> <p>James noted that the bike racks had been installed and well used by Open Studios. We may have to draw our regular congregation's attention to the new racks.</p> <p>The PCC wish to thank Richard Burns and those who helped him for making this happen.</p> <p>James also commented that it would be good to put down rubber mats (through which the grass can grow) to stop the area getting muddy – they are about £29 per mat.</p>	<p><i>Decision</i></p> <p><i>Action: Thank you note to Richard Burns-done</i></p> <p><i>Action (James): To arrange mats.</i></p>
12	<p><b><a href="#">Notes from October Standing Committee</a></b></p> <p>The PCC noted the content, James commented that almost all subjects had been already covered this evening and the position updated from the date of the meeting.</p>	<i>Inform</i>

	Chris clarified the nature of the sound system or ‘buzz box’ for which he is hoping to obtain a grant. Bridget reported that we have also got Diocesan grants to furnish the middle room for our new children’s group and another to help a refugee family.	
13	<p><b>Update from Deanery Synod meeting</b></p> <p>Simon reported that the main part of the meeting was a talk by Archdeacon of Southwark, The Ven. Jonathan Sedgwick, on the Diocesan Investment Programme funded by a £29m grant from the central church. A big push was expected on youth work and the money will be spread across the Diocese with a number of churches targeted. However, Bridget/Simon clarified that there will be some innovation grants that all parishes can bid for and we should look out for the email.</p> <p>(Official Minutes can be found <a href="#">here</a>)</p>	<i>Inform</i>
14	<p><b>Safeguarding, health and safety update, GDPR compliance</b></p> <p><b>Safeguarding:</b> it is Safeguarding Sunday and our service will highlight Safeguarding participation of our Safeguarding Officer, Ann Lorek.</p> <p>It was queried how ordinary members of the congregation can connect with Ann and it was clarified that her contact details are on the Safeguarding pages of our website.</p> <p><b>GDPR:</b> Bridget reported a data issue whereby additional transaction data was uploaded to our Charity Commission Financial Report. We have contacted the Charity Commission and the additional information has been taken down. We have added the incident to our data breach log. As no contact or personal information was given that put people at risk, there is no requirement to report further. Action is being taken to ensure that the APCM File with Final Reports becomes part of the PCC Folder making sure that the correct version is available.</p>	<p><i>Inform</i></p> <p><i>Action: ensure that the APCM File with Final Reports becomes part of the PCC Folder</i></p>
15	<p><b>Correspondence:</b> ‘Parish Conversation’ meeting 25 November 7-8:30pm</p> <p>Bridget explained the background that this is following the model of ‘Appreciative Enquiry’, and is to help the Bishop’s Senior Team (+ staff from Trinity House) to have a better understanding of what is happening at the grassroots. The PCC+ are invited to meet our new Archdeacon, The Ven. Chigor Chike for an informal buffet supper at 33 Southbrook Road on Monday 25<sup>th</sup> November (exact starting time will depend on prior meetings which will be scheduled early next week). The informal conversations are based on 3 open questions: i) What stories do you have to tell? ii) What dreams are you dreaming? and iii) What obstacles are in the way?</p>	<i>Inform</i>

	It was thought we have some good stories to tell e.g. around the work with the pub, the St Peter's story, our youth work etc etc	
16	<p><b>AOB:</b> Administrator back pay</p> <p>Bridget explained that our Administrator, Fiona, has accumulated some 43 hours of unpaid overtime over the last couple of years and efforts to take time off in lieu have resulted in a backlog of work and more additional hours. Bridget asked whether we could pay Fiona for this time.</p> <p><b><i>Proposal to pay this overtime Proposed Simon, Seconded Conway, all in favour: passed.</i></b></p> <p>The PCC were also supportive of Bridget discussing with Fiona whether she would be interested in additional hours. It was noted that we follow the precedent of giving Fiona a pay increase equivalent to the percentage increase given to Diocesan staff.</p>	<p><i>Decision</i></p> <p><i>Actions: i) pay overtime and ii) discuss hours with Fiona.</i></p>
17	<p><b>Date of next meeting:</b> 13th January (Pete to Chair in Bridget's absence)</p> <p>Upcoming meeting dates <a href="#">here</a></p>	<i>Inform</i>
18	The meeting closed at 21:45hrs after Closing Prayers	