

**ST MARY MAGDALEN, KNIGHTON**

**PAROCHIAL CHURCH COUNCIL**

**Minutes of the meeting held at 7:30pm on  
20 January 2022**

**Present:** Revd Adrian Jones (Chairman), Revd Matthew Gough, Amanda Beck (Treasurer), Beryl Bonfield (Churchwarden), Josh Crick de Boom, Sian Howard (Churchwarden), Michael Kirk, Andrew Oldershaw, Lorna Pollard, Judith Rudd, Bob Rutland, Nigel Siesage (Secretary), David Stanyer and Ida Stanyer.

**Apologies for absence** were received from David Palmer.

**22/1 PRAYERS AND REFLECTION**

The Vicar opened the meeting with a reading from 2 Timothy 3.

**22/2 A PLACE OF PEACE**

The PCC considered outline suggestions for developments in the churchyard together with examples of the work carried out elsewhere by Tanya Willis (TW) and some indications of possible costs. The two areas under consideration were a garden for the west end of the existing Garden of Remembrance, and a garden in the larger space to the south of the church. After discussion the PCC agreed:

- a) That TW should be invited to prepare design concept drawings and to discuss them and agree layouts for both the areas at fees of £125 and £250 respectively;
- b) That a sub- group should be appointed to consider the designs when they were received in detail and to make recommendations to the PCC. In the light of these discussions, TW might then be commissioned to prepare final layouts
- c) Budgets could then be agreed, and contractors sought.

It was felt that steps should be taken to obtain the views of interested members of the congregation in developing the proposals.

**22/3 MUSIC**

With reference to minutes 21/82 and 21/112, the PCC considered a paper by the Vicar reporting on the outcome of his further discussions with various interested parties in the light of experience in recent months and particularly during Advent and Christmas. The PCC recorded its appreciation for the work done by Mr Relph in recent months in organising the church music provision and consulting with the Vicar on the future.

The choice before the PCC was essentially between continuing with sessional payments to support music on the basis of the fees agreed at the last meeting; or making a more lasting contract on similar financial terms.

The PCC agreed that a contractual approach offered considerably greater stability and agreed that terms should be prepared to cover:

- Weekly choir practice
- Direction of the choir on the 2nd and 4th Sundays
- Coordination of the band on the 1st and 3rd Sundays

It was recognised that preparing an appropriate contract might take two or three months, and it was agreed that the current ad hoc arrangements should be continued in the meantime.

While the above arrangements applied only to Saint Mary's, the PCC welcomed the indication from Saint Guthlac's that joint choir activities for special occasions could be continued.

## 22/4 RESERVES

The PCC reviewed the current reserves policy in the light of Charity Commission guidance. The reserves currently stood at approximately £137k; this included the amounts designated for specific projects such as refurbishments in the parish centre and employment of a pioneer worker.

The PCC noted that the current policy was consistent with the guidance and that its principal components were:

- 1) To hold an operational reserve equal to: working capital, 3 months of routine operating costs and employee notice periods.
- 2) To hold a building major maintenance (repair costs £1k+) reserve totalling £75,000 for maintenance of the Church and Parish Centre. As all major building maintenance projects are authorised by the PCC from total reserves, only a reasonable level of funds will be held in the Centre bank account as working capital with excesses transferred to PCC main bank account enabling efficient investment.
- 3) To hold any reasonable level of surplus reserves as a contingency against annual deficit and reduction in investment valuations.
- 4) To review the policy and the level of reserves annually.
- 5) To undertake fundraising if actual reserves fall below the required levels

For the purposes of section 1 above, working capital was deemed to be £25,000.

After discussion, it was agreed:

1. That working capital be deemed to be £15,000
2. That section 3 above be deleted.

The Committee agreed that the purpose and management of the reserves would be a matter for further detailed discussion later in the year.

**22/5 PLATINUM JUBILEE**

The PCC noted national plans to celebrate the Queen's platinum jubilee during 2022. It was agreed that St Mary's would wish to mark the occasion appropriately and agreed that Revd Matthew should convene a group to draw up plans. He would liaise with the Social and Fundraising Group and with St Guthlac's. It was noted that a special prayer had been written to be read on the 70th anniversary of Her Majesty's accession on 6 February.

**22/6 CLEANING**

It was noted that a quote was to be obtained to extend the existing bi-monthly professional cleaning of church floors to include the space between the pews.

Action: BB

**22/7 MINUTES**

The minutes of the meeting held on 25 November 2021 were approved subject to a correction to the attendance record.

**22/8 ACTION LIST**

The revised action list was received.

**22/9 HEALTH AND SAFETY**

Mr Britton had adjusted the lighting in the yew walk but this had not fully resolved the problem. An issue with the vestry fire door was referred to the Buildings Group.

**22/10 SAFEGUARDING**

The Vicar reported a matter concerning a person who had once been associated with the parish, and who had since been convicted of an offence committed elsewhere. Support had been offered to members of the parish who might have been distressed by the news.

**22/11 BUILDINGS GROUP**

The report of the meeting of the Buildings Group held on 6 January 2022 was received. The PCC noted the issues relating to access, and that the advice of the Church Architect was awaited.

Action: AJ

**22/12 NEXT MEETING**

The next meeting would be held on Thursday 3 March 2022 at 7:30 pm.

The meeting closed at 9.36 pm with Grace.