

Parish of Shiplake with Dunsden

Minutes of the Parochial Church Council Meeting held in The Ark, Shiplake
on Tuesday 02 October 2018 at 7.30pm

1.	Present Robert Thewsey (RT; Rector and Chair); John Bodman (JB); Neill Cotton (NC); Judy Coulson (JC); Cyril Crouch (CC); Hugo Gamble (HG); Linda Glithro (LG);; Rosemary Jones (RJ); Sarah Nesbit - Curate) (SN); Wendy Robinson (WR); Alistair Washbourn (AB)	Action
	RT opened the meeting, lighting a candle and asking for guidance on how the PCC should carry out God's work in the parish and benefice.	
2.	Apologies for absence: Pippa Hughes (PH); Philip Chaimbault (PC); Jane Gordon (JG); John Penrose (JP); Yvonne Watson (YW)	
3.	Signing of the minutes Minutes of the meetings held on 30 July 2018 and agreed by email were signed by RT.	RT
4.	Matters arising There were no matters that were not covered elsewhere.	
5.	Safeguarding and GDPR JC reported that there are still a few members of the PCC who have not completed the C0 and C1 safeguarding modules and sent her their certificates. She is very willing to help if required. The Pastoral Team have all completed C3 training, and all bar one (which is in hand) have their DBS certificates. Bell ringers have their own regulations, but CC reported that he has done C2. Church Wardens may be required to do further training. Awaiting further guidance re GDPR. A new Electoral Roll will be required for next year's APCM and that will include GDPR plus a new declaration for Gift Aid.	JC/Some PCC
6.	Rector's Report RT reported to those who had not been present that Jonathan Farnhill had talked at the 30 Sept Benefice Service at Harpsden about the Generous Giving Scheme (he also spoke at the Deanery Synod Meeting – see Item 12). RT keen to do this in the benefice as it will increase income and allow for inflation. (Some parishes have increased their income by 50%). RT is on the interview panel for recruiting the next head at the College in November. Similarly, if RT leaves, the College Head should be involved in the appointment of the new rector. RT has applied for the Deanery Grant to purchase 3 'gizmos' (one for each church) to use for contactless payment e.g. for weddings.	All PCC
7.	Secretary's Report Nothing to report.	
8.	Finance Report Prior to the meeting, JP had circulated two reports, appended, which were discussed. 1.Dunsden Fabric Fund JB has been unsuccessful in obtaining more donations from the Phillimore's. According to these accounts All Saints is currently £33K in debt. Rampton and Palmer accounts could be cashed in but would lose good interest rates. Decorating quote from Darren Douglas for £23K – this will stand for some time (Faculty would take at least 3 months anyway). Church does not qualify for Lottery Grant but there may be some money from Oxfordshire Historic Churches Fund. Considerable discussion followed. Agreed that it had been good building management to carry out the repair work but not such good	

	<p>financial management.</p> <p>JB raised the subject of Codicils that parishioners could add to their wills. Harpsden has such a scheme and John Wilson & JB investigated this several years ago but Paul Bradish would not support this idea for Shiplake & Dunsden. JB would like to see this discussed and developed.</p> <p>CC showed us a postcard produced by Rotherfield Peppard Church who have launched a scheme to preserve and maintain the church building. RT expressed caution regarding such schemes. NC felt it would be a risk to be managed. JB was at the, rather poorly attended, Rotherfield Peppard launch. PCC to think about this.</p> <p>NC suggested asking on the Benefice Christmas Card, that as they prepare gifts for their friends, residents of the benefice consider a gift for the church.</p> <p>RT feels splitting the funds is generally unhelpful and would like to act as a Parish, or even a Benefice. Exceptions can occur, like Marjorie’s bequest. All areas of income are declining because there are less donors. Solution is to attract more people back to our churches – thought that the Music Director could do that.</p> <p>2. Shiplake/Dunsden PCC Parish General funds are thought to be about £200K – these are invested to obtain best rates of interest. (Shiplake Fabric Fund stands at about £20K). John Ralfs and John Penrose still have about £80K in the current account which needs investing. Discussion of Parish Share and Reserve Fund followed. (Ideally RF should be 6 months’ running costs though RT’s Cornish churches did not have any reserves).</p> <p>NC proposed that the existing deficit at Dunsden be addressed from general funds Seconded by JB and approved unanimously.</p> <p>With respect to the decorating at Dunsden, RT proposed starting the faculty and obtaining further quotes and, as we are a Parish, we work out a fundraising plan. Seconded by NC and agreed unanimously.</p> <p>NC will ask his PA to set up a Benefice Christmas Card, with a very carefully phrased request for a gift. Note that NC’s PA is also now doing the weekly Pew Sheets.</p> <p>Bursarial charges – last year College charged £4K for their services. John Ralfs had to do two year’s work on the accounts to get them in order. NC said this figure was reasonable given the amount of work required. Hopefully the fee will be less this year. Greg D is going to ask the Governors whether this service could be considered to be part of their charitable giving.</p> <p>The College have recently given £10K for use of the church over this financial year.</p>	<p>All PCC</p> <p>PC/All PCC</p>
<p>9.</p>	<p>Shiplake matters</p> <p>The first stage of repair of the churchyard wall is underway. After discussion, RT proposed that the Shiplake Churchyard Account be taken within the Shiplake with Dunsden PCC monies as a designated ring-fenced amount within the main account. The Churchyard Committee will continue managing the area but without financial responsibility. Seconded by WR and agreed by the PCC. This proposal will also need the approval of the Churchyard Committee.</p> <p>RT reported that there are only 5 cremated remains spots left in the churchyard and one is about to be used. RT proposed that the current plot on the right-hand side be continued (approx. 50 plots) and then on the left-hand side along to Tudor Cottage (approx. 150 plots). <i>Map to be added to the minutes by RT.</i> Seconded by CC and agreed unanimously. NB A faculty will be required and the Bishop may need to consecrate the ground.</p> <p>A second proposal was discussed to regulate what monuments are allowed. RT would like slate 16” x 18” maximum size, with carved lettering and slot for flowers. Pots are permitted for 3 months (12 months for children). The slates can be mown over which makes graveyard management easier. It was agreed that RT would prepare a written policy by the next</p>	<p>RT</p> <p>RT</p>

	<p>meeting for PCC approval. Music Director Post – progressing – likely to be next September to fit in with school year.</p> <p>Separate Confidential minute</p>	
10.	<p>Dunsden matters Saga of the West wall continues. Insurers say wall is owned by the church. They will pay for the wall but not new foundations. £5K for foundations; £14K for the wall. This is just the 15 metre section from road to the toilet. Phillimore Estate will restore the rest of the wall from that point. Conversation with Phillimores and Ecclesiastical Adviser required. JB proposed and JC seconded that the Estate be asked to do this section as well and if they refuse, we should carry out the work before it gets worse. One abstention, the remainder of the PCC were in favour. Dunsden Owen Association are holding an event on Saturday 10 November celebrating Wilfred Owen and the end of WW1. This will include the launch of a book of Owen poems, published by Two Rivers Press. RT reported that there is no objection to the RBL Women’s Banner being laid up in Dunsden but it will require a faculty and RBL must pay the costs. RJ will speak to Beryl Lawson. Opening of the church at weekends going smoothly. RJ needs a key.</p>	<p>JB/LG</p> <p>RJ</p>
11.	<p>How to encourage children into the church In light of the fact that it was past 9.00pm, it was agreed to defer this item until the next meeting, when it will be taken as the first item after formalities. HG to circulate his ideas in advance of the meeting.</p>	<p>HG</p>
12.	<p>Deanery Synod Dunsden successfully hosted the meeting on 13 September, very interesting session with Jonathan Farnhill on Generous Giving Scheme. RT has been appointed the Assistant Area Dean.</p>	
13.	<p>Health & Safety</p> <ul style="list-style-type: none"> • Offending tree has been cut down. • College is no longer able to undertake PAT testing. Options are to find a contractor or do it ourselves. This requires buying a kit and labels. Thought to be about 30 items. RJ’s lodger, an electrician, may be able to help. Ask PC about Dunsden PAT testing. • CC shared provisional drawings of Treske Pews. Cost thought to be £78K approx. CC will ask for further drawings to show traditional and current layout, and also enquire how high they can be stacked. Agreed that discussion of pews should be another early item at our next meeting. • CC & RT are meeting the representative of company that had designed and installed lighting systems in other churches in the diocese to discuss lighting replacement. 	<p>CC</p> <p>RJ PC</p> <p>CC</p>
14.	<p>Shiplake School Report Nursery going well.</p>	
15.	<p>Good news</p>	
16.	<p>AOBChristmas Nativity – RT will ask Stephen Doble if the Barn is available.</p>	
	<p>RT closed the meeting with the Grace. Date of next meeting – Monday 28 January, 7.30pm in the Ark.</p>	

John Penrose’s reports are appended.

DUNSDEN FABRIC

FUND

	2015	2016	2017	2018	
	£	£	£	£	
Fund Balance b fwd	5,160	5,911	11,401	0	
Income	751	12,826	1,157	1,200	Estimated
Expenditure	0	7,336	12,558	35,111	
Balance c fwd	5,911	11,401	0	-33,911	

Details of major items:

Income

Special Phillimore Donation 12,000

(The remainder of the income arises from the Rampton & Palmer Endowment fund investments)

Expenditure

Kitchen works		4,300		
Electrics upgraded		2,000		
Renewal of paving			8,778	
Major works - Owlsworth				23,154
-Hazel & Jefferies				8,778
Minor ongoing expenditure items allocated against the Fabric Fund	0	1,035	3,780	3,179

The above analysis shows that in 2018 there is no further funding left from specific donations made for Dunsden building works.

The current value of the investments in the Palmer & Rampton Endowment funds amount to around £24,000. This essentially belongs to Dunsden & could be liquidated to provide some funding for the works. However this would be a shame as the current level of annual income of around £1,200 would be lost. Otherwise the current deficit on the Dunsden Fabric Fund will need to be charged against the General Reserve Fund as it cannot be allowed to deplete the Marjorie White bequest which is restricted to expenditure on Shiplake church.

One possible solution would be to reallocate the Palmer & Rampton Fund investments into the General Fund & no longer observe the terms of those Endowment Trusts. This would have the effect of boosting the value of the assets backing the general fund to offset the negative effect of writing off the Dunsden maintenance deficit against the General Fund.

SHIPLAKE/DUNSDEN PCC	6 months 2018	Full Year 2017	<u>Est</u> <u>Shiplake/Dunsden</u> <u>split</u>		Benefice
			Shiplake	Dunsden	
<u>EXPENDITURE (Incl Restricted Funds)</u>					
Notes	£	£	£	£	£
<u>COSTS OF GENERATING FUNDS</u>					

Light, Heat, Water & Cleaning	5,149	8,777	6,777	2,000	
Security, Fire & safety	449	1,075	675	400	
Insurance	4,837	6,948	4,948	2,000	
Property Maintenance - Shiplake	3,518	7,183	7,183		
- Dunsden	1	35,111	12,282		12,282
Organists fees	3,997	3,678	2,178	1,500	
Upkeep of services	1,927	4,182	3,182	1,000	
Churchyard Maintenance	945	315		315	
Church Hall Running Exps	0	4,244	4,244		
Flowers at services	120	102	102		
Cost of Fundraising Events	350	705	355	350	
Depreciation of IT equipment		2,027	2,027		
		<u>56,403</u>	<u>51,518</u>	<u>31,671</u>	<u>19,847</u>
GOVERNANCE COSTS					
Giving to agreed charities	25	876	876		
Parish Share	28,298	57,597	35,590	22,007	basis 67/33
Fees for Weddings & other exps	1,504	395	395		
Benefice clergy expenses	2	4,782	11,074	5,537	5,537
Benefice office expenses	411	94	94		
Admin, post, printing & stationery	1,176	9,339	9,339		
Accounting services	726	1,161	1,161		
		<u>36,922</u>	<u>80,536</u>	<u>52,992</u>	<u>27,544</u>
					<u>0</u>
TOTAL EXPENDITURE		<u>93,325</u>	<u>132,054</u>	<u>84,663</u>	<u>47,391</u>
					<u>0</u>
<u>INCOME (incl Restricted Funds)</u>					
<u>INCOME FROM DONORS</u>					
Gift Aid - Regular Standing orders	20,994	29,383	23,383	6,000	
- Envelopes	4,408	8,451	5,000	3,451	
Tax Recoverable on Gift Aid	6,351	9,459	7,459	2,000	
Collections at services	2,157	3,451	2,000	1,451	
Appeals & donations	3	9,468	9,169	4,585	4,584
		<u>43,378</u>	<u>59,913</u>	<u>42,427</u>	<u>17,486</u>
					<u>0</u>
<u>ACTIVITIES FOR GENERATING FUNDS</u>					
Fees for weddings/funerals	7,683	8,371	8,371		
Fund raising events	2,040	2,664	1,364	1,300	
Church Hall income	0	5,252	5,252		
Net Income from 'Belfry' & book sales	0	84	84		
Shiplake College Donation	4	0	6,934	6,934	
Choir Fund	0	418	418		
		<u>9,723</u>	<u>23,723</u>	<u>22,423</u>	<u>1,300</u>
					<u>0</u>
Investment Income	6,960	7,544	6,344	1,200	
		<u>60,061</u>	<u>91,180</u>	<u>71,194</u>	<u>19,986</u>
TOTAL INCOME		<u>60,061</u>	<u>91,180</u>	<u>71,194</u>	<u>19,986</u>
					<u>0</u>
NET SURPLUS(DEFICIT)		33,264	40,874	13,469	27,405
					0

Estimates have been based on previous knowledge & arbitrary allocations. More accurate splits could be made by going through the detail of each of the expense accounts & weekly sheets for Income from Donors. A very time consuming exercise, of dubious value. I did not use the Benefice column as there is no way of allocating income to this meaningfully.