

A Report of the PCC Meeting held on 8th September 2021

Reports

Finance The treasurer circulated a financial report comparing the actual expenditure and receipts from January to August with a forecast for the full year (2021) with the actual full years of 2019 and 2020. Also, he showed what the actual expenditure had been for the full years of 2019 and 2020. Overall, we were keeping our head above water.

Fabric There was nothing to report during August but at the beginning of September it was noticed the floor in the toilet at the back of church was very wet. On further investigation it was found that a joint in the pipework was leaking. The linoleum was removed to dry out and the floor. The joint was sealed and it was now a case of leaving the floor to dry before replacing the flooring. The disabled toilet had also had a leak but it was minor and soon fixed. As there had been no response from Suffolk Masonry about the repair of the chancel arch, he had rung the Architect, David Whymark who advised that a builder and decorator would be able to do the job. The main body of the church would not be affected, and the work would not need a faculty as it was a repair – just an Archdeacon's certificate.

Worship Team and Mission group The Red Bucket Collections were:- Harvest – Tree Aid, Christmas – Essex Integration, Easter – Self Help Africa, Pentecost – The Children's Society. Two weeks before each collection a short talk about the charity would be given during the service and support literature put on a display board placed in a prominent position, possibly near the font. Apart from the Red Bucket collection our harvest gifts of dried or tinned foods and toiletries would be donated to the Food Bank. The Mission Group would send out a monthly newsletter during the middle of each month, this taking the place of the weekly newsletter that had been sent weekly by the churchwardens for the last year.

Bookings for hirings It was reported that it had been disappointing that Roman River were not using St. Botolph's for the launch of their festival, having provisionally booked it and then not cancelled it until the last minute.

Deanery Synod The Synod Rep. said that there had been no further news since the last mailing.

Standing Committee Meeting Report The Churchwardens had met with the Area Dean for his visitation and were given eight items to address.

- 1) The church should have a lightning conductor. David P. had since contacted the ecclesiastical insurers and they said it was not necessary as there were plenty of taller buildings in the vicinity.
- 2) Our PAT testing was out of date. This was being arranged.
- 3) Smart Water was needed on the new lead at the front of the church. David P. would consult with the ecclesiastical insurers to find out their recommendations.
- 4) Safeguarding Policy. Whilst this has been reviewed and approved by the PCC., all who have positions of access to people should carry out the current on-line training. The PCC will be asked to look at on-line training

- 5) DBS approvals should be kept in the Church safe. The PCC are asked to supply copies of DBS certificates for storage in the safe.
- 6) The PCC need to review the Church's Health and Safety policy, especially as it affects any employed persons. The current policy will be reviewed by Ron to ensure that our current liabilities are covered.
- 7) The Church's Table of Fees. This is now displayed.
- 8) New Marriage certificate Book. Now purchased.

Stewarding Changes The had invitation letters were almost completed and printed instructions ready to invite stewards from regular organisation for a training session.

Ongoing Covid Policy The Church of England had provided six areas to consider and these were read out. After a great deal of discussion, the conclusion was that the current precautions taken for our morning services should remain. ie. Masks should be worn, hands sanitised, singing behind masks and trace and track. For concerts the hirers should be given a written copy of our restrictions at the time and request that participants and audiences be requested to do the same.

Parish Magazine It was suggested that we no longer needed a magazine since there was to be a monthly newsletter. There were varying views on this. The newsletter was not intended to replace the magazine. The parish magazine was a record of the parish activities, including births, marriages and deaths. It was something tangible to give to visitors and new members. The PCC was asked to think about this and it would be placed on the next agenda.

Managing future bookings of the church

Due to a shortage of Church members to steward outside events, a small group had met to discuss how concerts could be self-stewarded by the members of regular hirers.

A stewarding document had been prepared setting out the instructions that would uphold the legal health and safety requirements for members of the public. The conditions of hiring the building were also amended to cover our legal responsibilities.

The group suggested that two Training Days be held for stewards of regular users

Next Meeting

The next meeting of the PCC would be Wednesday, 13th October at 2.30 p.m.