

## Minutes of the PCC Meeting held on 11th September, 2024

Held in St. Botolph's Church, Colchester at 2.00 pm.

Present were: - The Vicar, Revd Emma David Poppleton, Pat French, Jackie Haylett, Ann Levy, Chris Kid Stanton and Gill Poppleton.

1. The Vicar welcomed everyone and opened the meeting with prayer.
2. **Apologies for Absences** were received from David Branson and Colin Nicholson.
3. **Minutes of the last meeting** had been circulated. Jackie proposed and Pat seconded and the meeting agreed that these minutes were a true record.
4. **Matters arising** - A second quote had been received from Old Barn Audio upgrading the PA System but it was felt that we should stay with the DM. David P. asked if we could find out how long the installation would take as, ideally it would be good to have finished by early December.
5. **Vision** - A visit by the DAC had finally been arranged for October 17<sup>th</sup>. Representatives from the City Council and Civic Society would also attend. This meeting would decide what possibilities would be acceptable to promote the existence of the church.

Signage was progressing. Now there were notices on the front doors explaining when we were open etc. Ann pointed out that they could be seen from the end of the road even though they couldn't be read from that distance.

There are now Welcome Cards available for people to fill in if they would like to be contacted and prayer request cards. David P. would mention this to the congregation on Sunday. It was felt that these cards should also be available as people went into the hall for refreshments.

6. **Children and Young People** – How can it happen again?  
Contact with St. John's Green School was progressing and Revd. Emma had visited both school sites taking apart in their harvest assemblies. As neither Christ Church or St. B's has anyone who could take on the role of Youth Worker we should explore the possibility of employing someone for that role for both churches.  
Revd. Emma was keen to form our own St. Bot's Tots group for children under five. Another idea was to run a Saturday morning Lego Group for youngsters and their parents. They could build models and at the end incorporated these models into a bible story or prayer. The meeting approved these ideas initial ideas, and these suggestions could involve the congregation in many ways.
7. **David's list of roles** – A job description had been written for a part-time caretaker and would be advertised once Dawn from the Diocese of Chelmsford has checked it. This was proposed by the vicar, seconded by Chris KS and agreed by the meeting.
8. **Correspondence** – A lengthy draft document had been drawn up by Nathan Whitehead and had been sent to the vicar concerning the sublease of St. Helen's Chapel. The document had then been emailed to the PCC. As it was a legal and lengthy document, the PCC felt that they did not have the ability to fully understand it. The vicar would contact Nathan to say that the PCC had seen the document but the felt that it did not have the experience of documents of this nature but would trust Nathan to protect the PCC and diocese appropriately. Since then a reply has been received stating that "it does and that it is certainly an improvement on the sub-lease on the Orthodox currently relies on their tenure."  
A letter had been received (*attached*) from William Jolliffe saying asking if could ring the bell before and after the Ordination Service. He would be told that he may ring it before the service but after would not be appropriate.

9. **Safeguarding** There were no concerns about safeguarding. Another member of the church had been DBS checked.
10. **Vicar** - The vicar had felt that the previous Sunday's service had gone really well and received some positive comments. Heritage days had had many visitors. Emily, the administrator had helped steward on the Sunday which had given her an opportunity to meet some of the congregation over coffee. The vicar was hoping that it would be possible for Emily to work at St. Botolph's on a Friday morning to do more administrative work including the printing of the service sheet. The PCC agreed to an increase in her hours of up to two additional paid hours per week. For this work at St Botolph's she would need a computer and monitor. This could be purchased for around £750 but Christ Church had a spare which we could have. The meeting decided to accept this kind gift.
11. **Ordination Service** – There would be a rehearsal on 23<sup>rd</sup> September at 10.00 am. On the day of the service the six ordinands, close family and friends would be seated at the front of the church. Refreshments after the service were in hand.
12. **Policies**  
**Health and Safety** – Any amendments to our policy should be emailed to David P. within the week.
13. **Reports**  
**Fabric** – David P. said that the total cost of the new PA system, the refurbishment of the toilet, the roof repairs and other items in the quinquennial report would amount to around £55,000 of which he was hoping to gain half that amount from grants. So far he had approached Enover and Friends of Essex Churches. Bakers of Danbury had quoted for some of the work and a local roofing man had quoted for the roof repairs  
**Finance** – The Accounts (*attached*) to the end of August were presented to the meeting, and at present we had a surplus of just over £7,000. The Acting Treasurer said that we would need some fund raising events for all the proposed work on the church. Some ideas were mooted but would need more thought. The Parish Share for next year would rise by 5% to £31,870. David P. proposed and Jackie seconded that we would accept this rise and the meeting agreed unanimously.  
**Worshiping**- Our Harvest Festival was fast approaching. The Red Bucket collection would be for Water Aid and gifts would be for the Food Bank. Ann offered to do a leaflet for items required to be distributed to the congregation. Chris KD said she would bring along some dahlias if there was help to put them in vases. Gill offered to organise a Harvest lunch which was accepted.  
**Bookings** – Marion had said that this was the time to decide on hire charges for next year. The vicar proposed that the charges increase by 5% and David P. seconded this and the meeting agreed. Marion would be thanked for work on bookings as she had now handed over to Emily.
14. **A.O.B.** - Chris KS said that some of the congregation would like to go back to singing The Gloria to a tune written by Colin. After discussion it was decided that this could be sung at some of the communion services led by Michael Fox and music would be available for those that required it.
15. **Date of Next Meeting** – Wednesday, 9<sup>th</sup> October 2024 in the church at 2.00 pm.
16. The vicar closed the meeting with prayer