

MINUTES OF MEETING OF BARCOMBE PCC ON THURSDAY 24<sup>th</sup> MARCH AT 7.45  
PM IN THE CONKER ROOM, ST MARY'S CHURCH

Attendees: Alice Fry (Secretary), Eb Cottingham, Graham Tomsett, Alan Cannings, Peter Frost, James Hollingsworth, Olaf Petersen, Alasdair Smith, Anthony Cross , Peter Frost (Chair), Gillian Warren, Andrew Lamont

1. Hymn: Tell out my soul, Reading: Annunciation of the blessed virgin Mary
2. Apologies: Nigel Hill, Charlotte Mitchell, Ian Pounce, Michael Richards, Caroline Culme-Seymour, Heather Shepheard
3. Minutes of meeting were signed as correct of record
4. Matters arising from minutes January 17<sup>th</sup> - Kate Tiffin has stepped forward as health and safety adviser
5. Building committee report: Olaf Petersen took the PCC through his minutes (attached). One of the main proposals to come out of the meeting was to install secondary glazing and curtains to the windows in St Francis. It was decided that the committee would look at these costs and make a decision once they were in. Peter Frost thanked Olaf for all the Committee's hard work.
6. Finance Committee report: Alasdair Smith took the PCC through his report (attached). There was some discussion over the amount of £14k from British Gas. Alasdair is leading the investigation and will report back.
7. Mission Committee report: The Rector read Ian Pounce's report to the PCC (attached). It was felt that the congregation should perhaps have a letter sent out about planned giving. Peter Frost also felt he should write to people when it is known where we're heading as a church to say "we are seeking to raise extra money for the following items".
8. Youth Work:
  - a) Mikey Lear and Sarah Lear had a trip to Southover Church re. their youth work which was very successful. There was a plan in place to follow up in Newick and find out about their youth group but it hasn't been so easy to organise.
  - b) Claire Brough held a child protection training course to which 8 people attended. Claire has volunteered to take over as child protection officer.
  - c) Chloe Tiffin has raised over £1100 and congratulations was given to The Rector for finishing the run
9. Deanery Synod Report: There are 2 vacancies coming up for the next APCM. The Rector has asked the PCC to have a think and a pray. The Rector told the PCC that Mike Richard's report said, amongst other things, that the Deanery Synod voted heavily in favour of women Bishops.
10. Item for members:
  - 1) The Rector reminded the PCC that it is the APCM on April 13<sup>th</sup> 7.30pm and went through the vacancies. The Rector asked if Gillian Warren could step down and then step up as a PCC member and there were no objections. Heather Shepheard will come on as PCC member instead of Churchwarden and Ian Pounce has said he will stay another year. **[UPDATE – since the meeting, on account of 5 volunteers coming forward for PCC, I've asked Ian Pounce not to remain on PCC, I've also followed the clearer**

**protocol whereby Mrs Warren stands down from PCC, and at the next PCC meeting, I will invite the PCC to vote on whether they would like to co-opt her onto the PCC]]**

- 2) Eb Cottingham said that there had been a 10 week booking out of WI for St Francis which he was pleased with
11. Correspondence: Alice Fry has received some correspondence re. the APCM and elections and a letter from the Diocese re. giving money to the Family Support work

### **Faith In Action**

The PCC considered a range of ideas from the away day. Three themes emerged during the discussion and form the basis of the vision for greater involvement and support in the local community. The vision was also to break down barriers of loneliness and enable people to come together for a wide range of activities and social events. Overall the aim is for the church to serve the community and increase opportunities for sharing our faith. The themes were:

1. The concept of a programme of events, activities and support for church members and the local community. Examples include existing and new activities which cluster into a number of categories:
  - Social events – church fair/ barn dance/music sessions, etc.
  - Support activities – counselling/parenting/debt and financial advice
  - Health related - care afternoon/
  - Physical activities – Pilatus/gym session/keep fit etc.
  - Regular activities – coffee/ weekly lunch etc.
  - Spiritual support – prayer corner in St Francis /drop in sessions

The programme would also allow for other people to book the space in St.Francis as at present.

2. To establish a planning to co-ordinate and publicise the programme. The group would seek to ensure that the programme met needs and did not conflict with other activities or services in the village.
3. To investigate whether St Francis could be adapted and developed as a nub for a range of activities in the village. This will consider:
  - How the building can be configured to offer flexible spaces for a range of activities
  - How best to provide catering facilities for coffee and lunch sessions
  - Heating and insulation
  - Management and oversight.

Clearly some activities would be better suited to other locations such as the village hall and the Conker Room. In addition some support would be an outreach into people's homes and other organisations in the community.

The investigation will also consider whether it would be better to use other facilities rather than St Francis and find an alternative use for the building or site.

#### **Communication of the vision with the Church.**

The PCC urged that the ideas being developed are shared with the wider church. Some ideas included:

- An Introductory statement on Sunday – what we are seeking to do – the main elements of the vision
- Follow up short presentations on each priorities i.e. one a week – with on screen and paper copy (in Bulletin)
- Sharing the vision at the annual church meeting
- Putting up a large summary in the link
- Putting the vision on the Web site
- An invitation to submit comments on any item by letter to, on web site, email etc
- Final feed back on outcome of consultation and key decisions at a special church meeting.

### **Barcombe PCC**

#### **Finance Report – March 2011**

The accounts for 2010 have been prepared and passed to our independent examiner. I am pleased to report that the examiner has issued a clean audit report.

Our receipts for Jan and Feb amounted to £17,405 and this include a refund of tax for the second half of 2010 of £5661. Planned giving totalled £6,106 which is about £1000 less than last year.

Payments made in the first two months amounted to £13,876 and this includes two monthly Parish contributions of £4510 (2010 £4375). The final giving distributions for 2010 have been made. The only other sizable payment was £807 in respect of the rectory council tax.

Cash held at bank amounted to £78,521 as at the end of February. Our latest forecast shows that expenditure will exceed income by some £4,400 in 2011.

We have been in contact with British Gas about the underpayment for electric at St Francis ( £14k) and we are now talking to the "expert credit solutions " team. Our aim is still to establish that the invoices raised were incorrect and to reduce substantially any amounts paid.

#### **Minutes of Building Sub-committee 3rd March 2011**

Open: 1945

Attendees:

Olaf Petersen (chair)

Eb Cottingham

Andy Lamont

Robin Moore

Alan Canning

Graham Thomsett

Anthony Cross (minutes)

1. **Opening Prayer** - given by Olaf
2. **Apologies** - from James and Heather
3. **Minutes** - of 23rd September, 2010 accepted
4. **Matters Arising**
  - Thanks to Eb for installing fencing on Church Road.
  - Alan fixed two tiles on St Francis' roof. Another tile now notice loose that needs refixing.

- No progress on new projector pole by Anthony. Alan offered to try and source an aluminium pole.
- Oil tank outlet pipe/valve protection now installed by Alan.
- Toilet pan replaced in the Link by Alan.
- Discussion re oil tank security and possible theft. Insurance Company happy with the Church's approach, no change proposed.

## 5. Correspondence

- Company that deals with Boiler (Grundy) has provided quote for servicing. Quote also obtained from Kyle Harnden who is in discussion with Olaf.
- British Gas (electricity supplier for St. Francis) is in correspondence with Treasurer re recent very large bill for last seven years. Despite approaches from us, B. Gas has not previously read meter or billed us.

## 6. Wastage and cost of Electricity at St Francis

- Olaf said this item is the main purpose of this meeting, following discovery of the high cost to PCC of electricity at St. Francis. Olaf reported to the 17Jan2011 meeting of PCC that electricity is being wasted at St Francis. Our aims are to be cost effective and minimise our carbon footprint, and Olaf thanked Robin for joining us to discuss this.

### 6a) Current Electricity Cost and Usage

- Recent Consumption & Cost - based on 13,000 electrical units used in past 6 months, if we estimate 18,000 units per year @ 10p/unit, electricity for St. Francis is costing us in the order of £2,000 per year.
- Electrical Appliances - Olaf has identified these as
  - 3 Dimplex convector heaters with fans, each 3Kw (max) with thermostat - background heating
  - 3 high level radiant heaters, guess 1, 2 & 3Kw - people heaters
  - Piano heater, approx 25watts
  - Porch: Wall mounted convector heater, with thermostat, guess 2Kw max
  - Vestry: Delonghi convector heater, with thermostat, guess 2Kw max
  - Toilet: Wall-mounted fan heater, guess 1Kw
  - Kitchen: Fridge; Oven; Extractor-hood fan; Water Heater; Plinth Heater (floor level)
  - Office: Convector 0.75 & 1.25Kw elements, with thermostat (max 2 Kw)
    - 2 wall-mounted fan heaters, guess 1Kw each
    - 1 very large printing/copier machine, 2.4Kw, plus low wattage paper heater
  - Various lighting throughout.
- Current Control of Heating Appliances'

- background convectors heating @ 1Kw each, by time switch set on for 0600- 2130 and manually increased to 2 or 3Kw according to need at time of use
- high level radiant heaters, manually switched on about 45 mins before services
- all other heaters, manually switched on at time of use (& not always switched off)

- Recent Changes - Olaf read the riot act at 17Jan2011 PCC Meeting re switching off heaters after use as appropriate. Convector heaters have been disabled in porch and vestry on a trial basis.
- Proposed Changes:

Possible Immediate Changes are

- + Alan to be given a key to St. Francis to allow switching off kit if noticed (Action - Eb arrange)
- + named responsible person from each hire group to ensure electrical equipment switched off (Action - Eb)
- + reset time switch to 0700 to 2000 on trial basis (Action - Eb)
- + switch on heating 30 minutes before services (Action - Olaf to talk to Wally Hope and Michael Richards)
- + get Dave Haslem to review heating / lighting options (Action - Alan to peak to Dave)

A pre-payment meter was discussed, but felt unattractive to hire groups which are thought to be more inclined to book St Francis if premises known to be warm on arrival.

Longer Term Options

- + timer switch for localised heating
- + Photo voltaic power supply panels on roof.

Replacement of existing convector heaters with storage heaters may yield cost savings, but experiences elsewhere (including St. Mary's) have shown that they can be wasters of heat and running costs, due to demanding control needs and inflexibility of operation.

6b) **Building's Heat Losses**

Olaf noted that building is in effect a heat sieve: with significant heat losses due to

- no ceiling below roof space (direct loss of room heat to roof space); roof is not insulated; draughts (visible air gaps at doors and windows); single glazing; solid walls without insulation. Graham noted windows without curtains.

At first sight, without due consideration of cost and possible listed building status, Olaf's wish list of building improvements to dramatically reduce heat wastage would include

+ addition of room ceiling with insulation; draughtproofing, double glazing, internal insulation boarding to external walls throughout, and insulation to office and porch ceilings.

- Proposed Changes:

Short Term

- + curtains on windows (Action - Olaf to propose to PCC, additions of curtains)
- + draft exclusions (doors and windows) (Action - Alan)
- + secondary glazing (Action - Olaf, to propose to PCC additions of secondary glazing, Action - Alan, to provide quote for secondary glazing)

Medium / Long Term

Future needs and use of St Francis was raised. Eb said that 2 hire groups are expected to leave and use the new village hall.

A view was expressed that future use by hire groups won't be reliably known for 2 to 3 years.

Robin suggested that a proposal be put to the PCC that a committee is convened to consider the medium/long term options for St. Francis. This would include possible changes to heating and lighting arrangements, and take account of the new, soon to be opened Village Hall with its modern facilities, and its location, and its affect on future bookings for St Francis.

7. **AOB** - None

8. **Closing Prayer** - Olaf delivered the closing prayer.

- After Meeting Notes

A) Olaf read the electricity meter on arrival for the meeting and on the next morning prior to use by others.

From 1930 03Mar2011 to 0930 04Mar2011, electricity used was **48 units**.

B) On Sunday 06Mar2011 Olaf carried out check re possible unknown connections/electricity use of our St. Francis supply.

With all appliances switched off/unplugged the change of meter reading over a 3hour period was Nil.

This indicates no unknown connections/usage.

C) On separate occasions Alan and Olaf have since seen internal door left open with consequent loss of heat. Alan has proposed and Olaf has agreed to Alan fitting a door closer. Subsequently Eb has identified that a retainer hook is required to keep door open to assist with entry and exit of wheelchairs.

D) Eb actioned the timeswitch reset to 0700-2000, and subsequently altered setting following loss of power to projector during evening use of St Francis

### Mission Giving Report

1. Allocated gifts (which have all been agreed with the PCC) have been made and are up to date.
2. Alison Akehurst would like to set up a food bank in aid of Family Support Work (Knowles Tooth - a local charity based in Hurstpierpoint that we already support helping families across East and West Sussex). Alison and I are talking through the details of how that might work. She will be making regular visits during this year so could take food with her. FSW gave away thousands of food packages to families in difficulties last year. One of their ideas is to use 'buy-one-get-one-free' offers so people donate the free whatever-it-is to FSW. More to follow.