

**ALL SAINTS CHURCH, HARTFORD.**

**MINUTES**

**OF THE PCC MEETING HELD ON MONDAY 20<sup>TH</sup> JANUARY, 2025**

**IN THE CHURCHROOM AT 7pm.**

**Present: Revd. Geoff Boucher, Revd. Steph Pedlar, Revd. Clifford Owen, Colin Jones, Tony Humes, Neil Pedlar, Helen Dowzall, Elaine Levitt, Lesley Grant, Peter King, Genene Triggs, Sue Craven, Paul Fearon, Bev. McCallum, Pam Fearon.**

**There were no apologies for absence.**

The meeting opened with Prayers.

1. The minutes of the PCC Meeting held on 18<sup>th</sup> November 2024 were approved by the meeting.
2. **Matters Arising**: It was decided that as from the beginning of February the Weekly Sheet would be printed by Ms Lois Dale. Contact would be made with Lois regarding the printing and collection of the Weekly Sheet.
3. **Correspondence**: An email had been received letting us know that there was a defibrillator on the wall at the side of the main entrance of the village hall. To be able to get access to it you would need to have a mobile phone with you to be able to dial 999 for the code to release it from the wall. It was suggested that a notice might be put up in church giving these details. A thank you letter, and card had been received from the Food Bank and the Women's Refuge thanking us for our gifts of support at Christmas. Pam Fearon read out her letter, standing down as PCC Secretary due to the move to Cornwall.
4. **Electoral Roll and Approval of Appointments**: Neil Pedlar's name was added to the Electoral Roll. Lesley Grant and Genene Triggs were both appointed Deputy Church Wardens. Proposed by Peter King seconded by Helen Dowzall. The appointment of Bev McCallum as PCC Secretary was approved, proposed by Sue Craven and seconded by Elaine Levitt. As Paul was no longer Church Warden, he was co-opted on to the PCC to carry out the role of Treasurer until April 2025. Proposed by Sue Craven and seconded by Genene Triggs. As Pam Clark is no longer a member of the PCC, she was removed from the list of signatories for the CCLA account. Neil Pedlar has been added to the CCLA Account and also the Lloyds Bank Account. Proposed by Colin Jones and seconded by Tony Humes. The Standing Committee will now consist of, Revd. Geoff Boucher, Revd. Steph Pedlar, Sue Craven, Neil Pedlar, Elaine Levitt, Bev McCallum, Lesley Grant and Genene Triggs.

5. **Safeguarding:** There were no incidents to report. A secure place for the storage of confidential paperwork was needed. Mainly this paperwork consisted of DBS checks which were highly confidential. Colin reported that he was collating a list of all groups who use the church room and ascertain who is responsible for the safeguarding. The treasurer did remind the meeting that on all the booking forms for the church room there is a question requesting details of safeguarding measures in place by that organisation.
6. **Churchwardens Report:** The report had been circulated to the PCC prior to the meeting. Colin Jones wished to thank Paul for the kind comments made in the Weekly Sheet regarding the Sunday morning Coffee and Tea. The treasurer explained to the meeting that the silverware held at the Fitzwilliam Museum was due for insurance renewal. Before this could be done, we needed to have the silver valued as it was several years since this had been done. Cheffins had been recommended to us and their fee of £660 was approved by the PCC.
7. **Treasurers Report and approval of 2024 Accounts:** The 2024 Annual Accounts had been examined and circulated to the PCC for approval. Paul read a summary of the position from the accounts - The total income for the year ended 31<sup>st</sup> December 2024 was £85,156 and total expenditure was £101,059 resulting in a deficit of £15,902 for the year. The deficit was funded by a transfer of £22,000 from reserves. Total funds held in the four bank accounts were £109,387 at the 31<sup>st</sup>December 2024, a decrease of £11,165 compared with the 31<sup>st</sup>December 2023.  
The approval of the accounts was proposed by Neil Pedlar and seconded by Genevieve Triggs. The PCC unanimously approved the 2024 Annual Accounts. A transfer of £12,000 had been made from the Investment Fund to pay for the limewash and as a result the balance of £10,220 in the Enhanced Fund for the Chancel Repair Liability has been exhausted. The money has been used for the limewash of the chancel and this Enhanced Fund has now been closed.  
Paul informed the PCC that currently all parishes with annual income over £100,000 in any financial year must register with the Charity Commission as a Registered Charity. By the end of March 2031, all PCCs with an annual income of over £5,000, will need to be registered. A phased onboarding for Church of England PCCs will start in 2026.  
Paul proposed that the Wish List should be wound up and the balance of £867.88 transferred from the IAS account to the current account and the money used towards payment of the limewash invoices. The PCC agreed.  
Paul explained that he will continue as Treasurer until the end of April by which time the accounting for the financial aspects of the limewash should be completed. At the end of April he explained that he would run an end of year report so that Neil will be able to include these figures in the accounts program that he will be using.  
Paul explained that the current software for the accounts was old and unsupported, and it would make sense to buy a software package for the church accounts. Neil had identified three possible packages, and the PCC

agreed that we should buy one. The cost would be between £20 and £40 per month. Geoff, Neil and Paul would agree which would be most suitable for our needs and then proceed.

Paul confirmed that after April he will be available to provide any remote support from Cornwall required to help with any queries which Neil may have.

8. **Discretionary Fees:** The only increase was for interment of ashes in the rose garden. This had gone from £242 - £248. There is a statutory fee of £198 with the balance being paid for the preparation of the plot.
9. **Update on Limewash:** The work started on the 13<sup>th</sup> January and is going well. Three stage payments have been agreed with Brown & Ralph at the end of January, February and March. The grant from Mick George will be paid by GrantScape against these Brown & Ralph invoices, £5,000 against the January invoice, £3,000 against the February invoice and £2,000 against the March invoice. Photographic evidence will be required by GrantScape of the completed work to enable them to release the final payment.  
Paul would submit claims for the repayment of the VAT under the LPW Scheme. The March VAT claim could be at risk if the Listed Places of Worship Scheme is not renewed by the government at the end of March. PCC members were encouraged to contact our local MP about this and Paul agreed to circulate a template for doing this.  
It was agreed by the PCC that at the end of the limewash a cleaning company would be contracted to clean the church. Paul would ask Brown & Ralph if they could recommend anyone to do this.
10. **Deanery/Diocesan Reports:** As there had not been any Deanery or Diocesan Meetings there were no reports.
11. **Reflection on Christmas Events:** Many events had taken place over the Christmas period which had all been well attended. The children from the Hartford Schools had enjoyed the visit to the church to see the nativity sets on display. The Blue Christmas was really appreciated by those who attended, and it was hoped this would continue this year. It was felt the Christmas Carol Service should be given some thought with ideas to brighten and uplift the service. The possibility of serving mulled wine and mince pies would be revisited. We have in past years served these refreshments, but they were discontinued after Covid. The following were all the events which took place during the month of December: Enchanted, (coming in 2025) Nativity Sets Exhibition, Christingle, Carol Singing, Dance Nativity, Carol Service, Blue Christmas Service, Midnight Communion, Christmas Day Communion,
12. **Fund Raising:** There will be a concert in church on 26<sup>th</sup> April, time to be confirmed. The group "The Six" will be performing a variety of songs, including music from the musicals. The tickets for the concert will be £10 each to include wine and nibbles in the interval.
13. **Website:** The church website was in need of updating quite urgently. Some of the information displayed was out of date and needed to be removed. Revd. Steph together with Revd. Geoff and Sue Craven would look in to bringing the website up to date with the help of Haleema.

- 14. Wedding Flowers:** The cost for wedding flowers had been reviewed at the Standing Committee at the request of Pam Clark. There had not been an increase for many years and the cost of flowers has risen. At present the cost of a pedestal is £30 and this would be increased to £45. The charge of a display on the windowsill at the side of the lectern would be £30 giving a total of £75. This charge would be reviewed under Discretionary Fees each year.
- 15. Fire Regulations Update:** Geoff would be speaking to Paul Slater with regard to taking on this role.
- 16. Any Other Business:** Steph informed the meeting that there would be a Lent Course this year based on the Lords Prayer. More details to follow.

Geoff thanked Paul and Pam Fearon for all their contributions of time and planning made to help All Saints Hartford remain a thriving church. So many projects being undertaken making sure the condition of the church remained solid. Hartford Connects had become a great point of information as to what events were happening at our church bringing people who otherwise would not visit to our church. They would be greatly missed.

The meeting closed at 8.55p.m. with the PCC Committee sharing The Grace.

The next meeting of the PCC is Monday 24<sup>th</sup> March 2025 in the Church Room at 7pm.