

## St Mark's Church, Broomhill

Minutes of the Parochial Church Council meeting held on 19 October 2011 (7.30 pm).

### Present

Ian Wallis (Chair)	Mike Hunt	Judith Crawshaw	Prema Salt
Tanya Ralph (Minutes)	Joe Forde	David Trickett	Sue Hammersley
Alistair Sutcliffe	Gary Grief	Catherine Trickett	Deni Ennals
David Ryder	Shan Rush	Pat Hunt	Anne Padget
Michael Bayley for item 51			

### Apologies

James Dickson	David Price	Simon Ennals	Don Smith
Robin Saunders	Bridget Grayson	Ian Maher	

Gary Grief led the opening devotions.

		Action
<b>48</b>	<b>Approval of the minutes of the PCC meeting 12 September 2011</b>	
	The minutes of the meeting on 12 September 2011 were approved with the no amendments. Tanya R and Ian W to agree wording of Changing Attitudes and Civil Partnerships item for the minutes for the website.	TR IW
<b>49</b>	<b>Matters arising from minutes of the PCC meeting 12 September 2011</b>	
	<p>26 – Ian W and others (Mike H, Shan R, Tanya R, Anne P, Don S) attended the Hallam Deanery Evening on 'Growing the Body of Christ: The Diocesan Strategy for Growth' on Tuesday 20 September 2011. This will be explored by the PCC at the away day on Saturday 22 October. Shan R and David T attended the Diocesan Development Day on Saturday 1 October.</p> <p>31 - Sound quality in church – An order has now been placed for the replacement of the main church speakers and an additional 2 speakers for the choir stalls, at an overall cost of £2320 (inc VAT) which falls within the budget previously agreed by the PCC. It was noted that should it prove necessary to install a graphic equaliser at a later stage this would cost in the region of £250 (excl. VAT)</p> <p>40 - Under floor heating - Fulton's have now completed most of the work on the under floor heating. This has been a much bigger undertaking than was anticipated. All the main cables from the control panel feeding the heating elements have now been replaced with the result that all the main areas are now working. A separate circuit for the Narthex has also been created. Some work remains, notably the replacement of a number of heating elements. These will need to be custom made and it is hoped that they will be installed before the CRC Autumn conference.</p> <p>41 - Director of Music: Simon Dunbavand started on Monday (17 October) when he led the choir practice. His first Sunday will be this week (23 October). Andrew Linn's inaugural Organ recital will be held on Saturday 22 October.</p> <p>43 – Welcoming and Open Congregations: As resolved at the September meeting, Tanya R has listed St Mark's on the <i>Changing Attitude</i> website as a 'Welcoming and Open Congregation'. In addition we now have a link to the <i>Changing Attitude</i> website from the 'Links' section of the St Mark's website, and are following <i>Changing Attitude</i> from the St Mark's twitter account.</p> <p>44 – One World Week: Sue H drew attention to the rescheduling of some of the Broomhall events in 'One World Week' (23-30 October). Anne P and Ian W will check that the information on the blue newsheet is correct.</p>	IW AP

	<p>Interfaith Week (20-26 November): Sue H attended the meeting held with representatives from Sheffield Interfaith Forum, under the co-ordination of Robert Beard. The week will be launched with a Sunday lunch at St Mark's on 20 November. In addition there will be other events at St Mark's during the week as well as at other venues. Plans are currently being finalised.</p> <p>45 – Parish Weekend: The 2012 Parish weekend will be launched on November 6 with a brochure. Ian W reminded members that the PCC has already allocated a budget of £2000 towards the weekend. He went on to explain that a non-refundable deposit of £890, 10% of the minimum overall cost of the weekend, was now due and that, by paying this, the PCC was committing itself to underwriting the total minimum cost, equivalent to 67 adults paying the full fee of £125. The PCC agreed to the payment of the deposit to the Hayes Centre on these terms.</p>	IW
50	<b>Correspondence</b>	
	<p>Tanya R has received a letter from Bridget Grayson announcing her resignation from the PCC due to ill health. Tanya R will purchase a card and bring to Saturday's 'Away Day' for all to sign.</p> <p>Anne P informed the PCC of a Deanery event being led by Phil Townsend on 17 November at St Columbus, Crosspool (7.00 for 7.30 pm). This has been opened up to a 'come and go' event with a theme of 'How faith affects our daily life'.</p> <p>Ian W informed the PCC that The Venerable Peter Burrows, currently Archdeacon of Leeds in the Diocese of Ripon &amp; Leeds, is to be the new Bishop of Doncaster. He will be consecrated as a Bishop in York Minster on 2 February 2012 and welcome services are being planned in Sheffield Cathedral (5 February) and in Doncaster (12 February).</p> <p>A thank-you letter from the Archer project has been received for our contributions to its Harvest appeal.</p> <p>Ian W has received a letter asking us if we wish to purchase a Beacon to light on the occasion of the Queen's Diamond Jubilee in June 2012.</p>	TR
51	<b>Photovoltaic Panels: Permissions &amp; Funding</b>	
	<p>Michael Bayley joined the meeting for this item.</p> <p>The response from the congregation for the PV panels has been extremely generous and we have now received £39,573 from 71 pledges, including reclaimed tax. It is likely that there will be very little money, if any, required from the church reserves to cover the installation costs of the PV panels.</p> <p>The planning application and application for tree surgery have been submitted. If this matter is decided by the planning officer then this would be by 28 October. If it is referred to the planning committee then the next committee takes place on 7 November. The decision on the trees will be made following the decision on the panels and should only take 2 days.</p> <p>Ian W has submitted the Faculty applications to the Registrar who is awaiting a planning permission decision before sending them onto the Chancellor. He will contact him again to see if he can send them on in advance of the planning decision.</p> <p>Michael B informed the meeting that the 20<sup>th</sup> Century Society had made an earlier objection that has now been withdrawn on the strength of support for the scheme from Peter Pace (the Architect's son). BANG, the Broomhill Forum and Central Community Assembly have all been informed about our application. Gary has heard informally from the chairs of BANG and the Broomhill Forum who have no objections, but there has been no formal response from either as yet. Equally, he has heard nothing from the Community Assembly. Gary reported that Broomhill Forum is sending a 'favourable' letter direct to the planning officer (Roy Mcleod). The reversibility of the installation of PV panels is proving to be an important consideration for interested parties. Details of the planning application are now advertised on local lamp posts.</p> <p>Michael B and Ian W informed the PCC that because of the necessity of completing the work before the end of March 2012 (the FIT, feed-in-tariff, will go down significantly after this date), the PCC needs to agree a contractor and to place an order for this work, conditional on the planning and faculty permissions being obtained. Five quotations have been received, namely from TDFM, YES, FREEWATT, AE SOLAR and HOMECO. Many variables were considered including customer response, costs, how panels are fixed to the</p>	IW

	<p>roof, length of guarantee, start date, look of the panels on roof, and prior experience with listed buildings.</p> <p>Michael B (and Robin Saunders) recommended the HOMECO quote of £31,185 to the meeting, including VAT and an estimate for scaffolding. Additional costs will include the tree surgery (£900 - £1200) and a possible connection fee of £500. HOMECO are prepared to accept an order before planning and Faculty permissions have been obtained. A deposit of 1/3 of this total is required when the order is placed, on the condition that it will be refunded in full if consents are not forthcoming. The PV panels (LG Mono Solar Modules) are guaranteed to work at 100% efficiency for 10 years and 80% for 25 years. The HOMECO guarantee on the Inverter lasts for 10 years (Inverter replacement costs: new - £4000; reconditioned - £600. However, it was noted that the guarantee on the Inverter was with another company, SMA.</p> <p>After considerable discussion, the PCC resolved to place an order with HOMECO. Proposed by Mike H, seconded by Judith C and passed unanimously by the PCC.</p> <p>Mike H, Michael B and Ian W will agree the timetable for placing the order. David R will start to collect in the pledges shortly so that as soon as funds reach £10,000 he can place the order.</p> <p>David R informed the meeting that the insurers won't cover the church for metal theft whilst scaffold for this work is in situ and he suggested employing security guards for this time period. David R to look into this further.</p>	<p>MH IW DR</p> <p>DR</p>
52	<p><b>Plans for Advent &amp; Christmas</b></p>	
	<p>Ian W circulated a draft programme for the Advent and Christmas season in addition to the minutes from the earlier PCC review of last year's events. He invited comments to be fed back to him.</p> <p>It is also proposed that a Christmas tree might be placed on the Green perhaps with lights.</p> <p>The Pledge Sunday presentation will have a broader theme this year to enable the congregation to consider their time and talent pledges and commitments as well as their financial support.</p>	
53	<p><b>Budget 2012</b></p>	
	<p>The Treasurer, David Ryder, presented the General Fund accounts for the 9 months to 30 September 2011, a projection to 31 December 2011 and the 2012 budget.</p> <p><b>Projection to 31 December 2011</b></p> <p>The income and expenditure for the 9 months to 30 September 2011 was reviewed from which a projection to 31 December 2011 has been estimated. These figures were then extrapolated into the next year (2012) to enable the budget to be set.</p> <p><b>Income:</b> By 31 December 2011 our expected voluntary income is estimated to be £189,100 with other sources of income estimated to be £13,100, giving us a total income estimate by the year end of £202,200. There has been a significant drop in the level of Direct giving, in both Gift Aided pledges and in the plate collections. Unfortunately, a number of pledges have been reduced or withdrawn due to changed circumstances of the donors. This has effectively cancelled out the expected increase in pledges received after Pledge Sunday (£10,000). Also a reduction in the income tax rate will mean a reduction in the amount of tax reclaimed by the church. However, despite the reduced income levels, David proposed that for 2011 we continue to transfer £2,000 into the fabric reserves and £1,000 into the Social Fund. Donations, fees and investments are slightly above that predicted.</p> <p><b>Expenditure:</b> David commented that the expected level of expenditure for 2011 is much more predictable. Many areas of expenditure are preset: International and home donations are set by formula, the Parish Share of £79,300 is assessed by the Diocese and the Vicar's, Associate Vicar's and Curate's allowances and expenses are constant. The remainder of our expenditure relates to Church running costs and overheads such as insurance, utilities, cleaning, repairs and maintenance, grounds (including gardener's salary), organ and music expenses (including Director of Music salary), books, children and youth work, student worker (salary), secretarial and administration costs (including salary) and the CTBB grant</p>	

all of which will be around budget. In addition a few areas of expenditure in 2011 are non-recurrent; Heating system repairs, insurance excess on key and lock replacements, Godly play training/expenses, architect fee for Quinquennial inspection, organ scholar costs and Broomhall newsletter sponsorship.

Overall the projected out turn for 2011 indicates that we will not generate as much cash flow as we had budgeted for. Our projected year total income of £202,000 is significantly lower than the hoped for total of £222,000 (£212,000 budgeted income plus £10,000 Pledge Sunday Appeal). This will leave a cash deficit of £20,000 before transfers. Consequently, after taking into account the proposed transfers, the reductions in giving in 2011 will mean that we will have only £4,450 of funds projected to carry forward to 2012 instead of £11,990 as indicated in the 2011 budget. This is because we will have to utilise a larger proportion of the £27,581 balance brought forward from 2010, consisting largely of the unspent stipend of the associate vicar's post.

**Budget for 2012:**

David R proposed a static expenditure budget for 2012.

**Income:** David estimated a given income for 2011 of £193,100 based on existing levels of giving before any further pledged increases. In addition, assuming similar levels of income for room hire and other sundries as projected for 2011, the Church's total income, before any pledged increases in giving, is estimated as £206,700.

**Expenditure:** It expected that there will be some savings on electricity from the proposed PV panels (by offsetting the Feed In Tariff income) and the clergy have offered to reduce their level of allowances. In addition expenditure in a few areas in 2011 is non-recurrent (as above). However there will be some expenses for the 2012 Parish Weekend of approximately £2,000. Most other items are to be held at the previous year's level however the Diocese will set some increase in clergy stipends and the parish share and our insurance will go up. It is likely that fabric reserves will not be increased in 2012 as there will be insufficient funds left for a transfer. Savings are also being looked for in photocopying and printing, Anne P and David R to look at these costs in January 2012 after 3 months of monitoring.

The expected savings from reducing the contracted hours from the cleaning service have not materialised as they are now charging VAT. David R will analyse past trends in maintenance and repairs expenditure as well as possibly reviewing the cleaning service. Ian W asked Tanya R, Deni E, David T to meet to review the church cleaning costs. Anne P is advertising to fill the empty car park space. Fabric and Finance will consider a review of total expenditure during 2012.

Total annual expenditure is estimated at £218,350.

**This leaves a shortfall in the budget for 2012 of approximately £9,500.**

**Pledge Sunday:** On Pledge Sunday we will aim is to cover the budget (with no payment into fabric reserves) with an appeal for a Pledge increase of £9,500. Later in the year it may be necessary to take evasive action if the pledge response is poor or expenditure exceeds expectations.

Ian W thanked David R on behalf of the PCC for his presentation and the work that goes into preparing the budget.

In the Budget discussion the main areas of concern raised and discussed were of the increase in expenditure on music (offset by a predicted decrease in the photocopying of music) and the freezing of staff pay for the first time coupled with a concern that the PCC may not be paying its employees above the minimum Living Wage level. In addition the cost of the Messenger was questioned, however this is cost neutral. Lastly it was asked whether we improve quality of food provided on the soup run without increasing costs.

Sue H asked that Broomhill forum grant be changed to read Broomhall forum grant.

DR  
TR DT  
DE  
AP

	Budget Proposal : To approve the 2012 budget with a review of total 'giving' built in once the change in pledges are known to see whether any austerity measures will be necessary during 2012 to reduce expenditure in line with any income shortfall. Proposed by: David R, seconded by: Anne P– 14 in favour, none against, 1 abstention.	
<b>54</b>	<b>Reports from committees and groups</b>	
	None	
<b>55</b>	<b>Any other urgent business (taken with the approval of the PCC)</b>	
	David T questioned whether the 2 portable book trolley's positions could be reversed during the week so that the prayer books were more accessible, and the library one only brought to the front on Sunday's. Ian W suggested this could be resolved outside the meeting.	<b>DT IW</b>
<b>56</b>	<b>Date and time of the next meeting:</b>	
	Saturday 22 October 2011 – away day – 9.30am – 2.00pm	
	Wednesday 16 November 2011 at 7.30pm	
	The meeting finished at 9.45pm.	