

THE PARISH CHURCH OF ST JOHN THE BAPTIST, MALDEN  
Registered Charity No.1145155  
Minutes of the 776<sup>th</sup> meeting of the Parochial Church Council  
At 7.30 pm on  
Tuesday, January 14<sup>th</sup> 2025  
In the coffee lounge.

PRESENT Rev Michael Roper as chair, Mike Broome, Liz Pullen, Lynn Sanger, Margaret Barrington, Richard Burkett, Peter Chugg, Fiona Baguley.

Marilyn Burkett (Secretary)

Apologies: Steve Dyke, Steve Goodden, Peter Wickenden.

	Apologies received and noted. Opening Prayer – Fr Michael.	Action
7797	Minutes of the previous meeting – one correction to 7779: should read 7779 Thank you letters sent to Waitrose & Miss Alexander's Solicitors for notification of £5k legacy which will come to St John's after Probate. Minutes agreed and signed.	
7798	Matters arising: 7781 Fr. Michael unable to secure Peace Light for December.	
7799	Fr. Michael had circulated spreadsheet indicating levels of Church attendance for the year 2024. Trajectory shows a downward trend even before Covid. However, for the most part we bounced back from Covid but in 2024 even our stalwart attendees are now coming 2/4 Sundays and not every week as in the past. It was very noticeable that there were no children attending on Christmas Day. Our average numbers are 12-16 for the 8.00am service and 80 for 9.45am. Numbers increase when there are Parade services. Disappointing numbers for Christmas Morning and Midnight Mass. Fewer numbers for those who only come for Midnight Mass, considering we have 11,500 people in our parish. 150 people attended the Malden Manor Carol Service held at St John's – making use of our 'space'. OMN meeting to be held this Saturday (18 <sup>th</sup> Jan) – to raise profile as sometimes the adverts are predominant. Seeking an article 'commissioning' person. It still has an important Mission/Outreach function. Hospitality meeting also on 18 <sup>th</sup> January to find someone to organise and lead a team of volunteers willing to provide hospitality after special services e.g. Carols. Do we have a Parish 'Mission/Vision' for St John's? If we adopt 'Sharing God's Love with Everyone' as our strap line, how do we accomplish that? St John's means many different things – not only for worship, but to 're-charge' one's batteries, social and community activities. We see a lack of commitment from the under-45s so how do we revitalise what we are doing. Where is our growth? We need more connection with the wider parish: maybe through local groups and activities such as the Old Malden Residents' Group/Manor Park/Tree Lighting.	
7800	<b>Governance:</b> we are 'Quorate' for this discussion? There is an addendum to the draft Committee Terms of Reference circulated, provided by Peter Wickenden after conversation with Harvey Howlett.	

	<p>New clause states that <b>‘Quorum – there must be four PCC members present before any decision can be made.’</b> This is to ensure that, as Trustees, PCC members are in proper control of the committees’ activities.</p> <p>Modification of Section 6 Membership to comprise:</p> <p>Chair</p> <p>Representation from each team or working group</p> <p>The Vicar, as permitted by Statute</p> <p>At least 3 PCC members in addition to the Chair and Vicar.</p> <p>PCC to give Committees their brief through Chairs and then Chairs will set agenda for their Committee. Chairs to set meeting dates with agreed terms &amp; mandate so that each group knows to whom they should report.</p> <p>The process will evolve and the nature of the PCC will change.</p>	
7801	<p><b>Resources:</b></p> <p>Peter C circulated a document which includes the Treasurer handover status, Reserves Policy for approval, Restore and a draft account for the year ended 31<sup>st</sup> December 2024.</p> <p>Treasurer handover:</p> <p><b>Resolution.</b></p> <p><b>The PCC resolves that following the handover of the role of Treasurer from Alastair Harris to Peter Chugg that Alastair Harris should be removed as an authorised signature, with immediate effect, from all bank accounts operated by the Parish of Saint John the Baptist Malden. These accounts are held with the National Westminster Bank Ltd, Barclays Bank UK plc and CCLA Investment Management Limited.</b></p> <p><b>Additionally Alastair Harris is to be removed from the list of individuals who can hold cash on behalf of the parish in accordance with the requirements of the insurance policy.</b></p> <p>Agreed unanimously by the PCC</p> <p>Peter presented the <b>Reserves Policy</b> which sets out day to day procedures and clarifies the various funds.</p> <p>Peter has reviewed the current policy against what is available on the Church of England, Parish Resources and Government and Charity Commission web sites. Our Charity Commission registration is being updated.</p> <p>Peter has set thresholds to ensure that monies are managed prudently and that the Treasurer is held to account</p> <p>The Different Funds are:</p> <ul style="list-style-type: none"> <li>• General Fund is the everyday current account from which regular bills and budgeted items are paid.</li> <li>• Designated Funds. Money being put aside to cover certain large items of future expenditure. These are monies received from general donations.</li> <li>• Restricted Funds. Money donated to the Church for a specific purpose and which can only be used for items of expenditure associated to purpose.</li> </ul> <p><b>Resolution.</b></p> <p><b>The PCC resolved that attached Reserves Policy dated 14 January 2025 be approved and implemented by the Treasurer with immediate effect.</b></p> <p>Agreed unanimously by the PCC.</p>	Parish Admin.

	<p><b>Restore: Summary and Background</b></p> <p>During the last year some payments have been made out of general funds and then when grants / VAT refunds obtained some have been transferred back to the general fund. Additional donations to Restore are paid into the church's main account some of which have been Gift Aided. All of this has made it very difficult to separate out what is Restore and what is ordinary day to day expenditure. Clarification of funds required.</p> <p><b>Proposal</b></p> <ol style="list-style-type: none"> <li>1. Transfer £2,405.73 from the main account to Restore (Designated Fund). This means that a total of £30k to date for Restore has been funded from general reserves. (A fraction of what should have been spent on maintenance over the years.)</li> <li>2. All expenditure going forward will be paid out of the Restore account. (Restricted funds spent first)</li> <li>3. On a monthly basis all donations received specifically for Restore on the main account will be transferred, including the Gift Aid element where applicable, to the Restore account. This will also include Gift Aid elements on donations paid directly into the Restore account plus any bank charges incurred.</li> </ol> <p>This was agreed by the PCC. Draft Accounts to 31<sup>st</sup> December 2024 attached. Income down £2,800 but Expenditure down by £3,750. Planned Giving was stable at £120k, Other Trading activities up £1,200 but Charitable activities down by £4,700 (Christian Aid, Christmas Day Event and Angel Project which itself was down by £2k). Gas and Electric down by £2,385, Maintenance down by £2,050, Upkeep of Service was also down by £1,200 but offset by increases in items such as Children's Ministry, cleaning and Depreciation (printer). Peter to send accounts to Neil by end of January and for approval in March. APCM is in May.</p>	Peter C
7802	<p><b>Finance:</b></p> <p>Jane is working on a strategy for Legacies. (None in 2024 Accounts). Appeal to congregation for signatures re Listed Buildings VAT Reclaim – Govt not yet announced whether policy will be extended beyond March 2025. Our MP supportive and will raise matter in Parliament along with three other MPs. New Electoral Roll due to be compiled in time for APCM. Richard has downloaded form from CofE website – request for email address on the form. It would help us to have a good email/address database for improved communication. (Electoral Rolls bypass GDPR as the info is purely voluntary.) The new Electoral Roll will publish names but not addresses or email addresses.</p>	<p>RJB Jane B.</p> <p>RJB to advise Steve Clark.</p>
7803	<p><b>St John's Hall</b> report circulated. Regular and casual bookings continue. Profitable Jumble Sales in Nov., Story Telling Event in Dec and Christmas Day Event. New Agreement required for Nursery School and Scout Agreement back on track.</p>	Peter W

7804	<b>Restore Project</b> First stage of NLHF application form complete. Need to move on to next stage: costings for Heritage/Nature Hub. Steve has contacted Nicola but she appears to be very busy. Universal Stone start date planned for mid-March when scaffolding will be erected. Date needs to be included in the contract.	
7805	<b>Safeguarding:</b> nothing to report.	
7806	<b>AOB:</b> attention required in the churchyard to the area near the Willow tree which fell during a recent storm.	Maint.
7807	The meeting closed with prayer at 9.10pm. The next meeting of the PCC will be on Tuesday 4 <sup>th</sup> March 2025 at 7.30pm.	