

Farleigh PCC meeting minutes

November 6th 2023

Attendees;

Rev'd David Chattell Beverley Guinness

Lyn Hardy

Debbie Scholey Peter Raine

Hannah Houstin-Lacey Oliver Lymington

1. Apologies for absence-Bernard Cazenove, Charles Palmer-Tomkinson
2. The minutes of the last meeting held on 11th September 2023 were approved with a minor edit.
3. Treasurers report

It is anticipated at the time of the meeting that a further £5-7K should be available to pay towards the CMF this month. To date £20K has been paid. However, at this stage in the year, we are unlikely to be able to pay the full requested amount again this year, estimating a shortfall of approximately £20K. Following the discussion at the last meeting Hannah submitted a formal request to the Diocese for a reduction in CMF request. There have been further discussions between David and Bishop David and the Diocese about the financial situation. (see further actions in the Rectors report).

Hannah stated that a formal approval, of Hannah's appointment to the PCC as Treasurer is required to be included in the minutes. This includes a formal approval by the PCC of Hannah to manage the accounts of the Parish of Farleigh. The formal minute as approved by the PCC is included in Appendix 1.

Hannah has received Fire Certificates which should be displayed in each church. **Action Hannah to provide to the CW's.**

Hannah pointed out that the electricity bills should not include a climate change fee and VAT should only be at 5%. A rebate of ~£250 was received from the Government's Energy Saving Scheme. In addition the sum of £70.00 compensation was received in relation to Farleigh Church as an estimated reading was received despite a smart meter in-situ - receiving a bill on the basis of an estimated reading was unacceptable.

New QR Codes are now available for contactless giving. St Martins is now working and Hannah has sent copies to other churches for general use.

Hannah has researched the costs of a contactless plate for one stop donations but they are not available and in the past have been found to be expensive to purchase and include a monthly fee with of £9.60 and 2.5% plus 10p per transaction. The PCC agreed that this is not a viable option given the sizes of our churches.

- a. Affiliated giving proposal.

Easyfund raising is a fundraising website which links online shopping to selected charities. The website is a link to over 7000 on line shopping sites, and a small percentage of any purchases are then donated to a selected charity, at no extra cost to the shopper. It was agreed that we should progress with piloting this system and members of the PCC agreed with support from Hannah to try the system out. In addition, given the time of year this fundraising route will also be advertised in Hill and Dale and through the Administrator's distribution list. **Action Hannah and Debbie to agree the user guidelines and an advert for this fundraising option for H and D).**

(post meeting note: Hannah has set up St Martins Church Ellisfield as a 'cause' and Hannah and Debbie have successfully shopped, with donations going to St Martins.)

It was agreed that it may be more attractive to establish a link for each individual church rather than the POF, although the funds all go into the one PCC account. (post meeting note- Hannah will set up a separate 'cause' for St Leonards, St Andrews and All Saints).

4. Annual Report Preparation. The timetable for the production of the annual report is shown in Appendix 2. The collation of reports, excluding the financial sections will be done by Debbie and input as normal from the CW's for each church. A request was made for the church sections to be available by December 15th in order to get to a first draft before the end of the year and a final draft of the whole report by 15th January. **Action: Church Wardens to provide each church report by Dec 15th to Debbie Scholey**

5. *(post meeting request: Hannah is proposing that in order to simplify the production of the accounts and hence reduce costs, the accounts are drawn up directly by Sheen Stickland who can access the report directly from the Xero accounting system. Whilst this may have an initial cost to set up it is anticipated that the further accounts costs would be substantially reduced due to a more streamlined process.)*

6. Church wardens Report
 - a. Cliddesden - Peter

Peter Raine reported that Lynda Plenty has stepped down as Church Warden for Cliddesden due to pressure of work but will remain on the DCC. Peter Raine, who was elected as assistant CW at the APCM in 2023 is now the CW but is seeking a local villager to support his work. The PCC offered thanks to Lynda for her work over the last few years in supporting St Leonards.

Peter reported that repairs have been made to the 3 church notice boards and repairs have been done to the boiler house. Recent services included a baptism and a good service with Ian Thacker where he got people involved in the intercessions. There is now a weekly children's singing group which is going well. The Saints Alive course is going well and a further course is being planned for next year. A fundraising quiz evening is planned for November 18th and there will be village carol singing on December 22nd.

- b. Dummer- Lyn

The work on the organ has been completed but they have also acquired a key board for use as an alternative. Lyn is looking for a back up organist. The recent quinquennial inspection was supported by Stafford who will address the general maintenance issues. Professional builders will be required for some of the more serious jobs. There was a recent baptism for a village family, conducted by Stephen Mourant.

c. Ellisfield. BC provided a written report:

Since the last PCC meeting on 11th September, we had a successful Harvest Service on 24th September with reasonable attendance and a few members of the Belles. A number of children were at the Service who are always very welcome.

The lime avenue was pruned and cut back in mid October which has improved the pathway towards entrance to the Church. Internally, all the electrical light fitting were changed to LED by R S Birch & Partners on 8th November. The costs of both will be paid for out of the St Martin's Fabric Fund .

The cutting back of the dangerous tree in the Churchyard opposite the Rectory and the removal of some smaller trees will be undertaken in the next few weeks.

A DCC meeting was held on 23rd October.

d. Farleigh- Oliver

One service has been held this month. Maintenance is ongoing and the lighting is being update. Heating will be kept on at minimal setting over the winter to reduce the issues with damp. Approval of a faculty was requested to carry out repairs in the vestry arising from damp. *The PCC approved this work which will cost £2,520.00*

7. Safeguarding report. Peter Raines DBS certificate has now been received.

8. Playgroup update. Hannah has been working with Melanie and Claire to clarify the process of collecting and recording fees and to clarify their current financial status. They remain with a small surplus.

9. Hill and Dale report- Debbie

The opening balance in Jan 2023 was £2,730. Expenses to date are £3,978 and income is £6,037. The current balance at the time of this meeting is £4,811. Given this positive financial position Debbie requested, that as in previous years, Jean the Editor and Ros the Advertising co-ordinator be given each an honorarium of £500 for their running and oversight of the magazine. This was approved by the PCC. This year they are asking for photographs of the church stained glass windows to include on the covers and inside of the Xmas Edition.

10. Rectors Report- David

David offered his thanks for all those involved in supporting services especially to Sylvia Raine for her music. The family service at Cliddesden continues to go well with good numbers coming. Ruth is planning to hold a family remembrance service at Cliddesden

again. David noted that all PCC's in the Benefice have the same issue with funds and Parish Share. This coming year sees a drop in the number of weddings, with only 9 for 2024.

David encouraged us to support the Parish Giving Scheme, a centrally run process for giving that claims Gift Aid and reduces to work locally. It was decided that a personal letter to individuals would be a good way to encourage current donations to switch to this format, and to include the form.

As a response to our request for a reduction on our Parish Share the Diocese have offered to come and meet with the Parish to explain how the funds are used. It was agreed that this could be in the form of a Benefice wide meeting, later in January. This would then be followed by a personal letter with the Parish Giving Scheme information and maybe also details again of the easyfundingraising scheme. (see above). **Action: David to arrange the date and an advert to go into Hill and Dale December issue.**

AOB.

An email was circulated recently from an All Saints Church in the east of the country asking for a contribution from a sister 'All Saints' church to some church window repairs. There were several views aired and correspondence was shared on the matter. It was finally agreed that given we are not able to fulfil our own financial obligations it is not prudent to use our giving funds to support other churches. It was not considered necessary to send a personal reply to the this general letter. No further action required.

Dates for PCC meetings in 2024; February 5th, May 13th, September 2nd, November 4th

Proposed date for the APCM: April 24th 2024.

Attachments.

Appendix 1. Formal minute of approval of Hannah Houstin-Lacey as PCC Treasure with authorisation to manage the accounts of the PCC.

Appendix 2. Timetable for Annual report 2023.

Appendix 3. Playgroup Report

Appendix 1.

Farleigh PCC appointed Hannah Houstin-Lacey as Treasurer on the 6th February 2023 and Hannah has full responsibility for the PCC account.

With regard to the accounts which CCLA manage for Dummer All Saints PCC as Part of the Parish of Farleigh PCC; it was unanimously agreed at the Farleigh PCC Meeting on 7th November 2023, that Hannah Houstin-Lacey is hereby authorised to correspond with and confirm requests for changes and withdrawals in respect of the two accounts held by the CCLA, for Dummer All Saints PCC as Part of the Parish of Farleigh PCC: The accounts are:

1. Beale, Miller and Hann Bequest - Number 641115001D
2. Church Maintenance – Number 6411150020D.

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Rev. David Chattell
Chairman

Appendix 2 Annual report timetable

Date	Activity	Responsible
1 st December 2023	Finalise synchronisation of all accounts	Hannah
15th December	Individual Church reports for the PCC report to be sent to DS	Lyn Hardy Peter Raine Bernard Cazenove Debbie Scholey
31 st December 2023	Pay all invoices to date	Hannah
31 st December 2023	Close 2023 accounts	Hannah
12 th January 2023	Claim final Gift Aid tax relief	Eamonn and Gift Aid co-ordinators
26 th January	Prepare Financial statements	Hannah
9 th February	Financial statements ready	Hannah
16 th February	PCC report ready	David/Churchwardens
16 th February	Minutes and APCM minutes to External Examiners	Hannah/Debbie
17 th February	Accounts to Sheen Stickland	Hannah
29 th March or earlier if possible	Examined accounts ready	Hannah
Late March Or March PCC if ready	PCC approval of draft accounts	PCC
1 st March to 12 th April	Accounts signatures needed	Clergy and ChurchWardens
15 th April	Display of approved accounts in churches	Churchwardens
15 th April	Electronic Accounts to AGM and all Electoral Roll	Hannah / Ross ???
April	Presentation to PCC AGM	Hannah
End April	Accounts to Diocese and to Charity Commission	Hannah

Farleigh Parish Playgroup report for the PCC

Report from 8th September – 20 October 2023

Attendance: The average numbers attending playgroup from the start of our autumn term on 8 September to half term on 20th October were 14 children (10 families). The first day of the autumn term we only had 4 children (4 families), while on 6 October we had 23 children (13 families)

By spreading the word (Claire at Cliddesden School Summer fair) and more advertising at Sainsburys and on FaceBook (Melanie) we have been delighted to welcome 13 new families. Amongst our children, we have 6 babies and 12 two year olds – but they are not all with us every week! We don't expect all the 13 new families to come regularly but we are happy that many of that number do attend each week.

Financial information from the Treasurer, Hannah Houstin-Lacey

We are grateful to Hannah and Eamonn for spending time on the playgroup account and there is now clarity about our financial status.

On 24 October, our balance was £188.15.

Volunteers: We greatly appreciate all of our volunteers who make the playgroup welcoming and a happy place for families and volunteers to enjoy.

Activities:

We had a very successful MacMillan coffee & cake morning on 29th September and raised £80. This was from cakes purchased, Monica's iced coffee and Jenny's raffle. A big thank you to everyone.

After half term we will be making firework pictures and then painting cut out poppy shapes for our Remembrance Wreath which will be displayed in St Leonards church. We will do autumn crafts before starting on Christmas crafts in December. Term ends on 8th December with our Christmas party and a visit by Father Christmas.

Outreach:

The Singing Group and the monthly Family services at St Leonards are promoted and attended by some playgroup families. A playgroup baby was recently baptised at St Leonards and the playgroup gave the baby a baptism card.

Our grateful thanks to Hannah and Eamonn for all their help and support and also thanks to Ken and Pat Rampton for being wonderful at helping us out at the hall.

We are looking forward to the next half term with some autumn crafts planned and a wonderful Christmas party.

Claire Nunn and Melanie Gill 30th October 2023

DRAFT