

**St Mary the Virgin - Henley
Parochial Church Council
PCC Meeting Wednesday 28th September 2016
8.00 pm, Chantry House
(7.30 Eucharist)**

MINUTES

PRESENT:

Fr Martyn Griffiths (Rector and Chairman), Sheila Croton (Secretary), Sue Hockley (Churchwarden), Carol Brook-Partridge (Churchwarden & Dean Rep), Gary Sieling (Music Director), Stuart Crippen (Dean Rep), Richard Fletcher, Martin Whittaker, Julian Elkington, George Constantinidi, Kathryn Turner (Treasurer).

APOLOGIES

Stephen Nichols, Jim Hurst, Sally Batty, Mary Wood (Dean Rep) and Sarah Bell.

MINUTES OF LAST MEETING

The Minutes of the PCC meetings for May were accepted as a true record proposed Sue Hockley and seconded by Richard Fletcher.

MATTERS ARISING

There were no matters arising not covered by the agenda.

TREASURER'S REPORT

The Treasurer stated that there were two main issues to consider at the meeting: Pensions and Parish giving

Pensions for our Employees

We need to start paying these next February and therefore we need to begin setting up a scheme. We have one employee who must be automatically enrolled but all our employees are entitled to join the scheme. See attachment. There are two decisions to make: which scheme to go with and level of contribution

The treasurer has now identified a pension provider to recommend to the PCC. She has looked at two schemes as follows:

- Church Workers Pension Fund
- Nest

The church workers pension fund is the Church of England Pension Fund for church workers. It offers a hybrid scheme which has been created within the pension scheme to comply with auto enrolment but it is not as flexible as Nest. There is a possibility of ongoing liabilities even if everyone leaves the scheme which could happen at St Mary's. Nest has been set up by the government specifically to deal with auto enrolment for small employers. Members have an online account and can control their fund choice and if they leave our employment the fund automatically travels with the member

The Treasurer's recommendation is that Nest is more suitable for St Mary's as it is more flexible. Our payroll providers Kench have already worked with Nest and they can set it up for us for a fee of £400. This is basically £100 per employee. This will cover the actual set up of the scheme including corresponding with Nest and also sending out appropriate letters to the employees. Kench will in any case be calculating the pension contributions going forward when they run our payroll. There is likely to be a modest extra charge for this but they cannot tell the Treasurer how much at the moment.

The treasurer believes the cost of getting Kench to set up the scheme is worthwhile as they have experience and can give our employees comfort that this is being done properly. It also gives us that same comfort as if we get it wrong we could suffer fines to which the PCC will be joint and severally liable. The treasurer therefore seeks the approval of the PCC to us using Nest and using Kench to set up the scheme. This was granted by the PCC

Contributions

Minimum contributions are £170 per year once we get to year three. These need to be paid for one employee.

We can pay more than 3% for our employee if we so wish

We can also make contributions for our other three employers but if we do this we will have to use a different definition of pensionable pay and we will be at least morally obliged to extend this definition to our eligible jobholder. It may be that the three employees earning below £5824 will not opt to join the pension scheme but if we are offering to pay some contributions this may become more attractive.

The treasurer recommended paying the minimum contribution because although our financial position has improved we are largely dependent on giving from our congregation and are about to enter an interregnum which may affect our income. However, the PCC stated that employer contributions should be paid on behalf of all employees if they opted to join the scheme and on this basis contributions must be based on total salary.

Parish Giving

It was agreed last year that the Treasurer would look into a formula for arriving at a starting figure for parish giving based on last year's gross receipts of £174,968. The first method considered was to exclude some of the receipts on the basis that the donors would not be in a position to approve or disapprove of the parish giving, the second was to take out the parish share on the basis we had no control over that. The standing committee favoured the second method and 10% of the remaining figure gave £8,911.30. We agreed that this formula would be based on the preceding year's numbers going forward. The Treasurer suggested that we call it £9,000 for this year of which we have already spent £1,000 on a hospital in Aleppo (Samara Appeal).

As we only donated £5700 last year we will be increasing our giving and in any case it is time we reviewed our list of beneficiaries. The Treasurer suggested the PCC forms a subcommittee of at least three people to discuss and we can present our recommendations in November. The Treasurer was happy to join the committee.

The formula was agreed and it was also agreed that the Rector should ask the congregation for volunteers for the subcommittee and suggestions for worthy charities.

Parish share

The parish share for this year is £85,879. Only £8,379 remains to be paid so that our debt to the diocese will be cleared well before the end of the year.

General Resources

The balance in Barclays Bank on 22 September was £18,333 and the other balances have not altered since the last report. However, we have spent monies from the Fabric Fund and the Ellen Buckland Fund and transfers from these accounts will be made into the current account in due course and will be reflected in the November report.

CHAIRMAN'S REPORT

Father Martyn reminded everyone about the concert on 8th October which is being held in aid of Church Funds. He also asked for volunteers to help on the evening with serving refreshments etc. Other forthcoming dates are as follows

FORTHCOMING DATES

- 30th September 2016 - Macmillan Coffee Morning
- 9th October 2016 - Bishop of Oxford Eucharist at Dorchester Abbey
- 17th Nov 2016 - Deanery Synod (Chantry House)
- 20th November 2016 - Bishop Jonathan visit for Confirmation Service
- 27th November 2016 - Advent Carol Service
- 18th December 2016 - Nine Lessons and Carols Service.

BUILDINGS

Roof repairs.

A selection process has taken place the John Radice has been re-appointed as Architect/surveyor. It has taken much longer than expected to arrange the bat inspection by the Bat Conservation Trust/Natural England. This finally took place on 16 September and the report is awaited. The timing of the works is entirely dependent on the recommendations in the report which will possibly ask for a more detailed inspection by an ecological consultant. There was a discussion about the faculty application and Martin Whittaker will speak to John Radice about this. Faculties. It was agreed that St Mary's will register with the new on line faculty system nominating John Radice and Martin Whittaker as the approved users.

Choir stall shelves. The PCC decided not to change the height of the shelves owing to the excessive cost.

Decorations to Chantry House toilets. This was approved at a cost of £840.

Fire alarm for the Church Tower. One very expensive quotation has been received and another price is being sought.

CHURCHYARD

Sue Hockley is to contact SODC re the damaged surfaces outside the church and will report back at the next meeting.

CHANTRY HOUSE

The chantry house teas raised £4228 this summer which is an increase on last year.

Red Lion Update

Sally and George have seen our lawyers who have drafted a letter to the management concerning the rent arrears and the fact that they are in breach of several terms and conditions of their lease, requesting they put us in touch with their legal advisors.

HEALTH & SAFETY

Choir Vestry Lights

The lighting had been disconnected as the lights fittings were not the sort to be left on for long periods of time. These have now been replaced with LED lights are working correctly.

Organ Cables

Martin W will contact Tarquin to see what the options are for the cables.

AOB

Sunday School

Stephen, Liz, Julie and Sue will be taking Sunday school on a Rota basis in future. Sue asked for ideas for topics during advent. Gary suggested they make a large Advent Calendar.

Dates of future PCC Meeting dates (Provisional)

Wednesday 23rd November 2016

Tuesday 14th March 2017

Sunday 30th April (APCM) 2017

Tuesday 16th May 2017

Tuesday 18th July 2017

Tuesday 19th September 2017

Tuesday 28th November 2017

The meeting closed at 9.30 pm with prayers.

Signed by the Chairman

Dated