

# allsaintsworcester

## All Saints PCC meeting Monday 20<sup>th</sup> November, in the Church Office

**Present:** Jenny Prigg (Vice -chair), Grahame Lucas, Steve Chase, Rob Coleman, Gillian Lucas, Andrew Jackman, Carol Rogerson, Clive Langmead, James Ellin, Jamie Klair, Fraser Oates, Jess Fellows, Steve Chase, David Green, Sandy Bannister, Mike Croft, Philippa Barton (PCC Secretary, not an elected member)

1. **Apologies:** Phil Bristow, Rich Johnson (on sabbatical)
2. **Worship and prayer** – PCC broke into pairs and shared what God has been doing lately and prayed.
3. **Approval of Minutes**
  - a. PCC meeting on 11<sup>th</sup> September 2023  
Approved; Sandy Bannister  
Seconded: Carol Rogerson  
In favour: 13  
Abstentions: 2
  - b. PCC meeting on 22<sup>nd</sup> October 2023  
Approved: Gill Lucas  
Seconded: Rob Coleman  
In Favour: 14  
Abstentions: 1
4. **Matters arising from the minutes**
  - a. Matters arising completed except for inviting Mark Carrington to come to meeting feedback on amber areas.
  - b. Update on safeguarding training compliance report to PCC required for January 2024.
  - c. PCC effectiveness – New year action –management of meetings and decision making.
  - d. Hungry – Phil has picked this up with Hungry team.
  - e. Communicate to the church the outcome of the meeting on 22<sup>nd</sup> October. James fed back to the church on Sunday 19<sup>th</sup>. Follow up email coming out this week.
  - f. Arising from 22<sup>nd</sup> October meeting -
    - i. Establish gift day plan. Complete.
    - ii. Line up children and youth stories

- iii. Thanks for givers – automated letter for donations and standing orders. All docs available on the shared PCC folder.
- iv. Finance info for givers – in progress – Andrew, Mike and Sandy.

**5. Finance Report: Resignation of Church Treasurer (information) – Grahame Lucas**

- a. Grahame is making various handover plans including arrangements for Grahame being a card holder as Foodbank Manager being once he is no longer a church signatory, and writing up a job description for the role. **ACTION: Grahame to update PCC on this in January.**
- b. Going forward the plan is for more of the work that the treasurer has done in the past to be allocated to the Finance Assistant (proposed Finance Officer role, see item 5). Jan will not be fulfilling the treasurer role and we will need to find someone to fulfil this strategic role. Identifying someone and starting handover is a priority.
- c. Jenny thanked Grahame for all of this hard work over the years and holding this important role as treasurer. She asked PCC to pray about who we might want to invite to do this role.
- d. Note and agree the report and commit to the actions in the report.

Proposed: Fraser

Seconded: Mike

In favour: 15

Against: 0

Abstentions: 0

**6. Finance Report: Finance Assistant Hours (decision)**

- a. The title recommended for Jan's role is Finance Officer.
- b. PCC considered and approved the decisions in the Treasurer's report: Proposed change to the role of the Finance Assistant to Finance Officer and increase from 15 to 25 hours a week. The additional cost for this role will come from Foodbank fund to reflect the balance of this role's workload arising from Worcester Foodbank finances.

Proposed: Carol Rogerson

Seconded: Sandy Bannister

In favour: 15

Abstentions: 0

Against: 0

**7. Finance Report: Presentation of the annual report and accounts (decisions)**

- a. **ACTION for all PCC members to make their declarations for related party transactions by email to PCC Secretary by next meeting.**
- b. Report highlights that draft annual accounts and report now to come to PCC in mid-March. There is a risk that we will be required to undertake a full audit (if we do not get special dispensation for this) which will delay the completion of annual accounts further.
- c. Sections of the annual report are completed by staff team and clergy to say what has been achieved against objectives.
- d. **Action: Philippa to inform PCC when risk register review will be on the agenda.**
- e. Request from Sandy to provide documents in word or excel where possible.
- f. 9 items for decision:
  - i. To note the timetable for the production and reporting of the Annual Report and Accounts 2023 - see table at Para 4(a).
  - ii. To note line 12 of the Annual Accounts timetable that the final approval of the annual report will need to be approved by the PCC via a special meeting, zoom meeting or by email.
  - iii. To note the tasks and actions required by various members of the PCC, scheduled below at Para. 4(b) to enable the production of the Annual Report and Accounts 2023.
  - iv. To approve the revised statement of Accounting Policies to be included in the Annual Report and Accounts 2023 see Appendix A.
  - v. To approve the Reserves Policy set out at Appendix B. \* reserves policy is not mandatory, a policy that we aim for.
  - vi. To approve the wording of "Note 3 Staff Costs 2023" for the Annual Report and Accounts and a draft of the updated "Related Party Transactions" note contained within it – see Appendix C.
  - vii. To note the need for every member of the PCC to review the relationships of PCC members with the PCC and its financial interests (i.e., transactions) and report to the Church Treasurer any relationships which are related party transactions as defined in Para 4(e).
  - viii. To note that this timetable will need revising if the Charity Commission don't give us dispensation from full audit for 2023, as we are above the £1m limit for an Independent Examination.
  - ix. To note that the Strategic Risk Register and Management Action Plans will require PCC members to provide feedback / suggested updates of the risk register and plans to the Finance Group (via the Church Treasurer and Church Wardens) – see Appendix D.

Proposed by: Mike Croft

Seconded: Fraser Oates

In favour: 15

Against: 0

Abstentions: 0

## 8. Finance report: Budget 2024 and forward financial plan 2025-28

- a. Thanks to James for his message to church on Sunday re giving and financial situation.
- b. Aiming to embed a means of securing and maintaining regular giving.

*Carol Rogerson left the meeting to give someone a lift home from choir.*

- c. Proposal drafted by Steve, brought by standing committee to conditionally approve the budget report and the proposed 2024 budget subject to the 6 conditional actions and conditions stated in Steve's report.
- d. Grahame circulated a document detailing a list of cuts that could enable us to plan a budget 2024 to balance. We need to cut the budget by £22,077. These are delays in committing to this expenditure, rather than cutting them entirely.
  - i. Cuts would be in place until there is cash in the bank to unfreeze these.
  - ii. Discussion around need for clarity of vision for resourcing church and reshaping of ASW vision and how we can do that well in partnership.
  - iii. Concern raised that document produced in the meeting has given no time for proper consideration.
  - iv. Grahame and Steve qualified that PCC is not asked to agree the list of items, just to agree to a budget that is not beyond our income.
  - v. At 22<sup>nd</sup> January PCC, we will review situation as a result of the gift day, and can make firm decisions on any cost savings to make. Timelines – the gift day is a key point after which we will know what position we are at the end of the year.
- e. Clive called PCC to pray every day and see what God does – we need to act in faith. Encouragements from other PCC members on the provision of God and the necessity to trust him. **ACTION: PCC invited to commit to pray every day at 10pm.**
- f. Proposal: To conditionally approve the budget report of the Church Treasurer and the proposed 2024 budget subject to the following conditional actions and commitments:
  - 1. A Gift Day and Giving Week (Nov 2023) to endeavour to prevent a deficit in-year 2023 and avoid a deficit carry forward to 2024.
  - 2. Amend the draft budget 2024, so that it does not show a deficit position for the year and to avoid the risk to restricted funds to cover potential deficit or in-year cashflow requirements, by actions a & b below:

- a) Amend income to reflect the actual outcome of item 1. (above) plus an additional income allowance to reflect a reasonable anticipated growth in regular giving, plus an additional allowance for in-year specific one-off fundraising.
  - b) Amend marginal expenditure items and reserve levels to gain some initial savings to balance or place in credit the proposed budget position. (*Initial marginal savings to be identified by GL and tabled at PCC*).
3. If, item 1 does not fulfil our faith expectations and income needs, a further conditional review at PCC in January 2024 to revised and approve a 2024 budget with a balanced income and expenditure (reshaped with additional agreed actions to avoid deficit budget and allow some working cashflow to avoid risk to restricted funds).
  4. Subsequent to 1-4 above, approve Budget Report decisions requested in Para 3g and Table C (subject to review of illustrated figures and their rationale) and ensure the further actions required in Para 5 are addressed.
  5. Commitment to review ASW vision and associated strategy & plans for the next 5+years and revisit the 5-year budget planning to address the transition risk in 2025 to 2026 and beyond.
  6. Commit to reshape and improve our “communications” and the coordination of communications across all aspects of our growing Church community & activities. Specifically to re-set our approach to the communication engagement with church life, activities and funding/resource needs, but also to address wider communication improvement between PCC, Leadership team and congregation, across all aspects of church life.

Propose: Mike Croft

Seconded: Clive Langmead

In favour: 15

Against: 0

Abstentions: 0

**g. ACTION: James will circulate the plan for gift week.**

**9. Meeting closed.**

Fraser closed the meeting in prayer.