

RUSHMERE ST ANDREW PAROCHIAL CHURCH COUNCIL

Minutes of the Meeting held on 25th September 2025

Present: Revd Alan Comfort, Bob Batchelor, Kevin Brazier, Robin Brown, Rachel Daniels, Joan du Boulay, Chris Gibson, David Gill, Margaret Mellor, Belinda Mottram, Mary Odam, Hilary Platts, Ruth Silburn, Revd Marion Walker, Dave Yaroslaw, Chris Yule.

Apologies: Gill Ainslie, Jim Ainslie, Claire Driver.

Revd Alan opened the meeting with prayer.

25.50 The Minutes of the PCC meeting held on 24th July 2025 were approved and signed by the Chairman as a true record.

Matters arising:

25.49: the contactless devices had been purchased at a cost of £351.44 and are now in use.

The Minutes of the Standing Committee held on 19th August 2025 by email re Additional Power sockets in the church and kitchenette were approved and signed by the Chairman as a true record.

The Minutes of the Standing Committee held on 23rd August 2025 by email re Broken tiles on the hall roof were approved and signed by the Chairman as a true record. See also item 25.54 below.

25.51 Correspondence

- Letter of thanks from Ipswich Town Pastors for donation of £613

25.52 Ministry Team

New 9.15 service Plans are progressing well and the equipment is currently being installed. A streaming licence may be required and **the PCC approved this** if necessary.

Youth & Families Worker Alan has met with Penny and discussed her remaining time in post. Her last service will be on 5th October (Harvest) but she will continue with Open the Book and Youth Club until the end of November. Oversight of Open the Book and Youth Club will pass to Rachel temporarily. Penny does not wish for a formal presentation, but **the PCC agreed** that a voucher or gift to the value of £150 should be given to her.

Administrator Sylvia Stannard has started work as our Administrator and the handover of tasks to her has started.

David Yaroslaw will be licensed as a Reader at St Edmundsbury Cathedral on Saturday 27th September at 3.30pm

25.53 Treasurer's Report

a) Matters arising

- Charity Commission registration ongoing, and certain issues still to be resolved. Some PCC members may need to complete another declaration form.
- Barbara Green's £2k bequest has been transferred from Donations to the Designated Reserve Fund for the AV installation as agreed at the July PCC.

b) Income July-August 2025

- Donations: various donations, including £1,005 from David and Caroline Gill, with Gift Aid to come; £600 from Toddler Group for use of the Hall; £225 from various concerts; £100 from Wedding family; £80 from on-line; £75 from M. Kneller towards our Knitted Bible gift.
- Interest: £1,300 from Lloyds; £1,100 from YBS for Ministry Development Fund; rates continue to fall.
- Events: £765 from Fun Day (less £315 expenses); £288 from Coffee Morning; £250 from Wednesday Wonders (less £130 donations).

c) Payments schedule July-August 2025

- Lighter 2 months. Includes excess photocopying charge which covers 2 years, the Contactless Giving terminals and repair to Allen plaque.

d) Gross Income & Expenditure schedule to 31/08/25

- Shows Income of £202k incl. £125k donation with Gift Aid;
- Expenditure of £84k, with Surplus of £118k;
- Overspend is currently £7k, taking the above donation into account.

e) Funds Schedule @ 31/08/25

- overall Funds total increased by £113k to £278.5k since the end of 2024;
- £23k available in Designated Reserve Fund for Projection & Sound project;
- Gift Aid and interest added to Ministry Development Fund, now £126k

f) Income & Expenditure to 31/08/25

Compared to this time last year:

- Income is up 5%, with Giving up 6.5%;
- Expenditure up 1%;
- Surplus of £3.5k compared to £1.1k @ 31.08.24.

g) Other

- Letters of Thanks: to be handed out on Sunday. People are asked to hand deliver any not collected that are in their local area
- Banking: due to changes in the accounts available at Lloyds Bank from the end of October, we may start to incur bank charges on cheques. Chris is investigating options, including online banking.

25.54 Updates:Health & Safety

- Emergency strategy: Due to the nature of the roofing works to be carried out in the near future the church will need to issue a Hot Work Permit and have an Emergency Plan in place which includes a priority list of items to be salvaged in the event of an emergency. Tim Oxbrow (Health & Safety Officer) has drawn up the necessary paperwork and **the PCC agreed** that a plan is needed, that the format is acceptable (with some changes) and that Tim (or David du Boulay in his absence) is authorized to issue Hot Work Permits on behalf of the church. The list of priority items to be salvaged was also agreed. It was suggested that there are some Annual Reports and financial documents in the Hall loft, as well as in the Vestry, which could be removed before the work is undertaken and that the Emergency Plan should be sent to the Fire Service.
- Incident with a mobility scooter: A special H&S meeting was held on 11th September to discuss an incident involving a mobility scooter being used in church. A

procedure has been put in place to ensure wardens and sidespeople know how to assist anyone with mobility needs and ensure they are escorted as appropriate and safely and comfortably accommodated. The Risk Assessment has been updated.

- Beech Tree: East Suffolk Council has approved the TPO consultation and agreed it can be felled to leave a 2-metre-high stump.
- Church hall roof: See also Standing Committee minutes of 23rd August. Fragments of tile fell into the hall garden area from the east slope during an event. Repair of the roof was listed as a priority A/B item (i.e. to be done within 2-3 years) in the 2023 Quinquennial, so it is clearly an urgent matter now. Temporary tile guards were installed with Archdeacon's Authority in August. Maguire Roofing has quoted £19,965 +vat to retile the east slope and associated bargeboard work. The work will require DAC List B approval. If it can be done before March 2026 the vat can be reclaimed. **The PCC agreed** to accept the quote and seek DAC approval.

Safeguarding

It has been a quiet couple of months. Bob has been invited to join a panel looking at the results of the recent CofE Safeguarding Survey which finished in August.

Domestic Abuse - Bob talked through some of the key types of domestic abuse and signs to look out for. In-person training is being offered at St Peter's Church, Stoke Park on 21st November; please talk to Bob if you are interested in attending, or a course is available online. There is also a Leadership Training course starting next week, although it may be too late to get a place now.

Eco-church

- Church heating: Jim Ainslie and Tim Oxbrow provided a paper outlining the research, site visits and conversations with the Diocese and other advisers and professionals to date, and proposing the next steps.

The PCC agreed the proposal "to engage Michael Barham of Illuminous Consulting to undertake phase one (Site visit, Feasibility Report and Thermal calculations) at a cost of £1,350, to further refine what heating system(s) would be energy efficient, have a low carbon footprint and provide for a comfortable heat in the church buildings."

It is hoped that the site visit could take place on October 1st, and that a report from him and comments from the DAC and Diocesan Architect would be available by the November 27th PCC meeting

Thanks were recorded to Jim and Tim for all their work on this project.

- Creationtide: Displays and worship materials have been used during September, and the season will become a regular feature of the church year in the future.

25.55 Churchwardens' Report

- William Steward has finished making the louvres for the church tower, and Bob Mellor and Kevin have fitted them all now. Thanks to all of them for such a good job.
- Thanks to Tim for his work on the various reports for this meeting
- Vestry block roof: a quote of £7,890 +vat has been obtained from Maguire Roofing for the partial re-felting of the vestry block roof and re-felting of all of the tool shed store roof, subject to gaining List B approval. The PCC accepts that the DAC may add conditions to the List B resulting in a slight price increase and is willing to cover any additional cost. **The PCC approved this proposal.**
- Parking sign at front of church: the posts have been damaged and need to be replaced. This is in hand.

- West End Lobby door and window frame: The state of the window and door frame and cracked/loose glass panels are allowing water into the building. William Steward is willing to carry out repairs/replacement of the wood free of charge. Some wood is already available and more would need to be purchased. A glass specialist is to be consulted about removing and replacing the glass panels. A Faculty or List B permission may be required, and the cost of the work is not yet known. This matter was identified in the last Quinquennial Report as priority B and should be carried out within 2 years. **The PCC agreed** the work should be undertaken if the cost is between £1.5-£2k and permission is received.

25.56 Panel reports

Social Panel: **the PCC agreed** that any money raised at the Harvest Supper & Quiz after expenses could be given to A Rocha rather than half being given to church funds as usual.

25.57 Church events

September

- 27th Prayer breakfast, David Yaroslaw's Licensing and Harvest Supper and quiz
- 28th Messy Church and first of 5 Music at Rushmere Concerts

October

- 5th Harvest Festival and United Service at St John's URC
- 11th Coffee morning
- 25th Prayer breakfast, Messy Church and Murder Mystery Evening

November

- 2nd Service of Memories and United Service
- 9th Remembrance Sunday
- 11th Armistice Day Civic Service
- 21st-22nd RTU Sale
- 22nd Messy Church
- 27th PCC

25.58 Any other business

- Lisa Cheadle has agreed to organize future Music at Rushmere Sunday concerts. Thanks to Graham Platts for doing this for the last 4 years.
- Thank-you letters to be sent out in National Generosity Week
- Mini-fridge now installed in kitchenette, and Marion has written to thank Lunch Club for their contribution
- Rachel has joined the Banking team
- **The PCC agreed** on a gift for Mary Duncan for her 26 years as Editor of Outlook, to the value of £150
- A sub-group is to be formed to look at how we present ourselves through Outlook, Facebook and the website. Please speak to Alan if you are interested
- The projector/screen installation is progressing and is still on target for the new service launch. A laptop has been purchased.

The meeting closed with prayers and The Grace at 9.20pm

The date of the next PCC Meeting is Thursday 27th November 2025