

St Mark's P.C.C. Meeting Monday 7th March 2022 in the Church Building.

Opening reading: Isaiah 43, followed by prayer from Rev Ben King

1.Apologies: Ellen Kemp, Jackie Randall and Sharon Yates

Present: Rev Ben King, Mike Richardson (Church warden) Bethany Yates (Parish worker) Charlotte Mouzer, David Dale, Judith Nyabango, Yvonne Tiley (Deanery Synod Rep), Ann Arnold, Peter Arnold (Treasurer) Michael Semuguruka, Janet Bone (Deanery Synod Rep) and Jane Ridout (Secretary)

2.Pop-up Cafe: Beth had sent a very detailed proposal for the PCC to look at before the meeting and then during the meeting showed a more comprehensive PowerPoint presentation.

This gave a detailed explanation of the project which would involve buying a Coffee Bike that could be used inside the church or taken to locations in the parish so that relationships could be built up, both within the church family and across the wider community. Beth acknowledged that this was "different" from anything done before but feels that we are being called to "cast our nets into deeper water" and that this would very much be a "deep water plan". She had thoroughly researched this in terms of Pop-up Cafes in other churches and also in cost terms.

The Project:

- Not to be viewed as a business, more an outreach with suggested donations
- To be used in and out of the building (Godwin, Slate yard, local streets), also at the front and in the car park.

Why? To spread God's love in the community and to build relationships.

- Cost: £20-25 K found from an L.O.B grant and through Helen Rigby's legacy which is restricted to use for adults in the community.
- Annual cost estimate: just over £1000.
- The bike with the coffee machine costs about £7,459 +VAT so approx £9000.
- Bike takes us a bit further afield and can run on gas if necessary.
- Public liability: we think that we are already covered but will investigate
- Our past very much informs our future with such groups as Toddlers, Listening ear and Nifty Fifties.
- We have the facility through social media to register their thoughts. Past users of the Toddler group have expressed their desire for some new facility.
- Old and Precious Cafe is an idea for older church members.
- Ideally a team of 3 would run each bike cafe session with people recruited through safer recruitment procedures.

The Meeting's Responses:

A fifty-minute discussion followed in the meeting which included the following points:

- Hygiene requirements? These need to be explored further
- Storage? The bike measures 240x85x110 cms and should fit into the shed
- Impact on local businesses? Completely different because we're a bit hidden and wouldn't be doing it 7 days a week. Coffee is a facilitator to other things.
- Set up groups first? Beth is putting out feelers and wants to start with impact.
- Cost: This would not be recouped. Instead, we should look at it as 5% of Helen's legacy, a gift, and if we run it for 3 years that will be about £1000 a year in running costs, so pretty good in the great scheme of things.
- It doesn't preclude future ideas, may go wider.
- Need to investigate where we're allowed to stop and park. Needs to be very clear.
- FG festival is planned this year for 2nd July.
- May need to think about a new shed which would be part of the cost of the project.
- Full costs need to be clear if we're applying for LOB funding.

- Church people need to be fully engaged if 3 people a session are needed.
- Does 20- 25 K cover the whole project?
- What about the kitchen and its usage, considering the amount spent?
- Donations will help running costs but not capital costs.
- A St Mark's logo on the machine would be a good thing to have.

The meeting agreed that Beth's enthusiasm was great and thanked her for it. It was felt that we needed to investigate required licences and the full costs to be clarified.

The meeting voted: Would this be acceptable in principle if the details were clearer before embarking on the project? The meeting voted unanimously to accept the idea. Beth will make more enquiries.

3. Minutes of the Meeting 17.1.22 and Matters Arising:

There were no corrections to the minutes.

Matters Arising:

a) Standing Committee Resolutions: Three items were accepted by the Standing Committee 1) Easy Worship and Creative Cloud licences @ £158.50 and £196.30.

2) Pancake Pick-up costs £236 3) Vodafone contracts renewed for Ben King, Church Wardens and Parish Worker at the cheaper price of £11 per month and Bethany at £10 per month.

These resolutions were passed unanimously.

b) Polling Station Update: Jane Ridout had received ten acceptances of Mike's proposal to open the church again as a Polling Station in May and three respondents offered to help with organisational tasks.

c)Eco Group Update: Ann Arnold and Bethany had reviewed the cost of new recycling bins for the church building and gone ahead with the agreed purchase.

d)Guides/Girls' drop-in update: Efforts had been made to arrange a meeting but so far this hasn't been possible.

4. Vicar's Report: (Report circulated before the meeting)

a. Lent, Holy Week and Easter: Ben had proposed using the firepit during Holy Week and this was met with approval by the PCC. The egg hunt had gone well in 2021 and will be organised again. There will be a Family Communion on Easter Day. A floral cross was discussed as an Easter decoration and several members thought that this would be feasible.

b. Pastoral Care: Previous plans for pastoral care provision have not progressed.

This should be considered in terms of practical care for those we know who need it but also thinking about a possible Mornington Hall presence or a Senior's group. It was pointed out that our Safeguarding training shows us that vulnerable adults might be an issue. A group to share all these ideas would be useful and also to underpin any future initiatives with prayer. **Ben asked for ideas to be shared with him as to how we might take this forward.**

c. PCC Conversations: Ben thanked the members for the positive conversations he had had with everyone and he said that he would obviously need some time to process all that he has heard.

d. Living in love and faith: Ben said that he didn't want to spend hours discussing this at PCC but that he would be happy to discuss it with individuals. Since the meeting he has sent this link [Living in Love and Faith - respond | The Church of England](#) which we can look at and submit responses if we would like.

A query was made about the previously cancelled PCC Awayday and Ben said that as time has gone on, it would probably be best arranged with the new PCC after the APCM.

5. Parish Worker: (Report sent out before the meeting)

Beth reported that the new Care for Calais appeal for our Pink Bin project may be extended to include Woodgrange Infant school as well.

The pancake pick-up went very well with us giving out 200 bags on Saturday 26th February. Beth said that people are now beginning to recognise us and who we are.

Youth and Children's work is going well. Ben was interviewed by the youth group on Sunday and this might be extended to other members of the congregation. The Pizza Hang out session went well and was a fun time together. There is the possibility of an LOB youth work grant for which we have to apply to Dave Chesney, the Area Dean.

The church now has 71 followers on Instagram.

There will be many Big Jubilee lunches everywhere which may need a small St Mark's team. Grants are available from Newham. Sunday 4th June looks like a good day for this.

Beth spoke to the meeting about her own future ahead of next September and said that she would be happy to stay if the PCC wished for that to happen.

6. Treasurer's Report: (sent out before the meeting)

Peter Arnold reported that the church accounts are ready to go to the independent examiner on completion of the formal annual report which has been contributed to by Ben, Mike, Sharon, Ellen and Jane. The diocesan office has confirmed that we can return to using the Receipts and Payments format as our income for 2021 was below the Accrual accounting threshold.

- Total income for Jan 2022: £5771 of which £5,578 was Giving and tax recovered and £193 was magazine money.
- Expenditure in Jan was £6,271: Parish Share £3188, staff £1437, youth work £639, phone, internet and bank charges £469, utilities £228.
- Current account: £22,875, CBF deposit a/c £251,240. Our CBF Investment account was valued at £304,089 at the end of 2021 and should increase as the bank base rate goes up.

The PCC was informed about Bethany Yates' pension scheme and it was agreed, after some information from Peter, that a suitable pension scheme will be agreed upon.

7. Churchwardens' Report: (previously sent out to members)

Premises:

- Replacement of external seals on hall skylights
- Lorne Road external light and timer repaired
- Light in cleaning cupboard repaired
- Bulb and starter motor of boiler room strip light replaced
- All external lights to the rear of the building and in car park inspected.
- Clearance and trimming of vegetation at the back is needed for car park work to be completed.
- All 163 portable appliances have been tested and all passed except for the banner group's iron which will be replaced. Certificates are in the church log book
- Licences purchased for Easy Worship software along with licence for NIV Bible usage in services at a cost of £674.17. David Dale said he would send Mike song titles the group uses.

- Fire alarm and emergency lighting were due for annual testing but the engineer's visit was delayed.
- Fire extinguishers and fire blankets have been inspected and have passed.
- Re-scheduling of electrician/ fire alarm/lighting visits has been due to shortages of staff and materials.
- Bins in the toilets are to be replaced and this is in hand.
- Roof tile dislodged in the February storm will be repaired by the roofer.
- Small tree in front of the building seems to be coming into bud after its replanting.
- Christmas tree has had to be removed earlier than last year.

A new Architect is still being looked for by the wardens.

Polling Station Update: Thanks were extended to Ellen who spoke to a council contact about their late payment of the polling fee. An apology was quickly received from the Head of Registration and Electoral services who has promised to review the payment procedures for 2022. Consequently, the wardens agreed to the premises being used as a polling station on 5th May 2022. All PCC members received a breakdown of the tasks involved for that day.

Cleaning: Thanks were given to Kathy Lancaster for her many years of church cleaning as she has now retired from this work. Charlotte Mouzer and Bethany Yates have offered to step in to cover this between them for the next three months when future provision will be reviewed. The PCC agreed unanimously that the 10 hours cleaning per week would be paid as an honorarium between Beth and Charlotte each week. It was brought to the meeting's attention that we need to distance ourselves from honorarium payments going forward. Thanks were given to Ann and Peter Arnold for their work on staff payments and protocol.

Church Service numbers are gradually increasing. Yesterday's service had 60 attendees with 50 Communicants.

Restrictions in church are being gradually eased but Ben and the wardens await further guidance from both the Church of England and Newham Council, while keeping people's safety paramount.

Yvonne Tiley thanked Mike and Sharon for all their work on the church building and for arrangements in services.

8. Safeguarding: The meeting looked at St Mark's Safeguarding Terms of Reference which Ellen had sent. David Dale proposed that it be accepted and the PCC passed it unanimously. An action plan was also included for the PCC members to look at. Members were asked to forward electronically their training certificates when completed to Ellen Kemp as PSO. There was a query about whether another person would be required to join the group in place of Barbara which will be addressed. Ellen was thanked for her work on this.

9. Correspondence: There was a general invitation to all on Sunday 20th March at West Ham Parish Church, All Saints, for a 6.30pm service of welcome to Bishop Lynne. The PCC discussed how we might support the Ukraine appeal and after a short discussion decided to send £1000 of church funds through D.E.C which will be match funded by the Government. The meeting voted unanimously to support this proposal to which church members will be invited to contribute as well, money to be given by Sunday 27th March.

The meeting ended in prayer at 9.45pm