

# PARISH OF MORTLAKE WITH EAST SHEEN

## MINUTES OF PCC COMMITTEES

<b>COMMITTEE NAME:</b>	<b>DATE OF MEETING:</b>
St. Mary's Consultative Group	Tuesday, 7 <sup>th</sup> November 2023

### ATTENDEES:

The Revd. Canon Dr. Ann Nickson (Chair), Sarah Coggins (Churchwarden), Anita Larsen (Churchwarden), Ginny Waterkeyn (Churchwarden), Ian Bright, Ed Coke, Hugh Crook, Peter King, Perry Kitchen, Beccy Legonie, Matt Pass, Ben Stokes, Kate Woodhouse, Brenda Morris (Parish Warden)

	<b>HEADLINES/ACTION POINTS</b>	<b>PERSON RESPONSIBLE</b>
<b>4.</b>	Ian to purchase a SumUp stand-alone terminal and work with Perry to activate it for St.Mary's	<b>IB/PK</b>
<b>5.</b>	Pancake Event: Ann and Sarah to contact Scouts and Guides respectively to propose postponing Pancake Event until 2025	<b>AN/SC</b>
<b>6.</b>	Ann retiring: Ann to add further details and materials to Dropbox. All to review responsibilities during Interregnum	<b>All</b>
<b>7.</b>	Secondary glazing: Ginny to speak to Margaret Harrop about using legacy for secondary glazing and other environmental improvements	<b>GW</b>
<b>13.</b>	Downstairs toilet refurbishment: Ann to speak to Margaret Harrop about using some legacy for these works	<b>AN</b>
<b>13.</b>	St. Mary's website update: Ann to contact the developer for progress and expected timings	<b>AN</b>
<b>14.</b>	Ed to make coffee for next meeting	<b>EC</b>

1. **Welcome and Prayers** Ann held a prayer and welcomed everyone.
2. **Apologies for absence** Katie Lee and Jen Loudon were unable to attend the meeting.
3. **Minutes of previous meeting** The minutes of the meeting held on 6<sup>th</sup> September 2023 were presented and accepted by the meeting with no amendments.

#### 4. **Matters arising**

**Electronic payments.** Ian kindly shared a review of e-payment options for the Group in advance of the meeting. Following a short discussion, the Group agreed that purchasing a stand alone 'Sum Up' terminal for St. Mary's would be the best way forward. This option costs £79, with no further ongoing charges. Ian explained that the Sum Up could be programmed for one or more products at a fixed fee (e.g., £1 for Church coffee) to minimize user error and reduce time at the 'point of sale'. Ian agreed to buy the terminal and work with Perry to be reimbursed and for the St. Mary's bank account details to be linked to the terminal. Ann recorded the Group's thanks to Ian for his work on this, and his paper will be shared with All Saint's and Christ Church.

**Boilers.** Anita reported that the engineer will be returning this week to install a fire alarm to the church boiler. The electricians are still waiting on control parts for the upstairs boiler before returning to repair the unit.

#### 5. **Recent and Future Services**

- 5.1 **Harvest Festival (01/10):** The Churchwardens highlighted that the table to receive harvest gifts was not big enough, which needs addressing next year. More volunteers will be needed to receive harvest gifts and speed up the proceedings. Kate reported that GlassDoor have written expressing their thanks for St. Mary's donations.
- 5.2 **Memorial Service (05/11):** Ann thanked all who attended the Memorial Service. Despite low numbers, the service represents an important opportunity for families who don't usually attend St. Mary's to celebrate the lives of loved ones.
- 5.3 **Remembrance Day (12/11):** Sunday service will take place at 9.30am to allow time for those officiating and attending the outdoor commemoration at the East Sheen war memorial to make their way. The Choir will sing two anthems, including 'A prayer for Ukraine' and a trumpeter is in place.
- 5.4 **Sporty Church Christingle (03/12):** Sporty Church will hold a Christingle service on the first Sunday in December. Ann encouraged the Group to publicise the event. The children will again be playing handbells.
- 5.5 **Carol Service (17/12):** This will be Hugh's final service at St. Mary's, and as usual there will be an augmented choir.
- 5.6 **Knitvity:** This is again planned for the final two weeks before Christmas to ensure we have enough families signing up for a continuous handover of Mary, Joseph and donkey.

- 5.7 **Crib Service (24/12):** The Crib service is planned to take place as usual on Christmas Eve.
- 5.8 **Pancake Event (13/02):** Shrove Tuesday falls during school half term in 2024. St. Mary's will also be without a Rector during this time. As a result, the Group agreed to contact Scout and Guide leaders and propose that the Pancake Event not take place in 2024, but will happen again in future years. **Ann** will contact Keith to inform him, and **Sarah** will speak to Di for the Guides.

## 6. **Ann retiring**

Ann gave the Group a detailed briefing on how she is preparing St. Mary's for the Interregnum following her retirement at the end of January 2024.

**28/01** – there will be a Parish-wide service to mark Ann's retirement. Ann will choose meaningful hymns from her time at St. Mary's, and has requested that the Choir sing the Britten anthem they sang at the St. Mary's Day service in 2021.

**Selection Process for New Rector:** Ann outlined the selection process in appointing a new Rector for St. Mary's. This will involve the development of a Parish Profile, to which the Consultative Group, the congregation and the wider parish will be invited to give input (i.e., outlining the strengths and weaknesses of St. Mary's, and the ideal profile of the new Rector). The interview panel will include Bishop Martin, the Archdeacon and a representative from our patron Worcester Cathedral as well as 2 representatives from St. Mary's, and probably one each from All Saint's and Christ Church..The Archdeacon or Bishop will attend the PCC meeting in January as part of this process.

**Dropbox.** Ann has set up a Dropbox of relevant materials to ensure the smooth running of church services and events during the Interregnum. To date, this includes posters, service sheets, monthly calendar, hymn choices and specific instructions for Easter and Christmas. Ann will produce a Worship for All booklet to avoid the need to draft a new one each month.

**Responsibilities.** Ann highlighted that the Churchwardens will be in charge of all key services, events and administration at St. Mary's during the Interregnum. This includes chairing future Consultative Groups and the Annual Church Meeting. It is important that if Matthew is back, people are clear about these lines of responsibility. A Curate is never in charge during an interregnum. For clergy input, Alex should be the first port of call, followed by Jonathan. Ann has prepared a service rota until the end of February and aims to produce another to the end of June, provided clergy can give their availability. The Archdeacon will cover all Easter services, and will preside and preach at St Mary's on 25 February 2024. Anita will lead Sporty Church during the Interregnum. If Matthew returns, he will be involved. Ann suggested that Perry be responsible for choosing hymns, which he accepted to do.

**Baptisms, Weddings and Funerals.** Ann will direct people to contact the Parish Office for any baptisms, weddings and funerals taking place during the Interregnum.

**Social Media accounts.** Anita agreed to take on the administration of the St. Mary's Facebook page, with support from Paul particularly regarding the livestreaming of services. Ginny cautiously agreed to take responsibility for the @MortlakeRector Twitter/X account, most likely with additional support. Ann will provide Ginny with

the password. Ann will close down the Tiddlywinks Twitter account. The Knitivity Twitter account will continue in its current limited form.

**School Forms.** Primary and secondary school application forms that require clergy approval and signatures will be administered in the first instance by the Churchwardens. Upon checking bona fide nature of the application forms, the Churchwardens will then ask either Alex or Jonathan for their review and signature.

In addition to the current documents on Dropbox, Ann agreed to put together a 'who does what' list and share this. Ann also highlighted the need for more volunteers to share the burden of work during the Interregnum.

## 7. **Update on plans for Legacy spending**

**Dividing doors/Kitchen:** Ginny reported that the architect submitted a pre-approval pack to the Diocesan Advisory Committee (DAC). The DAC has recently responded positively to the plans and will conduct a site visit at St. Mary's on 22<sup>nd</sup> November to review in detail. Subject to the outcome of the site visit, we will ask the PCC for a faculty to conduct the works at the next PCC meeting (28<sup>th</sup> November).

**Solar panels, green improvements:** Following a meeting with Treadlighters, a solar panel company recommended by the Parish Architect, it is apparent that installing solar panels is not a viable option for St. Mary's to proceed with. However, further environmentally-friendly measures such as secondary glazing are appropriate to proceed with. The anticipated cost of installing secondary glazing is c. £15K, and the Group felt it would be in keeping with the spirit of the Harrop legacy's intentions.

**Ginny** agreed to speak to Margaret Harrop before proceeding. A next step is likely to be a site visit. The cost of the secondary glazing leaves c. £10K of the Harrop legacy available. Ann suggested that other less visible but important environmental measures such as pipe lagging and insulation could be undertaken with the remainder of the legacy, though this would need to be approved by Margaret.

**Steers Legacy:** Ann highlighted that provision has been made for St. Mary's to receive 5% of the Steers Legacy (c. £15K). Any request for these funds will need to be made to the PCC with relevant justifications.

## 8. **Music at St. Mary's**

**Perry** thanked Hugh for all his hard work and dedication as Director of Music prior to his departure in December 2023. The Director of Music role has been advertised, and a small number of candidates have applied. Interviews will take place on 25<sup>th</sup> November. Subject to the outcome of these interviews, music at Christmas services will either be covered by a new Director of Music or via a visiting organist.

## 9. **Treasurer's Report**

**Perry** gave an update on St Mary's finances. Income and expenditure to date have been in line with budget. We anticipate breakeven or a small deficit for 2023. We are still awaiting an invoice of approximately £2.5K for overhauling the swell section of the organ; this will be met from the donations fund. We are trying to close the Friends of Mortlake Churchyard bank accounts with NatWest and CCLA, and transfer the

remaining balances to the St. Mary's accounts. CCLA have indicated they will comply; there has been no response to date from NatWest. These bank balances are already included in the St. Mary's accounts. We have asked the PCC for reimbursement of Goodbox receipts for the recent St. Mary's BBQ (1 October) and Quiz Night (13 October). As highlighted in 4. Matters Arising, it is hoped that a SumUp card machine will be available in future for receipts from coffee and social events. Balances at 6<sup>th</sup> November, 2023 are:

	<b>£K</b>
Donations fund	16.6
Legacy fund	111.8
Tower fund	4.5
Churchyard fund	<u>15.8</u>
Total	<b>148.1</b>

#### 10. **Churchyard**

**Big Garden Birdwatch in Churchyard 27/01/2024.** Ann highlighted that the next annual Big Garden Birdwatch is due to take place in late January 2024. The Group agreed that the St. Mary's churchyard should participate as in previous years.

#### 11. **Safeguarding**

Matt thanked Hugh for renewing his DBS certificate in his remaining short time at St. Mary's. A small number of DBS renewals are pending for other volunteers.

#### 12. **Reports**

##### 12.1 **Team Rector's Report:**

Ann had no additional report to provide beyond the other agenda items under discussion.

12.2 **Churchwardens' Reports:** Ginny, Sarah and Anita expressed their thanks to Francis Ring-Davis for his dedication to attending to the boiler issues at St. Mary's. Anita highlighted that the Christmas services shown on the noticeboard outside the church needed updating. Ann suggested asking a local supplier to produce an A2 poster, similar to those produce by Christ Church and All Saint's.

12.3 **Parish Warden's Report:** Brenda had no further updates already covered by other agenda items.

13. **Any Other Business:** Kate highlighted the need for the downstairs toilet at St. Mary's to be refurbished. Beccy highlighted that accessibility standards have changed markedly since the toilet was first installed, and that the new accessibility standards should be taken into account in any refurbishment. It was suggested that a proportion of the Harrop legacy be considered to fund this refurbishment. Ann will discuss this idea with Margaret Harrop before further action is taken.

Kate asked about progress on the new St. Mary's website. Ann stated that the developer's focus was on preparing the All Saint's website as a first priority before

moving on to the websites of other churches in the parish. Redevelopment of the All Saint's website seemed to be taking much longer than expected, so **Ann** will follow up with the developer.

**Ben** put on record his thanks for the October Social quiz night, which was felt to be a great success again.

**Ed** highlighted that the Group had agreed for the next Bring and Share Lunch to take place on Sunday, 21<sup>st</sup> January. Given arrangements for Ann's retirement coinciding with this timing, it was felt that the Bring and Share Lunch should be postponed until a later date in 2024.

14. **Volunteer for coffee:** **Ed** kindly agreed to make coffee and refreshments at the next meeting on 24<sup>th</sup> January.

15. **Date of Future Meetings:**

*2024*

Wednesday, 24<sup>th</sup> January

Tuesday, 12<sup>th</sup> March

ACM, Sunday, 19<sup>th</sup> May  
(after 10am service)