

PARISH OF BAGLAN
MEETING OF PAROCHIAL CHURCH COUNCIL
Sunday, 5th January, 2020 at 7 pm
MINUTES

1. Opening Prayers led by Rev Elaine Jenkins

2. Apologies for absence- Anne Harris, Rosemary John, Cath Taffurelli, Robin Moulster, Dennis Jones, Alun Wyn Davies,

Present - Rev. Elaine Jenkins, Georgia Jones, Jen Malcolm, Glenys Jones, Christine Gow, Ann Chilcott, Menai Evans, Gaynor Hollingshead, Sally Hyman, Keith Owen, Mary Water, Jean Rawlings (co-opted member)

3. Parish Warden's Report -

Rev Elaine added that Rev Steve Jenkins may begin a phased return at the end of January, 2020 but that this is likely to be in a purely pastoral role wherein he will take services with Rev. Elaine maintaining responsibility for the parish.

4. Sally Hyman proposed that the minutes of the last PCC held on 19th October 2019 be accepted. This was seconded by Ann Chilcott and all agreed.

5. Business arising:

6.2 Jen has discussed the upkeep of the Railings with NPTCBC. A reply should be made within 10 days.

8.1 The coming launch of the Deanery Pilgrimage should see artifacts being made available to all parishes in turn. John Victor will represent the parish at next Sunday's service in the Cathedral.

8.2 First Aid training is up to date and does not need renewing for another year.

8.5 The Lightning Conductor has been serviced.

5. a. The Bells – Estimates for work– Jen proposed and Gaynor Hollingshead seconded the motion that the quote from Peter Hayward be accepted. All Agreed. Jen will now apply for a faculty as it is not clear if this is needed and will contact the firm to make necessary arrangements.

5. b. The Churchyard- Grant - Sally has been able to access a large grant which she discussed with the PCC. A working party should be established to oversee the whole project. Sally herself will be project coordinator and will look for suitable personnel to assist. Involvement with various church groups will be encouraged. Jen offered her thanks for all her hard work to Sally on behalf of the PCC. Jen proposed that we accept the grant and go ahead with the entire project. This was seconded by June Shakeshaft with all agreeing bar 1 abstention.

5. c. Queries as to which part of the railings are church responsibility and which fall within the Council's remit. See 5. 6.2 above

5. d. An external hard drive is to be purchased for the office pc.

ACTION – Rev Elaine / Chris This is in hand

5. e. First Aid training needs updating. see 5 8.2 above

6. Reports of Sub – committees:

- 6.1 Events and Fundraising – **NONE - see attached 6.1 E+F App 1**
- 6.2 Fabric and Buildings –
- 6.3 *Health and Safety included in all committees*
- 6.4 Church Hall –

Mary explained that the use of a floor polisher has been recommended by the cleaning firm. However, as per the Asbestos survey, certain work may need to be undertaken on the hall floor and a part of the ceiling prior to any heavy cleaning.

6.5 Churchyard

Menai made the PCC aware that people are leaving small Christmas trees as memorial objects and that these are not permitted. They will be removed asap. Jen has had sight of a notice at St Mary's which is more explicit that those at St Catharine's and may be of use. She will obtain a copy to be considered.

6.6 Magazine

6.7 Finance

Income from collections could be increased by publishing monthly or quarterly income / expenditure on pew sheets or parishioners to see the disparity.

A 3. **Hand Bells and Heavenly Metal** are no longer active groups so accounts will be closed.

C . The **Church Hall Account** will also be closed a record of the Hall's income and expenditure as a separate cost centre within the Offertory Account will be kept.

ACTION – Jean / Anne H

8. AOB

- 1. **Bells** see 5 a
- 2. **Asbestos** – Policy and management of same.

The report shows up possible problems with the Church hall flooring and a part of the ceiling. The Church Hall Committee – namely- Mary W and Gaynor H will take the lead on managing asbestos for the parish. Their role will include the following:

- informing any workmen or contractors of the possibility of asbestos in parish buildings.
- managing the policy and relevant documentation.
- sourcing suitable contractors to assess the risk in the church hall floor and ceiling and, acting on the advice received, have necessary work completed.

3. **Chalice Administrators**- licencing

Gaynor proposed and Menai seconded the motion that Rev Elaine apply for suitable licencing to be given to the following people to be chalice administrators.

St Catharine's .

Janet Alexander 19 Penycae Road Port Talbot SA13 2EP

Elenor Consebido 10 Millbrook Baglan SA12 8EP

Alun Wynn Davies 3 Hilltop Close Baglan SA12 8YH

Glenys Jones 169 Delffordd, Rhos PONTARDAWE, SA8 3EN

Dennis Jones 169 Delffordd, Rhos, PONTARDAWE, SA8 3EN

Edred Thomas 10 Crofton Drive Baglan SA12 8UL

John Victor 9 St Catharine's Road Baglan SA12 8AS

St Baglan's

Jane Lawrence 2a Ten Acre Wood Margam SA13 2SU

Alan Jenkins 2 Albion Road Approach Baglan SA12 8BY

Clifton Jones

Dennis Ellis 4 Thorney Rd Baglan SA128LW

Colin Lewis 41 Maes ty Canol Baglan SA128UW

Rosemary John 2 Old Road Baglan SA12 8TR

Rev Elaine expressed the need for volunteers to train to give holy communion to housebound parishioners as this has lapsed of late. Gaynor Hollingshead, Christine Gow and Jean Rawlings offered their services. **ACTION – Rev.Elaine Jenkyns**

4. St Baglan's church floor and thoughts for future
5. Sally will source an architect to explore refurbishment of the flooring at St Baglan's on the assumption that a problem with beetles exists. She will look for suitable grants to cover the costs and also explore various ways of promoting community use of the building. Sally will liaise with the Fabric and Buildings Committee (F+B).
6. The graveyard – letter from contractor- NFA

9. Date and venue of next meeting

-The next PCC meeting will be to approve the annual accounts and will take place on Sunday, 15th March at 6 pm in the St Catharine's Church Hall.

-The Easter Vestry will be held in St Catharine's Church Hall on Sunday 29th March at 6 pm..

Relevant dates are as attached.

Rev Elaine wished to express the condolences of the clergy and the PCC on the passing of Howard Luke who served as Treasurer. Grateful thanks were expressed for his contribution to the smooth running of the parish.

10. The Grace

Events and Fundraising Committee Report 6.1 E+F App 1

1. It is with great regret that I report that the Roger Chilcott Music in the Community Society has disbanded. It has become increasingly difficult to procure choirs to take part in concerts, and this even applies to the school choirs. The Society has been in existence for 20 years, and in that time, two concerts per year have been held, and these raised the money to give as prizes in the annual competitions for young musicians. In accordance with our constitution, our funds have been distributed to schools, and to Parish Funds.
2. Since our last PCC meeting on 13th October, the Events Committee has been involved with the Memorial Posy Festival, from 30th October to 3rd November, which raised £742.90, £400.00 for the British Legion and £342.90 for Parish Funds. Thanks are due to everyone who took part.
3. The Arts and Crafts Exhibition was held on 30th November and 1st December in the Church Hall. Many parishioners exhibited various crafts, and there was a Sales Table. Refreshments were served, and there were two raffles, one with a number of prizes, and one with one prize, a beautifully decorated Christmas cake, donated by Brenda Evans' daughter Caroline. This cake was won by Rita Suter. We had a number of visitors to the exhibition on Saturday, but not so many on Sunday. However, the event raised £553.60 for Parish Funds. Thanks are extended to all who helped in any way with this event, especially members of the Events Committee.
4. On 14th December, members of the committee helped with a Coffee Morning for the Blythswood Charity Shoe Box Appeal. The money raised was to pay the transport fees for the boxes. 823 boxes were sent, and the fee was £3.00 per box. In all, £2,500.00 was raised to pay the fees, with £125.00 carried over for 2020. Glenys Jones has worked extremely hard to organise this, with a small army of volunteers, and we thank them all.
5. On 18th December, we helped with the 'Friends Reunited' Service and Tea. This gave pleasure to a number of people who are no longer able to come to church on a regular basis.
6. On 20th December, we helped with the 'Tea and Chat' Christmas Party, when the Hall was full of children and parents/grandparentsand, of course, Father Christmas. Then we were able to think about our own family Christmases!
7. This year's plans include a 'Winter Wonderland' Day on 21st January the proceeds of which will be donated to St Mary's Church, Aberavon Restoration Appeal, six Lent Lunches starting on 28th February, the proceeds of which will be divided between the parish and the Food Bank, and possibly a celebration of the life of St Baglan in March. Other events will be planned for later in the year.

Finance Committee report - APP 7 Fin200105

Treasurers' Report 15th December 2019

A. It has been very difficult to pick up the accounts and therefore we have a number of questions and explanations of what we've done:

1. There is a figure of £290 in the Archbishop's Fund at the start of the year.

Was this money paid into the fund and if so when?

2. Roger Chilcott Society has closed and has made a kind donation to the Church. We will close this account at the end of the year and transfer the donation into Church Accounts.

3. Hand Bells and Heavenly Metal – **are these 2 groups still active? If not shall we close their accounts?**

B. Grants – the £6,000 grant for the Church Hall Toilets was paid into the Church Hall Account but as the invoice for the work was paid by the Offertory Account, we later transferred the grant into the latter and then to the Active Saver.

£7,683.60 VAT was reclaimed on the work carried out on St. Catharine's Church 2017 and 2018. This is also classified as a "grant".

C. It seems that the Offertory Account is used to pay for major expenditure in the Church Hall. There is therefore a cost centre in the Offertory Accounts for the Church Hall.

There seems little point in running a separate account for the Hall, in fact it is more confusing. We suggest that to simplify matters and possibly reduce bank charges that we **close the Church Hall Account** but keep a record of the Hall's income and expenditure as a separate cost centre within the Offertory Account?

D. Bank Charges: So far this year we have paid £817.47.

Having taken advice, we know that we are being charged because we have in excess of £100,000 going through our accounts each year. The charges correspond with the number of cheque and cash transactions.

Action taken:

- i. We have arranged to reduce the amount going through our accounts by paying our Parish Share of £5,035.51(monthly) to Cwmafan who will then pay the joint amount for both parishes. This will reduce the amount going through our accounts by just over £22,000 each year and should bring us under the £100,000 threshold.
- ii. We are trying to initiate BACs or bank transfer system to pay invoices electronically. This is proving very difficult.
- iii. Closing the Church Hall Account could save us over £100 each year.

Cash in Hand:

Churchyard Account	£7420.93	Bank Charges to date	£76.25
Offertory Account	£8002.42	Bank Charges to date	£638.63
Church Hall Account	£2841	Bank Charges to date	£102.59
Active Saver Account	£70745.52	0.2% Interest	No Charges
		<u>Total Bank Charges paid to date</u>	<u>£817.47</u>

Cash in Hand 15th December £89,009.87*

* of which about £7,903 belongs to clubs and societies.

Balances	1st Jan 2019	YTD 15 Dec	Changes	
Offertory Account	11,655.00	8,002.00	-3653.00	
Church Hall	2,470.00	2,841	371.00	
Churchyard	4,969.00	7,421	2,452.00	
Active Saver	64,745	70,745	6,000.00	
Fabric Fund	293,442	269,442	-24,000	restricted
NS&I Bonds	13,000	13,000	0	Restricted?

We do not yet have a statement for the Daisy Seabourne Mainwaring Fund.

Parish total gains/loss	-18,830.00
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Approx. £10,000 Gift Aid Reclaim is due.

One off receipts	
grants VAT & claim	13,684
One off Capital Costs	
C Hall toilets	10,000
Repairs St Catharine's	23,652

School House 18th Dec. income: £3,209 (net of agent's fees) Expenditure: £1,489
Surplus: £1,720

CHURCH SOCIETIES FUNDS IN OFFERTORY/Savings ACC

	opening balance 1/1/19	Income DURING 2019	Expense DURING 2019	surplus TO DATE	closing balance YTD 15 Dec
Flower Guild	£838.64	£170.00	£606.95	-£436.95	£401.69
Parish Magazine	0	£986.45	£618.99	£367.46	£367.46
St Baglan Coffee Morning	433.9	£37.08	£89.99	-£52.91	£380.99
St Catharine Coffee Morning	0	£1,643.72	£0.00	£1,643.72	£1,643.72
Tea & Chat	2767.16	£761.83	£183.98	£577.85	£3,345.01

Posy Money	0	£1,337.65	£1,018.45	£319.20	£319.20
Fete	0	£2,225.25	£0.00	£2,225.25	£2,225.25
Summer Lunch+Parish Tea	0	£445.00	£0.00	£445.00	£445.00
Chinese Auction	0	£1,113.00	£0.00	£1,113.00	£1,113.00
Welsh Tea	0	£0.00	£0.00	£0.00	£0.00
Lent Lunch	0	£1,228.14	£600.00	£628.14	£628.14
Sundry	0	£25,705.60	£28,423.59	-£2,717.99	-£2,717.99
Sunday School / messy church	0	£189.04	£475.71	-£286.67	-£286.67
Archbishop's Fund & charities	0.00	£290.00	£0.00	£290.00	£290.00
Greenwood Club	490.8	£0.00	£0.00	£0.00	£490.80
Jollys	0	£510.00	£250.00	£260.00	£260.00
Christmas Tree Festival	0	£0.00	£0.00	£0.00	£0.00
Mission	0	£0.00	£0.00	£0.00	£0.00
100+ Club	0	£1,560.00	£1,120.00	£440.00	£440.00
Handbells	614.02	£0.00	£69.66	-£69.66	£544.36
Roger Chilcott Soc	£7,130.35	£450.60	£5,100.00	-£4,649.40	£2,480.95
pilgrimage	0.00	1,120.00	1,120.00	£0.00	£0.00
TOTAL YTD	12274.87	£39,773.36	£39,677.32	£96.04	£12,370.91
Groups Soc funds in the Offertory	£12,274.87	£1,929.51	£6,300.58	-£4,371.07	£7,903.80

Offertory without Socs					£4,467.11
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Investments:

NS&I bonds pay the interest monthly, which is not re-invested, and therefore stays at around £13,000 in value. In the 2018 annual report they are recorded as part of the Restricted Funds Portfolio. **What are they restricted for and should we, if we can, unrestrict them?**

Expected income:

Gift Aid. At the time of writing we have not received any gift aid from HMRC. We are expecting at least £8,000 in the first payments; 1/4/20 17 to 30/3/2018 and 1/4/2018 to 30 March 2019.

Future Work and Expenditure:

Some building and repair work is needed in St Catharine's Churchyard – walls and steps. Quoted in 2 phases: £18,000 inclusive VAT for the collapsed steps

and walls and £22,668 inc. VAT for the lower path and walls = £40,668 inc. about £8,000 VAT which we will have to pay but may be able to claim back. (There is no Faculty for this work yet as they want us to commission an Architect. This will add to the costs).

We have applied for a grant to cover these costs but it will involve us doing to some community engagement work and increasing the biodiversity in the churchyard. See additional report at end.

Insurance and Liabilities:

1. Asbestos has been identified throughout the Church Hall (ceilings and floor adhesive). We will need an Asbestos Management Plan – cost about £300 but we do not yet know what we will need to do (if anything) to make the ceilings safe.
 2. Asbestos survey needs to be done on St Catharine's Church and the shed – cost £300
 3. Asbestos Survey St Baglan's Church, done and did not find any asbestos.
- Asbestos Surveys for the Church Hall and St Baglan's must be shown to contractors BEFORE they undertake any work in the buildings
 - No work should be undertaken in St Catharine's or the shed before a survey is done.

PCC Members' Liability Insurance: Members are covered to the sum of £250,000 by Ecclesiastical Insurance against personal liability providing we act with lawfully and with due diligence.

trustee indemnity (from Ecclesiastical Insurance):

"Furthermore, I can confirm that your Parish Plus policy has trustee indemnity cover under extension 11 of the Liabilities section.

"The most we will pay for trustee indemnity cover under extension 11 in the period of insurance will be up to £250,000. If you wish to increase this limit please feel free to get in contact with us and we will review the situation."

Do we want to consider taking out additional trustee liability insurance?

The policies also include insuring cash up to £500 in the homes of nominated people and up to £10,000 if one of the Officers act fraudulently.

School House and the Church Hall Insurance policies seem appropriate.

Filed Copies of Contractors' Insurance Policies **By whom / where are these kept**
as only the building insurance policies seem to be in the Treasurers' files?



J. L. Malcolm

Parish Warden

St Catharine's, Baglan