

PCC Meeting

18 February 2025 at 7pm in the Sacristy

Present: Fr Charles Sutton, Martin Robinson, Annette Young, Mary Benton, Ruth Baker, Sue Perry, Vicky Gordon, Paul Gale, Georgina Harford, Helen Clifton, Elizabeth Thomas, John Davenport, Bob Bell, Janice Callow



	Agenda item	Notes	Action required	
			By whom	By when
1	Apologies for absence	Eric Tyson, Elizabeth Thomas (left early), Brendan Biggs, Liz Badman, James Norman		
2	Prayer			
3	Growth in Faith – Focus on the Conference objectives	Fr Charles spoke about the four strands that were identified in the ASC 'Focus' event at the end of 2024. These were (1) Growth in Faith, (2) Ministry and Mission to the Mature, (3) Communication and Visibility, and (4) Use of the ASC Buildings. Each of these will be part of forthcoming PCCs. The place to start is with progress on the 'Growth in Faith' strand. Key items are: - Work group looking at an ASC version of a Nurturing initiative, led by Fr Paul Hawkins. - Taizé services to introduce an occasional reflective, simple style of worship. Healing Ministry, on an occasional basis - the first opportunity will be Two Sundays before Lent. - Introduction Booklets on exploring Anglo Catholic worship, practice and belief. - Marian Study Course, led by Mthr Nicola, is planned for this autumn, will culminate in a pilgrimage to Walsingham. - Variety of other elements were described (see page 8 of the ASC 'Focus' event for more details).	GIF group, Relevant individuals.	ongoing
4	Fabric and Atrium Development	In advance of the PCC a variety of significant documents had been circulated and tabled. These included: - Fire Risk Assessment - Quinquennial report - Atrium Project Report - The Order of Cost Assessment from Synergy dated 2025	MR Churchwardens	

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	■ Adjusted order of cost Assessment PCC members had been invited to send questions relating to these in advance of the meeting. No questions were presented. A paper of opinion, on various subjects, was circulated by one member. Martin spoke about: Fire Risk Assessment report outlining the responses already taken and those planned. Additionally, the Atrium Development Project will address many of the items identified in the Assessment. Key points: ■ Randall Room: There is now an e-vac chair by the Randall Room door. The recommended evacuation route is down the stairs from the Randall Room. MR will check if there is guidance on ratio of able-bodied to less able-bodied people using the room. There is an agreed limit to number of people in R. Room. ■ Detumescent strips on doors will be renewed, except where they would be affected by atrium works. Kitchen door must not be hooked open. Wendy is working on signage updating. ■ Atrium Glass doors need to be re-hung to open the other way. Quinquennial report: Covered a wide variety of items that will need to be addressed in a programmed way. A very significant number related to the Atrium which will, as a matter of course, be corrected within the Atrium Development Work. Martin drew attention to: ■ Roof between Randall Room and sacristy needs to be replaced. ■ Poor drainage will be resolved by new downpipe boxed into atrium. ■ Need to diarise a check on atrium roof at least annually. ■ Leakage from clerestory windows should be resolved with renovation of Piper windows.	Parish Administrator	
		Churchwardens, volunteers	

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Atrium Project : The PCC had previously agreed that the first phase of the Atrium Development was seeking approvals (planning Permission and Faculty), development of plans and securing professional advice on building matters, achieving Net-Zero and issues associated with conservation. This phase will conclude with the process of going out for tenders and the selection of the most appropriate fixed price contract.

To enable this phase to conclude PCC agreement was sought on the two proposals previously circulated. In discussion it was agreed that the suggestion of an altar in the courtyard be declined and that further work on how to provide level access to be considered. The need to be mindful and work towards our net-zero goal was emphasised (including issues of concrete and waste materials). It was recognised that the project included the rewiring of the Atrium.

MR emphasised that those working with the architect were always mindful of reducing cost and gaining advice that maintained our environmental responsibility.

Voting on Proposals - the two proposals had been previously circulated.

Prior to voting on the proposals the PCC members were offered an opportunity to speak 'for or against' the proposals. One member spoke against, no others took the opportunity.

Proposal 1:

- (1) in addition to the authorities provided in December 2021 and February 22, the PCC authorise additional expenditure on the fees of consultants other than the Architect of up to £20,000 if necessary for the development stage.

Proposed: Georgina H, Seconded Sue P: Two abstentions, all others present voted in favour of the proposal.

- (2) **Proposal 2:** The PCC Secretary be authorised to forward this report and all the accompanying documents to the Endowment Trustees and to confirm that

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		(a) In due course and subject to the grant of a faculty and appropriate tender, an application will be made for funding; and that (b) the PCC will be prepared to contribute £400,000 to the cost of the project (including amounts spent on fees to date and to be incurred to the conclusion of the development stage). Proposed: John D, Seconded, Vicky G: Two abstentions, all others present voted in favour of the proposal. The Piper Windows: MR and Fr Charles outlined the situation with the Piper windows. The research project undertaken previously used various filters over the fibreglass for protection against UV light and to cool the windows. Data was collected which has been analysed by a Danish University Plastics Department. And the most effective filters recommended. This research, together with contacts made, (including John Piper's grandson), and the initial approach for Lottery Funding (with the help of a funding specialist gratis) will help move this project forward. Detailed grant applications and fundraising will be required and a strong community engagement plan will be required. Anyone willing to engage in this should contact the churchwardens. Funders are likely to be positively influenced by the PCC's willingness to undertake the Atrium Project.		
5	Finance	Five topics for information, discussion or agreement: Mission giving: the PCC agreed to allocate the remainder of the sum (£1,491.20) of last year's Annual Mission Giving (total £4,000) to the Medecins sans Frontieres charity; after the contribution to the education of the Sudanese Students (£2,508.80). Proposed: Georgina H, Seconded: Sue P. All present voted in favour of the proposal.	Treasurer	

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		Mission Giving For 2024 the sum of £4,000 (5% of annual income) was proposed as the amount of our Mission giving from income. (Actual total missional giving annually is approximately 12% of income) Proposed, Annette Y, Seconded, Ruth B: all present voted in favour of the proposal. Area Dean costs: ASC has invoiced the diocese for the cost of this work which exceeds the sum received to cover it, by £652.22. Gift Aid: A reminder from the treasurer for the PCC to encourage members of the congregation who pay tax to use the Gift Aid envelopes. Review of fees for organists for services and choir practices. John D (Director of Music) read a prepared statement. He has discussed with the churchwardens and Fr Charles his wish to step down from some of his duties as musical director. He wishes to share some of his duties with Huw Morgan, who has been deputizing for him. He will continue to organize things which lie outside his paid role (eg matinee concerts). His remuneration has not changed over the 16 years of his tenure. Two Proposals: John proposed that Huw be paid at the RCCM rates: £60 for rehearsal, £70 for Sunday Mass and rehearsal. Proposed John D, Seconded Mary B, all present voted in favour of the proposal. Secondly he proposed the purchase of an electronic chamber organ: While the choir vestry is out of action, JD suggests buying a moveable organ which could be used for choir practice and concerts. Estimated at £7,000 to come from Madge Arnold restricted fund. Proposed John D, Seconded Georgina H, all present voted in favour of the proposal. Fr Charles thanked JD for his tremendous work organizing a consistently high standard of music for AS with enthusiasm and energy.		
5	Reports:	Fr Charles outlined our engagement with St John's: 3 foundation governors, regular assemblies, meetings around matters of religion and curriculum.		

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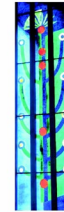


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	■ St Johns ■ Church and Community ■ Early Worship	Fr Charles thanked the EW group for their work in organising this service.		
6	Safeguarding: action plan, allegations policy	Janice thanked the PCC for their efforts in completing the necessary training for their role. The Action Plan was circulated for PCC members to review. This has been formally reviewed by the PCC. The AP is generated from the parish Dashboard, to which the PSOs have access. Caroline and Janice are working through any areas graded amber or red. Since the publication of the AP, further progress has been made. The PCC agreed unanimously to accept the proposed, Diocesan 'Response to Concerns or Allegations' policy. Proposed: Janice C, seconded Paul G, all present voted in favour of the proposal. Additional Safeguarding work: 1) the PCC needs to undertake a review of church activities. These are described as activities which wholly or mostly involve children, young people of vulnerable adults. 2) Work on Safer Recruitment will need to happen this year. This will involve job descriptions for all volunteer roles and application and reference procedures for all roles in the future. Fr Charles thanked the PSOs for their work.	PSOs	
7	Minutes of Last Meeting	Accepted as a true record.		
8	Standing Committee Minutes	No questions		
9	Close with prayer	Led by Helen Clifton		

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A handwritten signature in blue ink, reading "Charles Sutton". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Signed:

Date: 8 April 2025