



## Minutes of PPC and CMC meeting

Meeting held 16 May 2024, 7.00pm, St Anne's Centre

Present: Sue Hardman (acting as Chair for this meeting), Fr. Gerry, Margaret Swift, Clare O'Neill, Bruce Thomson

Apologies: Peter Barrett, John Cassidy, Iwona Lukasik, Yvonne Ripley

Agenda Topics	Discussion/Actions	Person(s) responsible
<b>Welcome and apologies</b>	See above.	
<b>Opening Prayer</b>		
<b>1. Minutes of last meeting</b>	Approved by all	
<b>2. Matters arising not on agenda</b>	MR and MS were to meet with Peter Barnes re finances (including calculation and recording of surpluses). This meeting has not taken place as PB has been unavailable for personal reasons. MS will arrange a meeting when PB is ready.	MS
<b>3. Booking and Financial update</b> 3.1- Finance:Grants	Some historic grants have not been fully utilised. See report circulated by Bruce with his suggestion as to what expenditure could be set off against these remaining grant funds. It was noted that this is just 'tidying up' of balances against existing expenditure and is not additional expenditure. Also noted that there was a letter to Bingham re the unused grant funds but no reply was received. All agreed with Bruce's suggested uses.	

3.2- 2023/24 Year end finances	<p>See draft year end income and expenditure/grants and surpluses circulated by MR. These figures are subject to reconciliation with Diocese year end figures when MR and MS meet with PB and agreement with PB re calculation and recording of surpluses.</p> <p>In line with Diocese records, and as requested by the PPC, these figures are calculated on a cash basis (ie items recorded when paid/received rather than as invoiced/accrued).</p> <p>The surplus balance assumes that the full surplus generated in 2022/23 will be recorded as a surplus available to the CMC (rather than just surpluses accruing since the CMC took on management of the centre in January 2023).</p> <p>Noted that electricity costs for 2023/24 seem unusually low. There was a change of supplier mid-year and electricity from October 23 to March 24 has not yet been invoiced/paid.</p>	MR/MS
3.3- 2024/25 Draft Budget	<p>See document circulated by MR. Hall hire figures are in line with the achievable targets reflected in the CMC Strategy report. The forecast surplus for the year is lower than 2023/24 largely because the 2023/24 figures include significant grants towards running costs and no such grants for 2024/25 are included in the draft budget.</p> <p>It has been assumed that the cost of maintenance work required under the Quinquennial review will be funded from prior year surpluses.</p> <p>The budget and forecasts will be monitored throughout the year and adjusted if necessary</p>	CMC
3.4- Bookings	See report circulated by SH	

<p><b>4. Parish Coffee Morning/Book Sale</b></p>	<p>The main hall is currently booked for a book fair once a month and the Parish coffee morning uses the Hardwick room that week. They have asked about also using the Hardwick room as they have more sellers now. If the centre can't accommodate this we may lose the booking, if we can it would increase the hire charge. This would mean cancelling the coffee morning, or holding it at the back of the Church. PPC have already made a decision not to stop the coffee mornings as they are of huge benefit to the Parish. All agreed.</p> <p>Clare suggested that the book fairs could use the school room (she will lock away valuable items stored there). SH will arrange for the hirer to view the school room.</p>	<p>SH</p>
<p><b>5. Quinquennial report and maintenance</b></p>	<p>See also reports circulated by Bruce.</p> <ul style="list-style-type: none"> <li>• PPC agreed that the lower £1m PLI requirement for contractors would be appropriate for replacement of taps.</li> <li>• Taps in toilets (esp gents) have been left on, on one occasion over night. All hall user group leaders (including the coffee morning team) will be asked to check both toilets before leaving</li> <li>• HIVE heating control system will be fitted soon. This is partly grant funded.</li> <li>• The Diocesan fire assessor visit is due soon. There will be a cost of £1,200 for all church buildings (including the centre). Some of this cost will be apportioned to the centre.</li> <li>• Bees- these are protected so nothing can be done to remove them now. If they leave in Autumn/Winter measures can be taken to prevent them returning</li> <li>• Puddle in car park- Clare is currently clearing this periodically. PPC suggested that CMC should consider employing an 'odd job man' to deal with this and keep the car park area clear of leaves etc. CMC to add this to agenda for next meeting and come to PPC with a proposal</li> <li>• Carpets need cleaning. A contractor should be used.</li> <li>• Quinquennial report requires work is needed on woodwork. Noted that joiner should be asked to ensure that the work includes anything needed to protect for the future.</li> </ul>	<p>CMC</p>

<p><b>6. Review of Strategy, Constitution, Marketing and Business Plans</b></p>	<p>PPC are happy with all of these documents and thanked the CMC for their work on them. There were no significant questions from the PPC.</p> <p>It was noted that the new centre website (an action on the marketing strategy) is up and running. All wish to pass on thanks to Clemie and James for this. Marketing will be an agenda point for next CMC meeting.</p> <p>PPC noted that staffing and succession planning are key challenges. PPC are happy for steps to be taken now towards bringing in a paid centre manager and a paid odd-job person. It was noted that as well as easing the burden on existing CMC volunteers, having some of the more hands on and time consuming roles undertaken by paid staff may make it easier to recruit new CMC volunteers.</p>	<p>CMC</p>
<p><b>7. AOB</b></p>	<p>Fr. Gerry reported on a matter raised at a recent Clergy Deanery meeting that has a significant impact on for the centre.</p> <p>The Parish quota (which is a contribution to Diocese running costs currently calculated as a % of collections and some other income) will be extended further, including to hall hire income. From Dec 2024 a quota of 21% will be payable on all hall hire income (gross, not net of centre running costs etc). Fr Gerry agreed that MS can send the CMC a copy of a document detailing these plans. There is a Council of Priests meeting on 3 June. CMC would like to write to David Laws with representations about this ahead of that meeting. The PPC supports this.</p> <p>MS asked that everyone should ensure they are using the new PPC e-mail address <a href="mailto:stannesbuxtonppc@gmail.com">stannesbuxtonppc@gmail.com</a>. There is a problem with the old address and any e-mails are being sent directly to trash.</p>	<p>CMC</p>
<p><b>8 Date of Next Meeting</b></p>	<p>Thursday 26 September, 7pm in the Nagel rooms</p>	