



All Saints' Church, Putney Common
District Church Council Meeting

All Saints' Church Vicarage, 21 Landford Rd, SW15 1AQ
Tuesday 5th March 2019
7.45pm

Minutes

Present: Revd. Chris Eyden, David Thomson, Rosie Taylor-Davies, John Andrew, Marianne Coates, Nick Pleydell-Bouviere, Jane Turner, Matthew Watts, Chantry Westwell, Iain Cox, Louise Herring and Sarah Thomas.

The meeting was chaired by Revd. Chris Eyden.

03.19.1. Opening prayers - were conducted by Chris Eyden.

03.19.2. Apologies – Clemancy Gordon-Martin, Kate Innes, Ollie Todd, Faith Sutherland and Gemma Duncan.

03.19.3. Minutes of meetings - held on 15th January 2018 were accepted as a true representation, with the following changes:

- a. Chantry Westwell advised that follow up letters are not sent as a standard procedure to all attendees. This reference has been removed from section "01.19.10 AOB (a)" of the approved minutes.
- b. John Andrew advised financial figures were draft figures only and asked for this heading to be added to the relevant section. The approved minutes have been updated accordingly.

The minutes were proposed by John A and seconded by Jane T.

03.19.4. Matters Arising – The following matters were discussed – no matters arising:

- a. "01.19.09 Church office" – Chris Eyden confirmed that the All Saints' church office will move to the library room as St Mary's.

03.19.5. Finance report - John Andrew presented the management accounts for All Saints' for the 12 months to 31st December 2018. He advised that the figures for 2018 All Saints Financial figures presented to the DCC in mid-January, were subject to change at that early stage so soon after the year end. He reported that unfortunately we now have some significant changes in the central income figures from Richard Holman. The main driver of this is the recognition of £11,300 unrealised losses on investments, due to a large drop of in the value of investments at the end of last year. While performance in early 2019 may have reversed, some of this we are obliged to recognise in the year end position. The All Saints' allocation of this item alone is a £4,100 reduction of the income from investments. Other downward adjustments to income and some additional expenditures identified combine to a total negative central adjustment of £7,700. Against this we have the positive news of having received the rest of the grant money from DCMS refunding the VAT on the floor work (£1,315), less the £375 cost of the trees survey which is as expected, plus some other smaller minor adjustments. The overall result is the early stage £484

surplus reported to the last DCC has now become a £6,517 deficit. While this “bursts the bubble” of an unexpectedly good result, it is still better than the budgeted deficit of £10,600, and better than the 2017 result. It is effectively covered by the 2016 surplus roughly matching the 2017 and 2018 deficits. It is hoped that a recovery of investments will give a boost to 2019 results and the direction on giving remains positive. He reported that these revised figures will go in the AGM report.

03.19.6. PSF Pledge during Interregnum – There was detailed discussion about the proposed All Saints’ pledge during the forthcoming interregnum after Chris Eyden leaves. John Andrew reminded the DCC that we froze the pledge in 2018, from the 2017 numbers. In 2019 AS has proposed to increase the pledge by 2%. He advised that St Mary’s plan to freeze. Other factors considered are that a break even budget for 2020 is assumed; a full time curate starts in the parish in June 2019 and in 9-12 months’ time we will have full clergy (i.e. St Mary’s x 1 vicar, All Saints’ x 1 (new) vicar, plus a curate). It was agreed that we would bring this back to the next full DCC meeting in May before making a decision.

03.19.7. Church Garden – Tree Report – The inspection and report produced by Jonathan Meares (copy attached) was discussed and it was agreed unanimously to get quotes for carrying out work recommended in this report.

There was discussion about the recent vandalism and antisocial behaviour in the church garden and options for trying to address these were discussed. It was agreed that we would seek advice from St Mary’s on their usage of CCTV. Iain Cox agreed to pick this up.

03.19.8. Health & Safety (H&S) – Simon Killick presented the most recent report on H&S. He advised that he has reviewed all the relevant Fire & H&S documents and that all actions are detailed in the report. He advised that the parish H&S teams have agreed to meet annually to share knowledge, information and approaches. He reported that Will Haylar and Michell Penn have agreed to carry on in their roles outlined in the report. The DCC thanked them for agreeing to this. The following items were discussed, and actions agreed:

- a. Glass in the internal doors in All Saints’ church will be checked to confirm it is safety glass
- b. In line with advice from the fire brigade new fire action notices will be put up with the instruction to “tackle the fire” removed. The general principle is that everyone should be evacuated to safety and the fire should be tackled by the fire brigade.
- c. The fire alarm test frequency will be increased to weekly.
- d. A fire evacuation drill will be carried out (when all key holders there). Simon agreed to speak to the Fire Officer to confirm frequency.
- e. Defibrillator – Ollie Todd to update on progress to date.
- f. Fire work display – a Fire Safety Officer will be appointed.
- g. It was agreed that a deputy Fire Monitoring Officer is required to help share some of the tasks. Matt Watts agreed to take on this role.
- h. Simon Killick advised that he is standing down and so new Fire and H&S officer needs to be appointed.

03.19.9. New DCC members for Interregnum – Chris Eyden suggested that in the interest of stability during the forthcoming interregnum, current members of the DCC do not stand down. It was agreed that current DCC/PCC officers will not rotate unless absolutely necessary.

03.19.10. Assistant Director of Music contract – John Andrew asked the DCC to approve the signature of the Assistant Director of Music’s contract. This was approved unanimously.

03.19.11. Vicar's Leaving Party/Service - Sunday 21st July – Chris Eyden advised that his leaving service will take place at 4pm on Sunday 21st July and will be preceded by short party. The full proceedings will be finished by 5pm.

03.19.12. AOB – The following items were raised:

- a. **Sound system** – there are current issues with the sound system and the radio mic cutting out. It has been suggested by Alec Boulton, an expert in these matters, that the two receivers are located too close together and that we should move them apart before spending any money. It was agreed that this was a good idea
- b. **Next DCC meeting agenda** – It was agreed that an update on the defibrillator and broadband should be included on the agendum for the next DCC meeting.

The meeting closed in prayer at 9:50 pm

Future AS DCC Meetings (2019):	Future PCC Meetings St Mary's (2019):
Tues 7 th May	Tues 5 th Feb
Tues 9 th July	Tues 18 th June
Tues 17 th Sept	Tues 24 th Sept
Tues 12 th / Wed 13 th Nov (TBC)	Tues 19 th Nov
AGM – Sun 17 th March after 10:30 service	



All Saints Churchyard
Tree report.docx



ASP HS Audit 2018 -
SK.docx

ALL SAINTS' CHURCH PUTNEY INCOME & EXPENDITURE ACCOUNT (Unaudited) For the period ended 31 December, 2018							Hide until requested	
	Actual 2017	Budget 2018	Budget YoY % Change	Pro rata Budget 31 December	Actual 2018	Variance to budget	Variance to 2017	Comments
INCOME	£	£		£	£			
DIRECT GIVING								
Standing orders (incl gift aid)	127,203	130,000	2%	130,000	133,110	2.4%	4.6%	Exceeded conservative budget
Loose plate	18,940	18,000	(5)%	18,000	19,116	6%	1%	Expected decline on shift to standing orders did not happen
	146,143	148,000	1.3%	148,000	152,226	2.9%	4.2%	
Investment, interest and other income	10,447	5,200	(50)%	5,200	642	(88)%	(94)%	£4100 share of unrealised losses on parish investments 2018, (2017 £5k diocesan housing contrib)
Lettings	13,025	13,000	(0)%	13,000	12,585	(3)%	(3)%	ABRSM music exams (net of stewarding) Q1,3,4; Polling station Jun 11 weddings. (£1600 for 6 future weddings accrued B/S) . 12 funerals. Net of music & diocese costs.
Wedding and funeral fees	6,444	8,800	37%	8,800	8,376	(5)%	30%	Deodar not let during curate use or afterwards, but Ken & Hay fully let includes £854 Lent brunch to be donated away, Parish action lower
Parish properties	8,801	8,500	(3)%	8,500	13,339	57%	52%	£2k of fireworks collection in buckets given direct to Glassdoor
Donations and sundry income	17,371	17,100	(2)%	17,100	17,641	3%	2%	Parkgate £3k, Vets £0.5k, choral £2.5k rec'd Feb for 2018
Events	7,658	3,000	(61)%	3,000	1,543	(49)%	(80)%	
Garden & choral scholar sponsorship	1,666	5,000		5,000	6,000	20%		
DONATIONS, FEES, LETTINGS AND INVESTMENT INCOME	65,414	60,600	(7)%	60,600	60,125	(1)%	(8)%	
TOTAL INCOME	211,557	208,600	(1)%	208,600	212,350	1.8%	0%	Good -£4k ahead, from giving, property, sponsorship, less investments
EXPENSES								
DIOCESAN Parish Support Fund	114,236	114,200	(0.0)%	114,200	114,236	0%	0%	Actual is figure RH lists as paid on behalf of AS (rounded allocation)
MINISTRY								
Pastoral & Relief Clergy	10,876	14,000	29%	14,000	12,851	(8)%	18%	2 pastoral assistants (only 1 in Q4)
Donations	8,810	5,400	(39)%	5,400	5,302	(2)%	(40)%	plus £2k of fireworks collection in buckets given direct to Glassdoor
Expenses, inc recruitment, events without income	3,301	1,500	(55)%	1,500	3,096	106%	(6)%	Events w/o income (pot parties 536), Recruitment adverts (DoM 726, Past.A 323, ADom 258)
Secretarial, Parish Clerk & Central Administration	22,989	22,000	(4)%	22,000	20,477	(7)%	(11)%	2017 higher due to handover period
Office expenses	3,918	3,400	(13)%	3,400	4,100	21%	5%	Includes office utilities, cleaning, printing
Office rent	0	0		0	0	n/a		
Sunday school & young people	1,197	6,000	401%	6,000	5,830	(3)%	387%	inc Children worker
	51,091	52,300	2%	52,300	51,655	(1)%	1%	
CHURCH AND GENERAL EXPENSES								
Music, Organists and Choir	17,100	17,000	(1)%	17,000	17,811	5%	4%	Exc: wedding & funeral music, Inc: piano/organ maintenance.
Treblemakers and choral evensong	2,754	2,500	-	2,500	3,623	45%	-	Deficit on recording (2,510), offset by surplus on MC concert (1,377)
Maintenance & cleaning	10,336	9,200	(11)%	9,200	9,526	4%	(8)%	includes provision, cleaning costs up
Light and heat & water	3,780	5,700	51%	5,700	5,130	(10)%	36%	
Insurance	4,053	4,100	1%	4,100	4,032	(2)%	(1)%	Renewal Sept-18: £4,100
Audit	3,351	3,000	(10)%	3,000	2,231	(26)%	(33)%	Expected lower after initial years
Sundry	870	1,500	72%	1,500	851	(43)%	(2)%	
Altar requirements	947	800	(15)%	800	1,040	30%	10%	£350 on Albs (vestments)
Upkeep of grounds	7,021	13,900	(2)%	13,900	11,047	(21)%	57%	includes provision, and pollarding (£4.6k total, vs £7k expected)
Use of maintenance reserves for pollarding		(7,000)		(7,000)	(4,580)	(35)%		use of reserves for pollarding
Renewals / investment in improvements	1,583	12,900	(100)%	12,900	12,850	(0)%		Church floor repairs & major clean (net of grant recoverd VAT)
Use of FOAS reserves for floor work		(12,900)		(12,900)	(12,850)	(0)%		use of reserves for floor work
Flowers	1,267	1,300	3%	1,300	1,259	(3)%	(1)%	
Depreciation	829	900	9%	900	1,006	12%	21%	
	53,889	52,900	(2)%	52,900	52,975	0%	(2)%	
TOTAL EXPENSES	219,216	219,400	0%	219,400	218,867	(0)%	(0)%	Total expenses in line with budget and prior year
INCOME LESS EXPENSES	(7,660)	(10,800)		(10,800)	(6,517)	40%	15%	Better than budget due to higher giving
Exceptional use of reserves								Not yet used any of ministry reserve for pastoral assistant costs.
Income less expenses after exceptional items	(7,660)			(10,800)	(6,517)			Remaining deficit to be covered by 2016 surplus (general reserve)

ALL SAINTS' CHURCH PUTNEY			
BALANCE SHEET (Unaudited)			
As at 31 December, 2018	31 December	31 December	
	2017	2018	Comments
	£	£	
ASSETS			
Fixed Assets	9,355	8,855	
Cash at bank and in hand	101,816	84,765	Spending cash on floor and pollarding and increasing collections into Parish central account
Due from Parish Central Account	21,890	26,389	Effectively a loan to Parish central account
Prepayments	2,866	2,936	Insurance paid in advance Sept each year
Accrued Income	6,654	7,719	ABRSM Q4 (3460), DCMS grant for VAT on floor (2570), Carol service banked after y/e (1550)
	<u>142,581</u>	<u>130,665</u>	Spending cash from reserves on floor and pollarding
LIABILITIES AND RESERVES			
Accrued Expenses	5,208	13,549	CD recording costs (3450), Christmas charity donations (3000), Manchester carols orchestra (1870), Garden costs (inc pollarding 480, survey 375), Diocesan fees (416) and Christmas music
Prepaid income	2,850	1,600	Wedding deposits
Due to Parish Central Account (inc. SM)	0	0	Paid down loan from Parish funds
Reserves (designated except for Music & General)			
FOAS	14,107	2,097	Used to pay for church floor cleaning and repair in 2018
Music fund (restricted)	44,473	44,473	Restricted
Ministry (from legacies)	20,000	20,000	
General maintenance reserve	25,500	25,920	Includes grounds upkeep reserve (mainly spent on pollarding)
Office rent reserve	10,000	10,000	Reserve for rent we have to fund in future
Toddler Group	1,715	1,655	
General	18,727	11,371	Lighting, chairs, altar reserves plus cumulative surplus
	<u>142,581</u>	<u>130,665</u>	Spending cash from reserves on floor and pollarding
ALL SAINTS' CHURCH PUTNEY			
INCOME & EXPENDITURE ACCOUNT (Unaudited)			
For the period ended 31 December, 2017	31 December	31 December	
	2017	2018	
	£	£	
INCOME			
Direct giving	146,143	152,226	Up by 4.2 % - effect of stewardship and appropriate use of donated funds
Investment income	19,249	13,980	
Donations, fees, lettings, events etc	46,165	46,144	
Total income	<u>211,557</u>	<u>212,350</u>	Up by 0 %
EXPENSES			
Diocesan quota / pledge	114,236	114,236	Up by 0 %
Ministry: Clergy, admin	51,091	51,655	Up by 1 %
Music, maintenance, church expenses	53,889	52,975	Down by 1.7 %
Total expenses	<u>219,216</u>	<u>218,867</u>	Up by 0 %
INCOME LESS EXPENSES	<u>(7,660)</u>	<u>(6,517)</u>	Better than expected and could still use ministry reserve on pastoral assistant costs

