



## Minutes of a Meeting of the Parochial Church Council

Monday 13<sup>th</sup> May 2019 at 7.30 pm

The PCC gathered first at 7.00 pm in the Lady Chapel for a Mass, moving to the Committee Room for the business meeting.

In the Chair: Mark Davie

**Present:** Caroline Adams (CA), Anita Atherton (AA), Tim Bayton (TB), Susan Coombs (SC), Mark Davie (MD), Anne Killingback (AK), Stuart Macwilliam (SM), Rachel Martindill (RM), Jill Mather (JM), Marilyn Pegg (MP) [late], Fr Martin Poolton (Fr M), Fr Henry Pryse (Fr H), Pat Read (PR), Nigel Ridgway (NR), Cherie Snell (CS), Jim Weeks (JW), Nigel Williams (NW), Laura Armstrong (as observer), Andrew Mimmack for GDPR item.

1. MD welcomed the newly elected PCC and Laura Armstrong as observer.
2. **Apologies** were received from Charlotte Payne (CP), Mike Payne (MGP), Lesley Noakes (LN)
3. **Co-options to the PCC and approval of members to attend Standing Committee**

Caroline Adams was co-opted to serve as Safeguarding Representative and Health and Safety Representative (proposed AK, seconded TB).

Rachel Martindill was co-opted to serve as Treasurer (proposed SM, seconded NR).

Jill Mather was invited to attend as secretary (proposed TB, seconded NW).

Approved to attend Standing Committee: Churchwardens, Treasurer, Readers, CA (Safeguarding Representative), JM (Secretary). MD invited a PCC member to attend. TB and AK volunteered; after discussion TB withdrew and AK was approved (proposed TB, seconded SC).

#### 4. Responsibilities of PCC (NR)

- i. The PCC was reminded of the legal responsibilities of PCC members: promoting the mission of the church with effective team working. As the legal property holding body (i.e. as trustees of the church's property) members are required to act collectively to make the best use of its resources. It should act flexibly, with accountability and integrity. PCC members, as stewards of the mission and resources of the church and members, should keep themselves informed of the PCC's activities and finances. The PCC members are insured for collective responsibility and the PCC is a registered charity.
- ii. **GDPR:** Andrew Mimmack reminded the PCC that it is required by law to hold data responsibly. An audit has been undertaken and a policy statement and data privacy notice had been agreed by the PCC. CA has checked data for children's activities and will update them every year. The Electoral Roll has been drawn up in accordance with legal requirements and reported to the 2019 APCM.

MD thanked Andrew for his oversight of our GDPR compliance.

## 5. Correspondence

Item ii: offers to talk to the church from Tearfund: **Action: Standing Committee to consider.**

Item vi: the USPG Parish Contact is now MD.

Item x: Carole P has been accepted on the Foundations in Christian Ministry (FiCM) course.

## 6. Approval of PCC Minutes of the last meeting (4<sup>th</sup> February 2019) and receiving the Notes from the Standing Committee (8<sup>th</sup> April 2019)

The Minutes were approved as a correct record with the correction of “All leaders of children’s groups” in in 4.iii (proposed TB, seconded RM).

## 7. Matters Arising from the PCC Minutes

None

### Standing Committee notes action points

Item 1.7 *Thy Kingdom Come* booklets and resources will be ordered for the 9 days between Ascension and Pentecost: 60 novena booklets and prayer cards, leather bands for Celebrate Together. **Action: Fr H to liaise with Laura Armstrong for orders.**

Item 2: Welcome cards are now in chair backs with replacements available.

Item 5iii: the hall will be used as a Polling Station for the European elections.

Item 5v: Christian Aid envelopes were available on 12.05.19 and given out at 10.00 Eucharist.

Item 5vi: a parking notice has been put up to encourage visitors to park more thoughtfully.

## 8. Rector’s Report, including Reader Application consent

The PCC received with thanks the report previously circulated by Fr H (see file).

- i. He mentioned that Carl Robinson had returned to preach on 12<sup>th</sup> May as an end to his placement.
- ii. He welcomed Laura Armstrong on Reader placement until July.
- iii. Kevin Miners’ and Joan Ridgway’s applications for Reader training were approved by the PCC (proposed SM, seconded RM). Both have completed FiCm courses. TB asked if there was a financial implication for the PCC. Laura Armstrong said that the course is paid for by the diocese; books and travel for courses are usually shared by the deanery and the parish.
- iv. Sue Lane has made a request to plant a tree in memory of Mic Lane. NR explained that there would be no need for a faculty as the hall garden is owned by the parish. The PCC was happy to find a suitable place for this and to work with the family.

**Action: churchwardens.**

## 9. Treasurer’s report

The PCC received with thanks the report and statements previously circulated by NR (see file).

- i. NR commented on the finances, which he reported stable. We are awaiting a substantial refund from the gas utility company arising from the mild winter, the new effective insulation of the Hall and their regrettable but unavoidable practice of charging fixed amounts by Direct Debit (rather than “pay as you go”).
- ii. He told the PCC he would mention the Stewardship Campaign again the following Sunday.

## **10. Churchwardens’ report**

The PCC received with thanks the report previously circulated by NW and RM (see file).

- i. NW highlighted the day-to-day work done by the churchwardens and mentioned again the importance of Mic Lane.
- ii. He formally thanked RM for her 6 years’ service.

## **11. Safeguarding – with the annual revision of the policy**

The PCC received with thanks the report and the Safeguarding policy previously circulated by CA (see file).

- i. CA reminded the PCC that it must approve the policy each year. It is then taken to the Archdeacon’s Visitation by the two churchwardens.
- ii. The only changes are in named personnel: Pat Cockman as safeguarding representative for adults; NR and NW as churchwardens; Fr M as Assistant Priest. Some phone numbers have been updated; retrospective safeguarding checks are being undertaken and logged by CA.
- iii. The PCC approved the updated policy (Proposed TB, seconded PR. Nem con).
- iv. MD thanked CA for the thoroughness of her oversight over many years.
- v. The PCC approved the Domestic Abuse Policy (Proposed CS, seconded AA. Nem con), having been assured of the clarifications by the diocesan office. (See Standing Committee notes.) It was underlined that any counselling arising from an incident would be passed on. Posters with contact telephone numbers have been put on doors in the toilets.
- vi. CA gave out Safeguarding pocket guide cards to all members of the PCC with policy and procedures.
- vii. In the light of Laura Armstrong’s comment on the experience of another Deanery, it was agreed to record formally the PCC’s insurance policy details in the Minutes.  
**Action: NR to email number to JMM.**

## **12. Committee Reports**

### **Health and Safety**

The PCC received with thanks the report previously circulated by CA (see file).

Emergency lights’ batteries have been checked, replaced and logged. There is now an emergency light in the kitchen, but not in the church. Cost: £250 per light. NR suggested lights above the three fire exits. There is no requirement for churches to have emergency lights in a church. CA suggested one at each end of the church.

**Action: Standing Committee to investigate and bring recommendation to PCC.**

### **Hall Action Committee**

The PCC received with thanks the report previously circulated by NR (see file).

- i. Hire rates have been raised and accepted by all users. The PCC ratified the changes.
- ii. Garden shed: a new shed has been purchased to stand beside the original one.
- iii. NR mentioned that the Scouts will help with the distribution of *Contact* magazine.

### **Communications Report**

The PCC received with thanks the report previously circulated by Andrew Mimmack (see file).

### **13. Reports from Deanery Synod**

The PCC received with thanks the Minutes previously circulated by NR (see file).

### **14. Any other business** (notified to Jill Mather 48 hours in advance)

- i. Additional Messy Church freezer: PR and CS explained that there is not enough room in the one shelf available; there are difficulties in storing food in private freezers (TB's and PR's); it is a false economy not to be able to take advantage of special offers on food.  
TB suggested the **Hall Action Group** discuss the issue as a matter of urgency.  
**Action: to report to the next PCC meeting.**
- ii. The Agenda, Minutes and Notes from the Standing Committee are sent out a week in advance of a PCC meeting. In future, all documents will be sent out as PDFs.
- iii. NR mentioned the Celebrate Together on June 2<sup>nd</sup> at St James', the home-grown Fresh Expressions service.

**15. Date of next meeting:** Monday 22<sup>nd</sup> July at 7.30 pm in the Committee Room

**16. Closing prayer** at 9.15 pm.

Jill Mather  
Secretary to the PCC  
13.05.19