

Minutes of PCC Meeting held in the Lady Chapel, St David's Church, 16.03.17

Present:

Dave Allin (Chair), Bill Pattinson (Minute Taker), Sue Holden, Richard Parker, Lizzy Hewitt, Elizabeth Hughes, Stephanie Aplin, Avril Pattinson, Richard Barnes, Charlotte Townsend, Hilary Francis, Paula Lewis

Item 1 Apologies for Absence:

Keith Postlethwaite, Sarah Black, Christopher Durrant, Christopher Heaven, Simon Harrison, Sam Wellbelove, Hilary Todd, Roger Beer, Mary Kirkland, Emma White.

Item 2 Declaration of Interest

None declared

Item 3 Minutes of the Meeting on 12th. January 2017:

There were no amendments. Acceptance proposed by Avril Pattinson, seconded by Elizabeth Hughes. Passed unanimously.

Item 4 Matters Arising from the minutes

a) Safeguarding – the issue of photos: Richard Barnes reported that a notice identical to that at St David's was now displayed at St Michael's and also included in the weekly sheet. The meeting was also informed that anyone taking photos during worship should wear a badge to that effect.

b) Fabric Report from St Michael's: Action point (re: Chris to talk to Richard on replacing louvres) now redundant.

c) Correspondence: Papers for this meeting regarding electoral roll and safeguarding had been circulated by Keith.

Item 5 and Item 6 Finance Reports from St David's and St Michael's

Both these items were subsumed under item 8 (Annual accounts)

Item 7 To consider a proposal for the classification of funds

After discussion regarding whether the designation of the Pastoral Fund and the St David's Institute Fund in the annual accounts was restricted or not (paper tabled), it was proposed by Richard Barnes and seconded by Stephanie Aplin that "the Pastoral Fund be managed in a restricted manner but appears in the annual accounts and that the St David's Institute Fund is restricted, that is, not under PCC control." Agreed unanimously. This would be revisited with the appointment of the new incumbent.

Item 8 Approval of Annual Accounts for the APCM

The chair thanked Richard Barnes for his email regarding the report and financial statements for the year ending 31 December 2016. The following points were discussed:

- a) Stephanie Aplin's name appeared twice under the list of PCC members (Page 1)
- b) Charlotte Townsend as a member of the Deanery Synod should be listed under the ex officio members of the PCC (Page 1)
- c) The theft of collection money at St Michael's (Page 9) was fully discussed. Dave Allin informed the meeting that investigations were taking place with the support of the Diocese as to how this money could have been stolen. Procedures regarding collecting, counting and banking the money were seen to be inadequate. Dave emphasised the need for all moneys to be transparent, to be carefully recorded in the appropriate accounts and registers and to be secure at all times. In order to protect personnel, two people should always do the counting and recording.
- d) The word "evangelical" should be changed to "evangelistic" (Page 2 Para 4)
- e) Concern was expressed regarding the Independent Examiner's statement (Page 4, note 2) which was seen to be unnecessarily personal in tone.
- f) That Mr A Pattinson be changed to Mrs. A Pattinson (Page 6)
- g) That a note be added that assets from the sale of Wrefords Close had now been disposed of
- h) That in Costs of Church Activities (Page 9) Roof Fund to be presented as a Project
- i) Consideration given in how best to present overdue payment of Common Fund (Page 11 – 7. Creditors)
- j) Why the organ fund of £8947 had been presented as a negative that is with brackets (Page 12 St Michael's Funds).
- k) That full reference be given to LPOW Roof Repair Fund (Page 14 Expenses) rather than simple "Project". On same page that brackets be removed from £33,640 as it is a positive, not negative, asset.
- l) That the disposal of Wrefords Close (£220,000) should be more transparently recorded (Page 12) under St David's Funds

Subject to action by DA to revise accounts in the light of above action points, it was proposed by Dave Allin and seconded by Avril Pattinson that the Annual Accounts be adopted (11 in favour; 0 against; 1 abstention)

Item 9 Transformation Report

A paper, written by Dave Allin, had been circulated prior to the meeting which updated members on the transformation and repair of the Church including the present financial position

Dave updated the members informing them that compensation for the 24 week delay would be paid to the Church.

The first part of the project is now almost complete and the next stage included the installation of the heating. After going out to tender and receiving three estimates, Dave asked for approval from the meeting to have the heating installed by Sprague and Ousley for a cost of £55,000. This was proposed by Dave, seconded by Richard Parker and all members present were in favour.

A vote of thanks to Dave for all his hard work was proposed by Bill Pattinson and supported unanimously.

Item 10 Fabric Report from St Michael's

Richard Parker pointed out the need to smart paint the metal work, water proof the tower and repair the louvres. After discussion it was decided that Richard would approach a firm to smart paint the metal work

Item 11 St David's School Governors

A paper had been circulated prior to this meeting from Fran Brincombe, head teacher at St David's C of E Primary School, explaining the need for two foundation governors at the school. The paper also explained the role they would play within the Ventrus Multi Academy Trust, of which the school was a member. It was decided by the meeting that this item be placed on the agenda for the APCM.

Item 12 Staffing

The Chair explained that the Parish had been offered an opportunity by the Diocese to have another curate, Rev. Alison Whiting. Alison is an ordained priest who needs to complete her curacy having moved to the area from a different Diocese. She would be a self-supporting curate whose expenses to the Parish would be nominal. As she works full time in the role of Speech Therapist, she would only be working on a part time basis. Rev David James will stand in as the training incumbent to Alison. Rev Christopher Durrant, our present curate, was delighted that this opportunity for a second curate had arisen and having met her, would be pleased to work with her. It was proposed by Richard Parker and seconded by Avril Pattinson that we accept

this offer of a second curate. This proposal was passed with 10 in favour and 2 against.

Item 13 S12 Meeting

The Chair informed the meeting that Bishop Sarah had asked for a S12 meeting to discuss the profile. This has been arranged for Wednesday 29th March 7.30pm at St David's.

Item 14 Safeguarding Report

Mary Kirkland, the safeguarding officer, had circulated her report to members prior to the meeting. The report was discussed in her absence and due note was made of the need to fully adopt the Diocesan safeguarding policy.

Item 15 PCC Tonight

An email from Prebendary Philip Sourbut had been circulated to members concerning two dates for members to attend a meeting about effective running of PCCs. This was duly noted.

Item 16 Garden of Remembrance

A paper about opening a portion of the graveyard at St David's Church as a garden of internment/remembrance had been circulated to members. This was discussed and all members present supported a proposal by Sue Holden, which was seconded by Richard Parker, that such a garden is considered at both St David's and St Michael's.

Item 17 Health and Safety Report

The Chair recognised the need to draft an H & S report emphasising procedures for lone workers in the churches.

There being no other business the meeting closed in prayer at 21.20

Bill Pattinson

23.03.2017

