

**Marcham with Garford PCC meeting,
Wednesday 23 May 2018, Baptist Hall, 7.45pm**

Present

Neil Rowe (NR), Tamsin Gilbert (TG), Ruth Atkins (RA), Charles Gaisford (CG), Caroline Manders (CM), Mary Embleton (ME), Vivienne Cripps (VC), Alicia Davies (AD), Grace Burfitt (CB), David Burfitt (DB), Cathie Little (CL), Michelle Herbert (MH)

Item	Discussion	Action
1	<p>Welcome and opening prayer Neil warmly welcomed everyone to the meeting and opened in prayer and read 2 Chronicles 7 v11 onwards.</p> <p>NR gave an update on Richard following his recent surgery.</p>	
2	<p>Appointment of PCC Secretary Ruth Atkins has agreed to provide support at the PCC meetings by taking the minutes. Other admin items will be maintained by TG. PCC members agreed on RA's appointment.</p>	
3	<p>Apologies for absence Tim Jack, Malcolm Denton, Chris Nutman, Richard Zair, Rosemary Siebert</p> <p>Kevin Mentzel will join the PCC once he has been co-opted onto the Deanery Synod</p>	
4	<p>Minutes of the meeting held on 25 April 2018 The minutes were approved and signed as an accurate record of the meeting held on 25 April 2018.</p>	
5	<p>Matters arising There were no matters arising.</p>	
6	<p>Personnel update TG informed the PCC that Rachel Gaisford has handed in her notice as she has a new job. She leaves her church role at the end of May 2018. All PCC members acknowledged the great work Rachel has done and appreciated the times she has gone the extra mile in the role.</p>	
7	<p>Financial update <u>Salary review</u> A paper (All Saints Payroll) had been prepared by Chris Nutman about the percentage payroll increases for Rob and JR.</p> <p>At this point declarations of interest were made by NR and JR and both agreed to leave the meeting for further discussions to take place.</p> <p>Following discussions PPC members approved a 2.3% increase in the salaries of JR and Rob.</p>	

	<p>It was agreed a further discussion about the housing allowance for Rob would take place at a future meeting.</p> <p>Action: CN to produce a paper and TG to schedule for a meeting agenda</p> <p>JR and NR returned to the meeting.</p> <p>CL provided a brief financial update and said there was minimal spend in April 2018.</p> <p>Action: Full financial update at the June meeting.</p> <p>CL explained that the costs of the electrical works would have to come from the contingency fund,</p> <p>Action: CL to provide detailed budget information for CG, MH, AD and CM.</p> <p><u>Contactless Giving</u></p> <p>CL provided an over view of the options she has been looking at for contactless giving.</p> <p>Option 1: A cloud based system which would allow QR codes to be used for making donations via a 'button' on the church website.</p> <p>Option 2: A system via My Giving which is stand alone. This would cost £300 for the machine (terminal) and a monthly fee. Can be used for one off donations of £30 a time.</p> <p>Option 3: Parish Giving scheme – an online system. The terminal would need to connect to the church iPad.</p> <p>CG commented on whether contactless payment would bring in more money.</p> <p>ME asked if the system would miss the single givers, e.g. those attending baptisms.</p> <p>Action: CL to find out more about the options, as further discussion and clarity is needed.</p> <p>Action: To have as an agenda item for the June meeting.</p> <p>CL asked for PCC agreement for her to switch bank accounts from NatWest to Lloyds.</p> <p>It was noted that church members who have a standing order would need to change this. CL said she would write to members.</p> <p>All PCC members approved the change of bank accounts.</p>	<p>CN and TG</p> <p>CL</p> <p>CL</p> <p>CL</p> <p>TG</p>
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	<p><u>JR's laptop</u> A new laptop for JR had been approved.</p> <p>TG asked if TJ and CN could approve anything over and above budget.</p> <p>All PCC members approved this.</p>	
	<p>Baptist Hall <u>Electrical Certification</u> NR updated PPC on an electrical assessment which is planned for St Luke's, All Saints and the Baptist Hall as none of them have an electrical certification.</p> <p>The company providing the service will undertake an initial review of each of the buildings to see what remedial action may be needed for an electrical certification to be provided.</p> <p>CG queried the costs for the assessment, remedial works and the electrical certification.</p> <p><u>Cooker</u> The cooker has been moved from the Sports and Social Club to the hall. However, it has not been fully operational. A spare cooker is available if needed.</p> <p><u>Dishwasher</u> It has been installed but was a complex process.</p> <p><u>Electricity supply</u> The electricity supply cannot cope when the cooker is in full use and the dishwasher on.</p> <p>CG advised that if there is no safety cut out then there should be procedures in place for switching off items. Also, people with a pacemaker should not go near the oven.</p> <p>Action: TG to produce a procedure</p> <p><u>Water heater</u> The water heater is faulty and due to where it is sited it is a challenge to access it. Hot water is generally needed for the kitchen sink and toilets.</p> <p>There has been one quote of £600 to replace the boiler.</p> <p>MH queried the costs of sorting the building out and at some stage it being handed back to the Baptist Union when the lease ends at the end of 2019.</p> <p>There is currently no hot water supply to the toilets.</p>	<p>TG</p>

	<p>Various options were discussed:</p> <ol style="list-style-type: none"> 1. Have no provision for hot water on supply and users of the hall to heat water in the 'boilers' as needed. 2. Have separate domestic boilers for the toilets and kitchen (the costs would be similar to have a new single one providing hot water to the kitchen and toilets) 3. De-scale the current boiler and replace the element <p>Action: CG and NR to review the options</p> <p><u>Water supply to the hall</u> Whilst looking at the issue of the boiler it was identified that the tap for turning off the water supply to the building is broken.</p> <p>The manhole outside the building is full of gravel and the water cannot be turned off. It will cost £70 to rectify the internal water supply tap.</p> <p>CG asked if the rental for the hall could be increased to help cover the costs of the work required.</p> <p>TG said there had already been an increase in rent for occasional hall users.</p> <p>ME read out the terms of the lease of the hall to the church – the hall should be handed back to the Baptist Union in full working order.</p> <p>NR suggested the Marcham Community Group could be asked to help with the costs of the building as it is a key element of the transition for the whole of the community.</p> <p>ME suggested the Parish Council could also contribute to the costs.</p> <p>Action: NR to have an informal conversation with Mark Pratchet and the situation and if he feels it would be OK to send a letter to the MCG about contributing financially.</p>	<p>CG and NR</p> <p>NR</p>
<p>9</p>	<p>Fabric update The PAT testing is still to be carried out.</p> <p>The electrical certification is as item 8.</p>	
<p>10</p>	<p>Bee Policy There is a Bee Policy for All Saints and it was proposed this is adopted for the Baptist Hall (there is a nest on the house near the hall). The adoption of the policy for the Baptist Hall was approved.</p> <p>Action: TG will inform the leaders of Rainbows and Brownies about the nest.</p>	<p>TG</p>
<p>11</p>	<p>Refurbishment discussion</p>	

	<p>A paper had been circulated to PCC members prior to the meeting – A continuing Vision and Proposal for our Church Building.</p> <p>Proposals for the refurbishment were included in the paper. It was noted this would be a long-term project.</p> <p>Action: All PCC members to prayer about the proposals</p> <p>To have as an agenda item for the June PCC meeting</p> <p>NR to get costs for the digital survey</p> <p>NR reported that Mark Newman and Mark Herbert were producing a quote for painting the woodwork, radiators and pipes. It was agreed the quote would be a paper exercise for the current time and not to schedule the work in.</p> <p>Action: NR to link with Mark Newman and Mark Herbert.</p> <p>MH reminded PCC that there is a need for live video links to the room upstairs for families to use during the service.</p> <p>NR and CG have started to look at this and the option for streaming the service onto the church website.</p> <p>It was noted that Mark Tinkler and Jonathan Butterfield have expertise in this area.</p>	<p>All</p> <p>TG</p> <p>NR</p> <p>NR</p>
12	<p>Mission Partner update</p> <p>ME reminded members about the Pirates of Penzance performance and there are only a limited number of tickets remaining.</p>	
13	<p>St. Luke's update</p> <p>The Pentecost Service went well and the next service to be held at St. Luke's is in October.</p>	
14	<p>AOB</p> <p><u>Community hub</u> There are delays so the building will not open before spring 2020.</p> <p><u>Health and Safety</u> None to note</p> <p><u>Off-site activities</u> The church weekend is taking place on 2 and 3 June.</p> <p>On 10 June Rob is taking some young people to Hill Song.</p> <p>The quiet mornings led by ME are in progress.</p>	

	<u>Safeguarding issues</u> None to note The meeting closed at 21.36	
14	Date of next meeting The next meeting is taking place on Wednesday 27 June.	