

## PCC meeting, Wednesday 25 July 2018

### Present

Neil Rowe (NR) (Chair)  
 Tamsin Gilbert (TG)  
 Ruth Atkins (RA)  
 Michelle Herbert (MH)  
 Jill Rowe (JR)  
 Alicia Davies (AD)  
 Malcolm Denton (MD)

Charles Gaisford (CG)  
 Tim Jack (TJ)  
 Rosemary Siebert (RS)  
 Mary Embleton (ME),  
 Cathie Little (CL)  
 Caroline Manders (CM)  
 Vivienne Cripps (VC)

Item	Discussion	Action
<b>1</b>	<b>Welcome and opening prayer</b>	
1.1	NR warmly welcomed everyone to the meeting. JR read from her daily reading book on Psalm 25 and shared her reflections. NR followed this with a prayer.	
1.2	NR gave an update on Richard.	
<b>2</b>	<b>Apologies for absence,</b>  Richard Zair, David Burfitt, Chris Nutman and Kevin Mentzel.	
<b>3</b>	<b>Declarations of Interest</b>  RS declared her interest in relation to item 11 on the agenda.	
<b>4</b>	<b>Minutes and matters arising of the meeting held on 27 June 2018</b>  The following corrections were noted: 4.1 <ul style="list-style-type: none"> <li>• Page 2: CK should be CL</li> <li>• Page 4: the funding for the parents/children's room could come from £2k in the AV budget</li> </ul> Following this correction, the minutes were approved and signed as an accurate record.  4.2 <u>Room for parents and children</u> JR has looked at the upper room with some parents and they feel it could be suitable for changing its use. The parents suggested two stairgates would be needed. A Noah's Ark mural is being looked at for the wall. The plan would be for this to start in use from September.  CG asked about the safety of the glass in the room. NR responded there is a pew in front of the glass and it is safety glass.	

<p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p><u>TRIO</u> The following comments were made:</p> <p>TJ: has had a discussion with CL and likes her suggestion of Vision Sunday and waiting to have a way forward from God.</p> <p>RS: I thought people understood TRIO as it's a national name. Could we combine TRIO and Vision Sunday?</p> <p>(20:00 CM arrived).</p> <p>RS: what vision are we considering – money, spiritual, building etc.?</p> <p>CG: we need to articulate what TRIO is about.</p> <p>MH: people on the church rota know what TRIO is about but do all church members?</p> <p>NR: should we be looking at Parish Giving which is the Diocese model. TJ responded, CL is clear this is not something she could support as treasurer.</p> <p>All members agreed TRIO should be used for now and explained more if needed.</p> <p><u>Digital Survey</u> NR reported a second quote for the survey is in progress.</p> <p><b>Action: NR to update at the August meeting.</b></p> <p><u>Church insurance</u> MD reported the quote is part of a 2 year deal so getting another quote at this time is not applicable.</p> <p><u>Children and Youth update</u> TG confirmed she has written to Rob and Jay Finch.</p>	<p>NR</p>
<p>5</p> <p>5.1</p> <p>5.2</p>	<p><b>Letter to the Church about the refurbishment</b></p> <p>Comments were made from some PCC members that they could not access papers TG had put on the website in the section about us – people – members only.</p> <p><b>Action: TG will add links to the website in the agenda/ emails.</b></p> <p><b>Action: if PCC members cannot access papers on the church website please let TG know.</b></p> <p>The following comments were made on the draft letter: ME: We need clear articulation on where we are. Will people take the last sentence seriously?</p> <p>(20:10 CL arrived)</p>	<p>TG</p> <p>All</p>

	<p>TJ: We are at risk of some people being upset with the letter? MH responded, no just people opting out.</p> <p><b>Action: PCC members approved for the letter to be sent out by TG.</b></p> <p>NR if the digital survey is to still take place one there is another quote in? TG responded, hold onto the quote for the moment.</p>	TG
6	<p><b>Financial update</b></p> <p>6.1 CL has met with TJ and explained that to do a full financial update would take a lot of time for the meeting and she has other personal commitments.</p> <p>CL's headline updates were:</p> <p>6.2</p> <ul style="list-style-type: none"> <li>• Apart from the electrical works and funding this from the contingency budget line, funding has been as expected.</li> <li>• Income is staying consistent and at present there will be a shortfall of £8.5k at the end of the Church's financial year.</li> <li>• As TG is not being paid for the admin role and not employing an Older Peoples worker this may off-set the potential over spend.</li> <li>• For 2019, if the Church spends what it has for this current financial year a deficit is expected.</li> <li>• Until the Church knows what income it is getting for 2019, careful financial planning is needed.</li> </ul> <p>6.3 CL explained she has found the treasurers role for the past 2 years difficult regarding financial reporting and she indicated she will not be able to continue in the role.</p> <p>6.4 CL explained she has discussed with TJ how the Church finances are managed overall. For example, the funding for Rob Finch's post is in a separate account.</p> <p>CL added, the role of the treasurer needs to be simplified.</p> <p>6.5 CL explained the financial activities that need a focus:</p> <ul style="list-style-type: none"> <li>• Getting ready for the audit</li> <li>• Report for the Dioceses</li> <li>• Further financial reports for summer 2018</li> <li>• Planning for the 2019 budget</li> <li>• Preparing the TRIO presentation</li> <li>• Preparing the financial reports for the PCC</li> </ul> <p>6.6 CL said she is keen to make the TRIO about the Church's vision – explaining to the congregation what the vision of the Church is and getting 'buy-in'. She added, we need to engage people's hearts and passion for the church. The focus should not be this is our shopping list, and this is what you need to pay.</p> <p>CL explained she is linking with Jenny Warwick to hear about her experiences of TRIO and financial contributions increasing.</p>	

<p>6.7</p> <p>6.8</p> <p>6.9</p> <p>6.10</p> <p>6.11</p> <p>6.12</p> <p>6.13</p> <p>6.14</p> <p>6.15</p> <p>6.16</p> <p>6.17</p> <p>6.18</p> <p>6.19</p>	<p>CL said her, and TJ looked at the budget and the only item they could see to stop funding is the Church Christmas Cards. However, TG explained these are the ones that go to the whole village saying what services are taking place over the Christmas and New Year period.</p> <p>RS explained the preaching series from January 2019 is based on generosity (not just focusing on money).</p> <p>CG said at previous churches he has been part of, finances are raised monthly, so it is on everyone's agenda and not just on TRIO Sunday.</p> <p>MH added, the finances need to be alongside compassion, vision and a heart. It's having heart and passion which drives peoples.</p> <p>NR said, as we move forward it Rob Finch's contract is renewed it would need to be permanent so would have to be part of the main Church fund. He added, Rob and Jay would need a minimum of six months' notice of plans going forward.</p> <p>TG commented, it is the vision for the Church having Jill and Rob's roles and they can't be funded out of a separate account.</p> <p>AD added, she has noticed a big change since Rob started in post. Deep and DJ feel more involved and the youth club is working.</p> <p>MH said it would be useful having some video clips of what Cathie is saying.</p> <p><b>Action: RA to discuss further with CL</b></p> <p>TJ asked what names we are wanting to use: TRIO, Vision Sunday and Where is your heart Sunday.</p> <p>MH responded, we should not just be focussing on one Sunday, we need a drip-fed approach.</p> <p>TJ added, this could be linked to the generosity sermon series which starts in January 2019.</p> <p>NR said, the key element is having a well-defined vision for the Church.</p> <p>CL said, we have enough of a vision to know what the Church is doing. We can say we are in uncertain times, but we do have commitment to children, young people, older people in our community but we need to fund it.</p>	<p>RA &amp; CL</p>
<p>7</p> <p>7.1</p>	<p><b>Fabric update</b></p> <p>MD provided an update:</p> <ul style="list-style-type: none"> <li>The Garford electrical check has been completed and cost £150 + VAT. Issues raised included: the old decorative lights in the ceiling, which should be re-wired. As these are not the main lights they are not part of the main report.</li> </ul>	

	<p>One light in the curtained area of the vestry has been disconnected. The lectern lights have also been disconnected.</p> <ul style="list-style-type: none"> <li>• The Baptist Hall work has been approved and includes a larger trip switch.</li> <li>• All Saints Church work has been approved.</li> <li>• The fire exits at Garford have been checked and the ones at the Baptist Hall and All Saints are still to be checked.</li> <li>• Gas payments are in credit, but this will be used up in the winter months.</li> <li>• The Church yard grass has been cut.</li> <li>• Whites of Appleton are coming to look at the Church bells. TG said the Church has responsibility for the bells and the dialogue between the Church and the bell ringers is improving.</li> <li>• Christine Fenn has been approached about the faculty for the pews in The Institute.</li> <li>• CG asked if Smart Meters could be installed?</li> </ul> <p><b>Action: MD to find out about Smart Meters.</b></p>	MD
8	<p><b>Approaching MCG for help with funding the Baptist Hall</b></p> <p>8.1 TG reported she has the data on the hall and had circulated this prior to the meeting. The cost of £3,154 includes legal fees, and the licence. The income for the hall is £1,995. The legal fees are currently not being covered.</p> <p>8.2 It was agreed for the MCG to be approached to contribute to the re-licensing and legal fees.</p> <p><b>Action: NR and TG to speak to Mark Pratchett first</b></p> <p><b>Action: NR and TG to then approach the MCG</b></p> <p><b>Action: TG to review the rental charges for the hall to see if they can be increased.</b></p> <p>(There would be no increase in fee for Rainbows, Age UK and Tai Chi).</p>	<p>TG &amp; NR</p> <p>TG &amp; NR</p> <p>TG</p>
9	<p><b>Children and Youth update</b></p> <p>9.1 JR reported: that MH, Catherine and Vicky are taking over the running of the children's Church Sunday groups.</p> <p>9.2 The costs of the Bible for primary school leavers has been covered. MH asked if the Bibles are just for Marcham Primary School children and JR responded, yes.</p> <p>CL added, we do not want Church year 6 children to miss out if they do not attend March Primary School. TG responded, the Church has committed to the Marcham Primary School leavers service and the Bibles. But for those who do not attend Marcham Primary School this will be considered – them having leavers Bibles.</p> <p>TJ asked if there have been any discussions about devolving part of the children's budget to the MH, Catherine and Vicky group on an on-going basis. CL suggested</p> <p>9.3</p>	

	<p>an element of JR's budget for Sunday moves from her to the Sunday School. This was agreed.</p> <p><b>Action: CL to transfer some funding</b></p> <p>JR reported there had been agreement to paying the full amount for Sunday morning kids resources.</p> <p>9.4</p> <p>CL reported the underspend in budget for holiday club from 2017 had been transferred to the 2018 budget.</p> <p>9.5</p> <p>JR reported a Children and Youth Work Strategy is being developed by JR, CG, Rob Finch and Mark Newman.</p> <p>9.6</p> <p><b>Action: for the strategy to be shared at the TRIO service</b></p>	<p>CL</p> <p>JR</p>
<b>10</b>	<b>Mission Partner update</b>	
10.1	<p>ME provided an update on the Mission Partner work:</p> <ul style="list-style-type: none"> <li>• Regular updates are provided at Church during the last Sunday on the month's service.</li> <li>• The Sunday before this meeting she had given an update on Send a Cow.</li> <li>• Use has been made of the Government's doubling donations to Send a Cow.</li> <li>• On 23 August a Vintage Tea Party is being held in aid of Moldova.</li> </ul>	
<b>11</b>	<b>Licensing of Rosemary Siebert</b>	
11.1	RS explained that Bishop Collin has asked her if she would like to be licensed as an associate minister. RS said she would like to be licensed and not retire.	
11.2	CL asked if there is a cost to this. RS responded there is no cost to All Saints.	
11.3	TG added Richard and the Church Wardens are supportive.	
11.4	There was unanimous support from the PCC for RS to be licensed for a year.	
<b>12</b>	<b>Deanery Update</b>	
12.1	TJ and CM reported there had been no recent Deanery meeting. The Parish Share meeting planned for 11 July was cancelled due to the world cup. The meeting has been re-convened for 1 August and TJ will attend.	
<b>13</b>	<b>Children receiving Holy Communion before confirmation</b>	
13.1	<p>TG explained this had last been discussed in 2014. NR said previously a decision was not made and we now need to engage with it.</p> <p><b>Action: TG to ask Yvonne Morris for guidance so the PCC can review it</b></p>	TG
<b>14</b>	<b>Health and Safety Report</b>	

14.1	TG reported the Church does not have an agreed Health and Safety Policy and the Ecclesiastical one has been looked at which does have a template that can be used.	
14.2	The PPC agreed to use the template for the Church's Health and Safety Report.  <b>Action: TG to produce the Health and Safety Policy based on the Ecclesiastical template.</b>	TG
15	<b>AOB</b>	
15.1	<u>Welcome to Marcham event</u> Following from the June meeting there was reference to another welcome meeting being planned for August.  <b>Action: GB to provide an update on what the plans are for further welcome to Marcham events.</b>	GB
15.2	<u>Health and Safety</u> The tree at All Saints has been pruned and the wire is now clear of the branches.	
15.3	<u>Off-site activities</u> <ul style="list-style-type: none"> <li>• ML reported quiet days were taking place on 18 August and 14 September.</li> <li>• ML reported the Vintage Tea Party is taking place at the Baptist Hall on 23 August.</li> <li>• Some members of Church are going to New Wine from 5 to 11 August.</li> <li>• Holiday is taking place in the last week of August and use will also be made of the arboretum.</li> </ul> <b>Action: TG to contact Ecclesiastical for advice about using a bouncy castle during holiday club.</b>	TG
15.4	<u>Safeguarding training</u> TG reported basic level safeguarding training is taking place on 15 September 2018.  MH said she is encouraging Sunday school helpers to attend.  <b>Action: please speak to TG is PCC members would like to find out more about the training.</b>	All
15.5	<u>PCC meeting in August</u> TG said an extra PCC meeting with a limited agenda is need for Wednesday 29 August. Five members are needed for it to be quorate. From those who could say they could attend on the 29 August the meeting will be quorate.  <b>Action: TG to send out an agenda for the meeting.</b>	TG
15.5	<u>GDPR</u> TG reported the data audit has been completed and is now on-line.	

	<p><b>Action: PCC members to review the audit.</b></p> <p>TJ thanked TG and CN for their work on completing the audit.</p>	All
15.6	<p><u>Depositing Registers</u></p> <p>TG reported that some of the Depositing Registers in the Vestry are full and date back to the 1950s. She advised that they are taken off-site to the Berkshire Records Office (BRO).</p> <p>CG added, they would be safer off site.</p> <p>All agreed for TG to take the registers to the BRO.</p> <p><b>Action: TG to take the records to the BRO.</b></p>	
15.7	<p><u>Parish Profile</u></p> <p><b>Action: all PCC members to read the old Parish Profile which was previously sent out as it need updating.</b></p>	TG  All
15.8	<p><u>Quinquennial</u></p> <p>TG reported that every 5 years an approved architect must review the church building and prioritise any work which needs to be undertaken. A review is due in Spring 2019.</p> <p>TG added, some work from the previous review has not yet taken place – the boiler room and the stone work at the back of the church.</p> <p>NR suggested a different architect is used for the Spring 2019 review and the Dioceses has a list of six approved architects. NR added, there is a standard charge of £600 for the survey being carried out.</p> <p><b>Action: due to time constraints at this meeting it was agreed to discuss this further at the September meeting.</b></p> <p>The meeting closed at 21:35</p>	TG
14	<p><b>Date of next meeting</b></p> <p>The next meeting is taking place on Wednesday 29 August 2018.</p>	