

The Parochial Church Council of the Parish of Marcham with Garford

Minutes of the meeting held on 28 November 2018

Present

Cathie Little (CL)
 Tim Jack (TJ)
 Alicia Davies (AD)
 Rosemary Siebert (RS)
 Chris Nutman (CN)
 Neil Rowe (NR)
 Kevin Mentzel (KM)
 Caroline Manders (CM)

Tamsin Gilbert (TG)
 Charles Gaisford (CG)
 Grace Burfitt (CB)
 Malcolm Denton (MD)
 Ruth Atkins (RA)
 Jill Rowe (JR)
 Mary Embleton (ME)

Item		Actions
1	<p>Welcome NR welcomed everyone to the meeting and TJ shared a Bible reading and prayed.</p>	
2	<p>Apologies for absence David Burfitt Viv Cripps Michelle Herbert Richard Zair</p>	
3	<p>Declarations of Interest JR and NR declared an interest in item 7 on the agenda.</p>	
4	<p>Minutes of meeting held on 30 October 2018 The minutes were reviewed, and the following correction noted:</p> <ul style="list-style-type: none"> RA did give apologies for the meeting <p>£1,200 sent to Moldova</p>	
5	<p>Admission of children to Holy Communion</p> <p>Information was handed out at the meeting with a proposed timeline for addressing this.</p> <p>The Church must have a policy for this whatever decision is made by the PCC at its 23 January 2019.</p> <p>Part of the discussion will be what the age of children is up to.</p> <p>PCC agreed the timeline.</p>	<p>All PCC members to read the documents and discuss with family/ other church members</p>
6	<p>Financial strategy Draft version 3</p> <p>CL presented the papers: <u>Proposed finance team</u>: the team can add to the Treasurers role (CL) as this person would also now need to have meetings with the finance team as well as the PCC.</p>	

- It may take longer for CL to liaise with the donations co-ordinator role than doing it herself. Suggest not having this role initially.
- Suggested someone having the login for the Giving site to review the information.
- Add to the team a finance co-ordinator role to review what the treasurer has added to spreadsheets etc.

(CM arrived at this point)

- Suggestion again to rename TRIO to Vision Sunday

ME added, the Church is starting in the New Year with a sermon series on generosity.

TG commented, giving does need to be a focus for the church but it needs to fit in with the other requirements for the services

KM added, TRIO Sunday should be used to set the vision and then allow follow-up a couple of months later.

TJ responded, a process would be needed for setting the vision annually

NR added, less than 50% of population of the church attended on TRIO Sunday.

KM questioned if a person is not at TRIO Sunday how would they know about it?

ME proposed part of the role of the communications officer could be to have discussions with those who are unable to attend TRIO Sunday.

CG commented, a lot of thought has gone into preparing the document, however, the PCC still needs an immediate strategy and this strategy talks about the principles etc.

CG added, the Church needs to develop a culture of giving and this should be included this in the document. The PCC should be increasing awareness of the church's operating finances. CG added, the PCC needs to let people know what has happened since TRIO Sunday.

It was suggested it would be useful to have timelines in the strategy going forward.

KM added, there are organisations who may be able to advise on developing the financial strategy.

NR responded, there is a person in the Dioceses. We have spoken to them and they have suggested big changes to the financial strategy such as following the parish giving strategy. However, this is not felt to be right for our PCC.

TG will explore this further

	<p>KM suggested there could be retirement collections for certain times e.g. harvest, Christmas, baptisms and he could not see this in the document. NR responded, RZ was not keen on this so it was stopped.</p> <p>CL added, the Baptism this Sunday gives an opportunity to see what financial response there is via the Giving Table / person holding the giving plate.</p> <p>NR added, whoever is leading the service should remind people at the end there is an offering plate</p> <p>Jill and Neil left the meeting at this point (20:36)</p>	<p>JR to refer to in the service</p> <p>TG will amend the strategy and send back out for all to review</p>
7	<p>Rob / Jill employment discussion</p> <p>CL started the discussion saying, there has been lots of work today on the budget and it is looking better than previously based on new information:</p> <ul style="list-style-type: none"> - 2019 - £10,000 better off but this is a one off - 2020 – if nothing changes there would be a deficit of £6,000 - For Rob and JR’s employment we need to look at 2020 which is based on them working 0.7WTE each <p>CG asked what the impact of the financial strategy would be if there was increased giving and would this impact on decisions made regarding the employment of JR and Rob.</p> <p>RS asked what the Church Wardens view is.</p> <p>TG responded, Rob has applied for a course and if successful it would reduce his hours to a 0.4 (16 hours) a week. If he does not get on the course, then he will look at other jobs to supplement the 0.4. The plan is to keep Jill’s hours as they are 0.7. For Rob, offer 0.4 if gets the course, if not may be able to offer more up to 0.7.</p> <p>KM asked why there was no option to keep Rob’s hours as they are and reduce JR’s hours</p> <p>TJ responded, JR is a long-term employee and has a permanent contract and knew Rob looking at other options as well.</p> <p>CG suggested looking at the bigger picture, we have youth and children where there is a need and Rob stepping back, regardless of the budget, the Church would we need someone else to fill the gaps</p> <p>KM asked where the PCC sits with employment law in relation to Rob.</p> <p>TG responded, we can be specific what we’d want covered by Rob and JR.</p>	

	<p>CL said there could be an opportunity for an intern from another church.</p> <p><u>The proposal for option 1 was approved</u></p> <ul style="list-style-type: none"> - JR 0.7 - Rob 0.7 and discuss activities for him to cover 	
8	<p>Budget decision</p> <p>CL commented on the card reader, if the PCC buys it through Data Developments it is an easier process. The start-up costs are higher, but the benefits are worth it - £700 to set up and then further monthly costs of £19.</p> <p>NR re-joined the meeting at 21.17.</p> <p>AD observed that the TV licence was in the budget twice.</p> <p>Bells – essential repairs for the bells and therefore reduce the amount in the budget</p> <p>CL reported it looks like a surplus of £10k at the end of December 2018.</p> <p>PCC members approved the 2019 budget.</p>	<p>CL to see if this works with Apple Pay</p> <p>TG</p>
9	<p>AOB</p> <p><u>Digital media</u> CL suggested the Church could be making better use of the website and church Facebook page. We should be promoting our church more. CL proposed having a digital media group</p> <p>RA left the meeting at this point 21:30.</p> <p><u>Health & Safety – No issues</u></p> <p><u>Safeguarding issues – No issues</u></p> <p><u>Off site activities</u> – Carol singing round the village 16th Dec, PCC social 12th Dec, Youth Christmas trip to LaserTag 8th December</p> <p><u>Christmas Charities –</u> A slight alteration was made from Street Link to the Porch in Oxford as this is a more visible and well known charity</p> <p>Rosemary Siebert is happy to become the ‘Legacy Officer’</p> <p>Access to St. Luke’s – there is now a key kept in a locked cabinet in the porch.</p>	<p>Raise at service the next service and discuss further at the January PCC</p>
10	<p>Closing prayer Meeting closed at 21.35</p>	