

# The Parochial Church Council of the Parish of Marcham with Garford

## Minutes of the meeting held on 27 February 2019

### Present

Cathie Little (CL)  
 Tim Jack (TJ)  
 Alicia Davies (AD)  
 Chris Nutman (CN)  
 Caroline Manders (CM)

Tamsin Gilbert (TG)  
 Grace Burfitt (CB)  
 Ruth Atkins (RA)  
 Viv Cripps (VC)  
 Michelle Herbert (MH)

| Item  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Action                                                            |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| 1 & 2 | <p><b>Welcome, opening prayer and Bible reading</b><br/>                     TG welcomed everyone to the meeting and MH shared a Bible reading (Matthew 11: 25 to the end).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                   |
|       | <p><b>Apologies for absence</b><br/>                     Mary Embleton, Jill Rowe, Neil Rowe, Rosemary Siebert, Charles Gaisford, Kevin Mentzel, Malcolm Denton, Richard Zair</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                   |
| 3     | <p><b>Declarations of Interest</b><br/>                     None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                   |
| 4     | <p><b>Minutes of meeting held on 23 January 2019</b><br/>                     The minutes were reviewed and approved as an accurate record of the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                   |
| 5     | <p><b>Matters Arising</b></p> <p><u>Budget</u></p> <ul style="list-style-type: none"> <li>Outstanding: Need someone to work with CL to go through the figures to work out what is happening.</li> <li>Agreed with the bank account staying with Nat West</li> </ul> <p><u>Parish profile</u></p> <ul style="list-style-type: none"> <li>NR/TG to continue to explore options about changing the make-up of the benefice.</li> </ul> <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> <li>NR/TG to arrange a meeting with school to discuss the Christmas services.</li> </ul> <p><u>Safeguarding issues/training</u></p> <ul style="list-style-type: none"> <li>PCC members who have not yet completed their safeguarding training to do so or let Tamsin know if they have already received training.</li> </ul> <p><u>AOB</u></p> <ul style="list-style-type: none"> <li>CG had suggested that the PCC has subcommittees to look at some of the areas (preaching/teaching, fellowship groups, pastoral care, youth and children etc.) Please could all members pray about this idea.</li> </ul> | <p>All</p> <p>NR/TG</p> <p>NR/TG</p> <p>RA, AD, VC</p> <p>All</p> |
| 6     | <p><b>Finance Update</b><br/>                     (CM arrived at this point)<br/>                     CL provided an update. Year end financial statement is nearly completed. Still waiting for MML accounts from Eric Dunford.</p> <p>Still unable to progress Gift Aid contributions and is following this up.</p> <p>The Church's financial position is good.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p>CL</p>                                                         |



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|    | <ul style="list-style-type: none"> <li>• Support for when youth are 'tailing off' from church</li> <li>• Resources of staff and volunteers to support children in all age groups</li> </ul> <p>TG proposed the strategy goes through another edit and further discussion to take place with CG. TG to link with CG.</p> <p>Thanks, were noted for the work undertaken by CG, Rob Finch and Jill Rowe in producing the strategy.</p> <p>(Rob Finch left the meeting at this point).</p>                                                                                                                                                                                                                                                                                                                                                                                        | TG                                    |
| 10 | <p><b>New Community Facilities</b></p> <p>MAD weekend: 26/27/28 September – planning is in progress.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                       |
| 11 | <p><b>Parish Weekend away</b></p> <p>Bookings are already being given to Tamsin. Encourage people to sign up.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | All PCC members                       |
| 12 | <p><b>AOB</b></p> <p><u>Health and Safety</u><br/>None to note</p> <p><u>Off-site activities</u><br/>None to note</p> <p><u>Safeguarding issues</u><br/>MH has drafted a new parental consent form for Sunday mornings.</p> <p><u>APCM Sunday: 28 April</u><br/>To note the date.</p> <p><u>Ash Wednesday</u></p> <ul style="list-style-type: none"> <li>• Church prayer meeting: 6-7pm</li> <li>• Holy Communion at KB Church at 19:30</li> </ul> <p><u>Electoral role</u><br/>People need to complete a new form. TG will email the form to people and encouraged PCC members to remind others.</p> <p><u>Parish Council elections</u><br/>RA explained she may not be standing for the Parish Council. TG to put a note in the church newsletter</p> <p>Thanks, were proposed by CB for acknowledging all the work TG is doing. All members of the PCC supported this.</p> | <p>TG / all PCC members</p> <p>TG</p> |
| 13 | <p>The closing prayer was given by TJ.</p> <p>The meeting closed at 21.20</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |

The next meeting is on Wednesday 27 March 2019.

Action log from the meeting of 27 February 2019

| Meeting date | Item                                      | Action                                                                                                                                                                                                                                | Lead            | Update                                                                                                                                             |
|--------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 23/1/2019    | Finance update                            | Outstanding: Need someone to work with CL to go through the figures to work out what is happening.                                                                                                                                    | All to consider | CL does not consider this necessary at the moment especially as she will be busy with the campsite for the next few months.<br><i>TG 19-3-19</i>   |
| 23/1/2019    | <u>Parish profile</u>                     | NR/TG to continue to explore options about changing the make-up of the benefice.                                                                                                                                                      | NR/TG           | NR & TG are discussing options with RZ and Shippon – ongoing<br><i>TG 19-3-19</i>                                                                  |
| 23/1/2019    | Health and Safety                         | NR/TG to arrange a meeting with school to discuss the Christmas services.                                                                                                                                                             | NR/TG           | Outstanding                                                                                                                                        |
| 23/1/2019    | Safeguarding issues/training              | PCC members who have not yet completed their safeguarding training to do so or bring in work certificates.                                                                                                                            | RA/VC/AD        | Outstanding                                                                                                                                        |
| 23/1/2019    | PCC Subcommittees                         | All to pray and consider the PCC having subcommittees to look at some of the areas (preaching/teaching, fellowship groups, pastoral care, youth and children etc.)                                                                    | (CG)<br>All     | CG and J Gilbert have been asked undertake a strategic review of the church structure and to look at ways it can be improved.<br><i>TG 19-3-19</i> |
| 27/2/2019    | Admission of children before Confirmation | VC fed back on a comment given to her that a person was not happy with children having communion. VC was advised to speak to the person and ask if they would have a chat with TG so there is more understanding of their objections. | VC              | TG has spoken to the person in question.<br><i>19-3-19</i>                                                                                         |
|              |                                           | A working group will be set up to produce a policy.                                                                                                                                                                                   | TG              | RZ has produced a draft policy to be circulated prior to March PCC<br><i>TG 19-3-19</i>                                                            |

|           |                                                         |                                                                                                                                                                         |                    |                                                              |
|-----------|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------|
| 27/2/2019 | Finance                                                 | Still unable to progress Gift Aid contributions and is following this up.                                                                                               | CL                 | In progress<br><i>TG 19-3-19</i>                             |
| 27/2/2019 | Fabric update                                           | MD was looking at buying a kit for PAT testing. TG to discuss with MD.                                                                                                  | TG                 | Awaiting response from potential seller<br><i>TG 19-3-19</i> |
| 27/2/2019 | Children and Youth Strategy report                      | TG proposed the strategy goes through another edit and further discussion to take place with CG. TG to link with CG.                                                    | TG / CG            | CG has been informed of comments.<br><i>TG 19-3-19</i>       |
| 27/2/2019 | Parish Weekend away                                     | To encourage people to go to the weekend.                                                                                                                               | All                | Church weekend booking up fast!<br><i>TG 19-3-19</i>         |
| 27/2/2019 | AOB<br>- Electoral roll<br><br>Parish Council elections | People need to complete a new form. TG will email the form to people and encouraged PCC members to remind others.<br><br>Information to be put in the Church newsletter | TG / All<br><br>TG |                                                              |