

The Parochial Church Council of the Parish of Marcham with Garford

Minutes of the meeting held on 22 May 2019

Present

Alicia Davies (AD)
 Chris Nutman (CN)
 Malcolm Denton (MD)
 Grace Burfitt (GB)
 Tamsin Gilbert (TG)
 Mary Embleton (ME)
 Chrystal Poon (CP)
 Danni Adams (DA)

Viv Cripps (VC)
 Ruth Atkins (RA)
 Kevin Mentzel (KM)
 Charles Gaisford (CG)
 Neil Rowe (NR)
 Jill Rowe (JR)
 Caroline Manders (CM)
 Rosemarie Siebert (RS)

Item		Action
1 & 2	<p>Welcome, opening prayer and Bible reading</p> <p>NR welcomed everyone to the meeting and he shared a Bible reading (from John 10 from v7) and KM said a prayer.</p>	
3	<p>Apologies for absence</p> <p>Richard Zair, Tim Jack, Michelle Herbert and Cathie Little.</p>	
4	<p>Conflicts of interest</p> <p>None.</p>	
5	<p>Minutes of meeting held on 24 April 2019</p> <p>The minutes were reviewed and there were no corrections and they were approved as an accurate record of the meeting.</p>	
6	<p>Matters Arising / Action Log</p> <p>See updates on the action log.</p>	
7	<p>Quick updates</p> <p><u>Finance</u> TG provided an update – the budget is balancing. £60k surplus (but not all of this is available to use as there are elements in relation to funding Rob's role).</p> <p><u>Children and HC</u> RZ has written a letter to church members with an update/outcome.</p>	
8	<p>Consideration of various projects</p> <p>An introduction was given by NR and information was also shared prior to the meeting. Some items are must dos and others are would be nice. Prioritisation needs to take place and a five year plan to be developed.</p>	

	<p>CM arrived at this point of the meeting.</p> <p>NR advised that the church space needs to be reviewed in conjunction with the new Marcham facilities.</p> <p>NR is in discussion with the Marcham Society in re-starting the Friends of Marcham Church.</p>	
9	<p>Feedback time</p> <p>There was general discussion and the main points were:</p> <p>(* priorities)</p> <p><u>**Quinquennial works</u></p> <ul style="list-style-type: none"> • Vestry roof repairs have already been approved and is in progress • Masonry repairs – get a quote and review at next PCC meeting (this follows meeting taking place on 23/5/2019). Repointing is a smaller job than the North facing tower. Putting off maintenance can prove costlier in the future • Suggestion to have a rolling programme for the work <p><u>**Painting</u></p> <ul style="list-style-type: none"> • Vestry and prayer room and stairway – as part of the quinquennial work <p><u>**Inclusive access creation</u></p> <ul style="list-style-type: none"> • Priority – look at grants for this • Different design ideas and costs to be explored • DCA to be invited to view the site <p><u>**Electrics</u></p> <ul style="list-style-type: none"> • A priority to do <p><u>Lighting</u></p> <ul style="list-style-type: none"> • Trade off between style of lighting – soft or brighter • Dimmable light bulbs were suggested by CG • Look at using up lights, spotlights <p><u>Resurfacing driveway and path</u></p> <ul style="list-style-type: none"> • Look at grants for the driveway <p><u>Digital survey</u></p> <ul style="list-style-type: none"> • Needs to be undertaken before the architects work <p><u>Architects plan</u></p> <ul style="list-style-type: none"> • What vision do we have for the church? • Looking at the interior of the church and the space available <p><u>Chairs</u></p> <ul style="list-style-type: none"> • To be discussed further <p>Additional items raised by CG for consideration:</p>	

	<ul style="list-style-type: none"> • Sound system (£7k) • Replacement of the boilers or look at other forms of heating -e.g. renewable • Reducing the dais (red carpet area) <p>Any further ideas please let Tamsin know.</p>	
10	<p>AOB</p> <p><u>Disposal of items stored in the Institute – PCC approved disposal of following items:</u></p> <ul style="list-style-type: none"> • 14th Century oak chest (may need a faculty – has no monetary value) • Old laptop • Video player • Battery charger • Feedback destroyer • Portable speaker • Old AV system • OHP • Old TV stand • 12 stage blocks <p><u>The following to be salvaged and stored:</u></p> <ul style="list-style-type: none"> • Oak door (may be able to sell) • Communion rails <p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Bees – TG will put notices up <p><u>Off-site activities</u></p> <ul style="list-style-type: none"> • Church weekend away. <p><u>Safeguarding issues</u></p> <ul style="list-style-type: none"> • DBS checks are needed for new PCC members <p><u>Foundation Governors</u></p> <ul style="list-style-type: none"> • Approval for Rob Frances term being renewed. • RA approved as new Foundation Governor <p><u>Moldova funding</u> ME thanked members for responding to her emails</p> <p><u>Camcorder</u> CG reported the church camcorder is missing. It was last in church on Easter Sunday.</p> <p>MD reported occasionally when he has been in church the door to the gallery has been unlocked.</p> <p>CG advised security for the gallery needs to be reviewed. This includes the potential of using CCTV.</p> <p>It was agreed the door code will be changed.</p>	<p>TG</p> <p>TG</p> <p>MD</p>

11	Closing Prayer The closing prayer (The Grace) was led by RS. The meeting closed at 21:35	
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The next meeting is on Wednesday 26 June 2019.

Action log (shaded items are closed)

Meeting date	Item	Action	Lead	Update
23/1/2019	<u>Parish profile</u>	NR/TG to continue to explore options about changing the make-up of the benefice.	NR/TG	Ongoing. <i>To be discussed 26/5/19 – TG(24/6/19)</i>
23/1/2019	Health and Safety	NR/TG to arrange a meeting with school to discuss the Christmas services.	NR/TG	<i>School are considering options – TG (24/6/19)</i>
23/1/2019	Safeguarding issues/training	PCC members who have not yet completed their safeguarding training to do so or bring in work certificates. If there are any challenges, please link with Ann Wilson.	RA, CP, DG	VC/ AD completed RA, CP, DG need to complete <i>TG (24/6/19)</i>
23/1/2019	PCC Subcommittees	Consider the PCC having subcommittees to look at some of the areas (preaching/teaching, fellowship groups, pastoral care, youth and children etc.)	CG/TG	Ongoing – for presentation at July PCC <i>TG (24/6/19)</i>
27/2/2019	Finance	Still unable to progress Gift Aid contributions and is following this up.	CL	In progress
27/2/2019	Fabric update	MD was looking at buying a kit for PAT testing. TG to discuss with MD.	TG	Awaiting response from a potential seller. <i>(TG 19/3/2019).</i> <i>MD to do course through MV shop and then look at purchase of kit (TG 24/6/19)</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	On-going
27/3/2019	Fabric update	Discussion on pews/chairs for the May PCC meeting agenda	TG	CLOSED
27/3/2019	Health and Safety	MD to be informed about the plug on the heater in the Tower being hot.	TG	CLOSED

23/4/2019	Financial Statement	NR asked if we are visibly thanking people/God for the financial gifts being given and for it to be discussed at the next ALM meeting.	TG	<i>It has been discussed, but needs to be further encouraged (TG 24/6/19)</i>
23/4/2019	Finance update	Use of a card reader and texting donations to be a May agenda item.	TG	Purchase of card reader in progress (TG 24/6/19)
23/4/2019	Fabric update	Seek a quote for the repair of the church tower	MD	To be discussed at PCC 26/6/19 (TG 24/6/19)
23/4/2019	Display screen at the front of the church	Look at standard slide site etc. that fulfils the accessibility standards.	RA	In progress
		Note to be put on light switch three advising people not to switch this on as it impacts on the visual display.	TG	DONE
22/5/2019	The Institute	14 th Century oak chest (may need a faculty – has no monetary value).	TG	After discussion with other wardens we decided to not pursue DAC (TG 24/6/19)
22/5/2019	Health and Safety	Bees – notices to be displayed.	TG	DONE
22/5/2019	Camcorder	Door code to the gallery to be changed.	MD	