

The Parochial Church Council of the Parish of Marcham with Garford

Minutes of the meeting held on 26 June 2019

Present

Alicia Davies (AD)
 Chris Nutman (CN)
 Grace Burfitt (GB)
 Tamsin Gilbert (TG)
 Mary Embleton (ME)
 Chrystal Poon (CP)
 Danni Grady (DA)
 Cathie Little (CL) arrived 20:03

Viv Cripps (VC)
 Ruth Atkins (RA)
 Kevin Mentzel (KM)
 Charles Gaisford (CG)
 Neil Rowe (NR)
 Jill Rowe (JR)
 Caroline Manders (CM) arrived 20:06
 Rosemary Siebert (RS)

Item		Action
1 & 2	<p>Welcome, opening prayer and Bible reading</p> <p>NR welcomed everyone to the meeting and led the prayer.</p> <p>TG read from Matthew 7 from v13.</p>	
3	<p>Apologies for absence</p> <p>Richard Zair, Malcom Denton</p>	
4	<p>Conflicts of interest</p> <p>Item 7 RS – license for RS Item 8 JR – Rob and JRs living allowance</p>	
5	<p>Minutes of meeting held on 22 May 2019</p> <p>Corrections were noted for the spelling of names for Danni Grady and Rosemary Siebert. The minutes were then 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>License for Rosemary Siebert for another year from 23 July 2019</p> <p><i>This PCC consents, under Section 29A(10)(b) of the Ecclesiastical Offices (Terms of Service) Regulation 2009, to the extension of the term of office of the Reverend Rosemary Siebert, who has attained the age of 70 years and is licensed to the Benefice of Marcham with Garford and Shippon, for a period of 1 year.'</i></p> <p>Proposed by: NR and seconded by: TJ. The remaining members of the PCC were unanimous.</p> <p>RS was thanked for what she does for the church.</p>	

8	<p>Rob / Jill</p> <p>Rob</p> <ul style="list-style-type: none"> - Now working 26.25 hours a week for the church. Rob's current contract is currently being re-written to reflect this. - School is funding him to mentor two children. - Working two days a week at Fitzharrises School - Rob has also applied for a course which starts in September 2019 and this would have implications on his church work <p>Cost of living salary increase CN said that every June the PCC reviews Rob and Jill's salaries. Over the last 12 months the average increase in the Common Price Index was 1.9%. There was a short discussion comparing this rate with other areas of employment and <i>it was decided that the increase would be 2.5%. This would be effective in July for Rob and September for Jill.</i></p> <p>CN said he is getting reminders about expenses and benefits in kind in relation to Rob and JR. CL looked into what they are re-funded – it is mileage for both and mobile phone for JR. <i>PCC agreed that CN, TG & CL could put together an appropriate policy for how this is managed.</i></p>	CL / TG / CN
9	<p>Financial update</p> <p><u>Card reader</u> This has been put into process – card reader purchased but will not yet be put in use.</p> <p><u>Account position</u> CL provided an update:</p> <ul style="list-style-type: none"> - Still having challenges with the accounting software package - A hard copy of the budget in an excel format was shared as CL could not generate a report from the account software - Funding for Rob's post – emailing people to ask them if they are going to continue funding Rob/youth work to add it to their general standing order to have one single payment. Reminder to go in the church notices and said at the end of church services during July. <p><u>TRIO service – date and vision</u> Last year it was the first Sunday in October, but we have other plans for that date this year. Proposed this year's follows a similar approach to 2018. Discussion about changing the name of TRIO. It was suggested that instead of a dedicated service it is covered over a few services to cover the different church services.</p> <p>NR requested volunteers from PCC members to progress this forward.</p> <p>NR advised that MML has a commitment to send out money in July to Moldova. The fund is showing a shortfall as gift aid has not arrived. Propose church funds bridge the gap until the gift aid monies are received. <i>The PCC agreed to this.</i></p>	CL / TG All to consider

10	<p>Parish profile</p> <p>NR explained this is required for when the church moves into an interregnum period. We would be starting afresh and will include Garford and St Mary's. Looking at breaking down into activities.</p> <ul style="list-style-type: none"> - Looking at exemplar parish profiles and write a report for the PCC to recommend the type of profile for the church <p><i>MH agreed to look at exemplar profiles and RA will support and produce a recommendation for the September PCC meeting.</i></p>	MH / RA
11	<p>Capacity policy</p> <p>NR advised the church needs to adopt a policy for the maximum number of people who can be in the church at one time. There is a document to complete for the assessment of this which will help develop the policy. <i>CM and GB will work on this.</i></p>	GB / CM
12	<p>Fabric</p> <p>A document was shared prior to the meeting, But people required more information – TG to obtain and report back next month.</p> <p>NR reported the work on the dimmer switches is still to take place and the type of switch that is required is more expensive.</p> <p>NR suggested that a safety light (for when the main power goes off) would be a good idea (one was purchased years ago but never used). It was agreed that we would get a quote to see about one being installed now.</p> <p>TG reported the pew frontals have gone and one of the pews.</p> <p>NR reported on an increase in lead theft from churches. The insurance policy provides limited cover. CCTV is an option but there are issues with GDPR that must be understood first. A roof alarm is an option but would cost a similar amount and not help with other items inside church.</p> <p>If all the lead is stolen from the church roof it would cost approx. £40k to replace.</p> <p>Volunteer is needed to get CCTV quotes and consider the GDPR implications. All to consider and let Tamsin know.</p>	All
13	<p>AOB</p> <p><u>Health and Safety</u> - None</p> <p><u>Off-site activities</u> - None</p> <p><u>Safeguarding issues</u> – none reported</p>	

	AV security – it was agreed to look into CCTV to help secure the AV equipment – see item 12	
14	Closing Prayer The closing prayer was led by Rosemary The meeting closed at 21:45	

The next meeting is on Wednesday 24th July 2019.