

The Benefice of Tetbury, Beverston, Long Newnton and Shipton Moyne

St Mary the Virgin and St Mary Magdalen, Tetbury

PAROCHIAL CHURCH COUNCIL (PCC)

Meeting 13 October 2016

MINUTES

No	Minute	Action
1	<b>Welcome &amp; Opening Prayer</b> by PH	
1a	<p><b>Members present:</b>                      The Revd Poppy Hughes (PH) (Chair), Sharon Butler (SB), Daina Challis(DC), Keith Essam(KE), David Greenwood(DG), Alison Hesketh (AH) ( Secretary), Brian Kimber(BK), Michèle Maund(MM), Kevin Painter (KP),Ian Thomas(IT), Sue Thomas(ST), Claudia Unger (CU),Peter Yorke(PY)(Treasurer).</p> <p><b>Apologies for Absence:</b>                      Jonathan Adkins, Wally Bleaken, David Paulson, Hilary Rowland, Sue Sherwood.</p>	
2	<p><b>Minutes of last meeting:</b>                      The Minutes of the meeting held on 12 July 2016 were approved and signed.</p>	
2a	<p><b>Matters Arising:</b></p> <p>a) <b>Depository for Documents</b>                      ST reported that since October 2015 documents should be kept in an accessible, fire resistant safe. KE pointed out that this was advisory not mandatory and advised that the matter should not be discussed now as it was part of overall security decisions being addressed by the Fabric Committee.</p> <p>b) <b>Dolphin Hall Committee/ Burial Ground</b>                      KP reported that there had been very little progress on this except that the Council want a public consultation to take place which could be costly. He and BK would discuss outside the meeting.</p>	<p>KE</p> <p>KP/BK</p>
3	<p><b>Correspondence</b>                      A card had been received by AH from MM expressing thanks to the PCC and congregation for the gift of a portable chalice and paten for her to undertake home communions. AH would put it on the notice board.</p>	AH
4	<p><b>Vacancies and Appointments</b></p> <p>a) Three nominations had been received for Foundation Governors for St Mary's C of E School. Dr Tony Walsh (put forward by the Feoffees), Lesley Baldwin and Crispin Auden nominated by the church.</p> <p>All these nominees were eminently suitable and it was proposed by ST and seconded by DC that their names go forward as governors. Agreed unanimously by the PCC.</p> <p>They would join DG as Foundation Governors. AH would send off the forms to the Diocese from whom they would hear in due course. Margo Smith who had retired as Foundation Governor was thanked for all her hard work.</p>	AH

<p><b>5</b></p>	<p><b>Moving Forward (PH)</b></p> <p><b>a) Benefice Plans</b></p> <p>PH updated the meeting, following her resignation as Rector of Avening with Cherington to focus on her ministry in the Tetbury Benefice. This had been announced in church on Sunday 18<sup>th</sup> September and the resignation was with effect from the end of September. PH explained that since The Revd Peter Quinnell left in March 2015, there had only been two enquiries for house for duty and these had not translated to applications for the position. Central to the decision was an opportunity to provide effective leadership in bringing this benefice together as a coherent family of churches and parishes. PH believes this is critical for the thriving of both the benefice and the Rector, and to make this an attractive prospect for ministry going forward. PH said that therefore she wanted to spend more time on shared working. This might include, for example, appointing a children’s worker for the benefice but this would not be possible if we had not developed a better working relation between the parishes.</p> <p><b>b) Current Priorities</b></p> <p>Current priorities were set out in the 5 Priority paper (already circulated). PY pointed out that there was no mention of secondary school aged children, Sir William Romney School (SWR) or Mandy Winbow (MW) and the work she was doing in the paper but that all emphasis was put on younger children. Poppy responded that MW was doing an excellent job and that she had started an Explorer club at SWR she added that the Faith Explorers at St Mary’s School was very well attended and that she was assisted in this by Lesley Baldwin.</p> <p><b>c) Plans for 2017 – 2020</b></p> <p>PH reported that May 2017 would mark the end of the three year programme that we had signed up to so we needed look forward to the next three years and plan for them. The Diocese has funded and appointed Helen Guinness to work with us. In May and June 2017 she would do some diagnostic work in the benefice and hold some workshops.</p>	
<p><b>6</b></p>	<p><b>Treasurer’s Report</b></p> <p>PY stated that in addition to his detailed papers which had already been circulated he could report that due to the receipt of Gift Aid monies and an increase in income generally and a decrease in spending, his estimate for the deficit at the end of the year would drop from £10,000 to £3,000.</p>	
<p><b>7</b></p>	<p><b>Committee Reports</b></p> <ul style="list-style-type: none"> <li>• <b>Communications and Outreach</b> CU spoke to her papers which had been circulated.</li> <li>• <b>Website</b> A mock-up of 2 different web pages had been undertaken. The committee wanted them to be fresh looking and user friendly. John Sharp (JS) had been co-opted to the committee and he would undertake the work at no charge but a new server was needed which would cost about £70. There would be links to various pages and different committees. The content on the old site would not be lost but would be redistributed. Concerns about up-dating the site were expressed. CU explained that</li> </ul>	

	<p>there would be time prompts to delete out of date content, also, all those who may have information to contribute would regularly be circulated. Diana and John Sharp together with CU would make sure that it was up to date. It was proposed by KE and seconded by ST that The Parish website be set up as set out by the committee.</p> <ul style="list-style-type: none"> <li>● <b>Face book</b> So far there were 31 followers. The content of the Pew Sheets was used for this plus up-to-date information from the church and community. Feed-back was good.</li> <li>● <b>Welcome Leaflet.</b> ST circulated several versions of the proposed welcome leaflet. These were all A4 threefold, but were folded to open in different ways. They also depicted different illustrations on the front. It was agreed that they would be circulated to the PCC for comment. It would go back to the committee so that a firm proposal could be made to the PCC for a decision.</li> <li>● <b>Magazine</b> It was noted that the Communications and Outreach Committee had not yet had a chance to discuss detailed proposals for the magazine, beyond the new title of “The Journey” (to replace The Beacon) and be published quarterly. The Committee to work with KP to bring proposals to the next PCC meeting. The PCC asked the Committee to note the following suggestions raised in discussion: preference for A4 rather than A5 format and we need a better children’s section. It was pointed out by PY that it was a misnomer to think that the advertising paid for the magazine as this was not the case. The church paid for the magazine and its cost was partially offset by income from advertisers. It was suggested by SB that we should consider charging for the magazine so that it did not run at a loss.</li> <li>● <b>Notice Boards</b> KE reported that a faculty would be needed for the outside notice board but not for the one in the porch. The Council considered that the outside one was an advertising board. The one in the porch would be glazed and lockable, with an accessible key, so that we had control over the content. Two boards were also required for the Little Fishes room. KE had identified suitable boards for all locations.</li> <li>● <b>Fabric</b></li> <li>● KE reported that there had been an electrical quinquennial in June 2016 and he had received the report in September. There had been some areas where essential work had been identified. The North Ambulatory was the worst area.</li> <li>● It was proposed to install dimmable (4 stages), led pendant lighting to replace the current up-lighting. Seven pendants will be installed in the north ambulatory. They will be suspended from apex of each vaulted ceiling section. The pendants will create a more even distribution of light. Power consumption is reduced by a minimum of 75%. if the pendants were run at full power. As a Grade 1 listed building it was thought appropriate to match the lighting styles in both ambulatories. It was therefore thought appropriate to install matching lighting in the</li> </ul>	<p>CU</p> <p>CU/ST</p> <p>CU/KP</p> <p>KE</p>
--	--	---



	<ul style="list-style-type: none"> <li> <b>Stewardship</b>            PY pointed out that Mandy Winbow's There would be a checklist for all parishes job would come to an end next year. It was agreed that the Faith and Growth Committee should take this forward.            PY then spoke to his Financial Review and the following proposals:           <ul style="list-style-type: none"> <li>Diana Sharp's hours be raised by 4 a week and that she be paid an additional ex gratia payment of £100 for all her work around the time of the APCM.</li> <li>Both the bell ringers and choir members should receive £15 for their services at weddings and funerals.</li> <li>The organist's performer's rights should go up for each video made from £70 to £90                Proposed BK seconded IT that these proposals be adopted. Carried unanimously.</li> </ul> </li> <li> <b>TACT</b>            KP reported that he, PH and Valerie Trumper had attended a recent meeting of TACT. The main item to report was that there was going to be a display of Christmas trees in St Saviour's Church on 12 and 13 December. Trees would be donated and decorated by organisations and churches in Tetbury. The Dolphins Hall would be open for refreshments and there would be carol singing         </li> <li> <b>Deanery Synod</b>            The Deanery Synod had not met.         </li> </ul>	HR  PY
8	<b>Safeguarding</b> PH stated that papers on Safeguarding had been circulated and they needed to be adopted. ST proposed and BK seconded that the proposed Safeguarding procedures be adopted. Carried unanimously. Details of the Safeguarding Officer would be put on each church notice board. PH continued that there would be a checklist for all parishes. The point was raised that there was no risk assessment for groups using the church such as concerts, the school or the community choir. Although it was assumed that each specific organisation would carry out its own risk assessment, this should be checked out.	AH  ?
10	<b>Any other business</b> There was no any other business.	
11	<b>Date of next meeting</b> The date of the next meeting is Tuesday 17 January 2017 at 7p.m. at the school.	