

**THE PARISHES OF ST BARTHOLOMEW, GREAT GRANSDEN,
AND ST PETER AND ST PAUL, LITTLE GRANSDEN**

**Minutes of the Joint Meeting
12 June 2018 7.30 pm
LITTLE GRANSDEN VILLAGE HALL**

Present:

Little Gransden PCC: Betty Bates (BB), Nick Collett (NC), Sheila George (SG), Ian Ramsay (IR), Stephen Sullivan (SS), Nick Wareham (NW)

Great Gransden PCC: Tony Bevens (TB), Rob Chignell (RC), Andrew Fogg (AF), Rachel Fogg (RF), Jane Middleton (JM), Iain Strath (IS), Lynn Walton (LW), Jenny Wilkinson (JW)

Nick Wareham took the Chair and welcomed everyone to the meeting. He asked Tony Bevens to open the meeting with prayer. Tony also asked people to reflect on the life and service to the parishes of Donald Lester for a few minutes and then to offer any memories they wished to share. Stephen Sullivan commented on the wonderful birthday trip on the river at Chatham.

APOLOGIES were received from Jim Harvey and Nick Walton

(1) Declarations of interest

No declarations were made

(2) Notification of items of Any Other Business

Sheila George, Andrew Fogg, Tony Bevens and Rachel Fogg notified items.

(3) Approval of the Minutes

It was agreed that the Matters Arising from each set of Minutes would be discussed under this item

3.1 Minutes of the Joint PCC Meeting on 16 January 2018 – several minor corrections were made: item 4 point 3 – change or wording from ‘preparing’ to ‘copying’; item 5 point 2: change of wording from ‘collection’ to ‘delivery’; item 7 point 5: ‘AF’ to be ‘PG’. The addition in item 3, Safeguarding, was accepted. With these minor changes the Minutes were approved.

Matters arising – Nick Wareham had received a Safeguarding update from Phillip George, Safeguarding Officer: 6 DBS checks had been completed, 4 were in progress and 2 remained to be done. All PCC members had completed the C0 training. Sunday School teachers had all done DBS checks but needed to undertake C0 training. Nick Wareham thanked Phillip for his work.

Sheila George reported that the All Age Worship Group (AAW) has no Chair. Catharine used to appoint the Chair. At the meeting on 11 June Sheila George had volunteered to serve as Chair until a new priest was appointed. This was unanimously accepted.

3.2 Minutes of the Little Gransden PCC Meeting on 27 February 2018 – these were approved with no amendments

- 3.3 **Minutes of the Great Gransden Fabric and Finance Meeting 21 March 2018** – there was one amendment under item 3, Treasurer’s Report: the Swimathon had raised £280 for the church and £280 for Rotary charities.

(4) **Correspondence**

- 4.1 **Ditch in Church Street, Little Gransden** – Stephen Sullivan had received an email from the parish council stating that the ditch was a riparian ditch and therefore the responsibility of the church. Stephen Sullivan reported that action would need to be taken as the ditch was overgrown with weeds and as a result flooding on church street occurred. **Nick Collett and Ian Ramsay offered to deal with the weeds.**
- 4.2 **Great Gransden lead theft July 2016** – Rachel Fogg reported that the police in Lincolnshire had put together a case against the alleged perpetrators for a string of lead thefts in three counties, with damage amounting to more than £280,000. They were hopeful of securing convictions.

(5) **Churchwardens’ Business**

Nick Wareham reported that the churchwardens from the four parishes had met twice with the Archdeacon, the second meeting being the Section 12 meeting. The Archdeacon was very positive about filling the vacancy.

- 5.1 **Approval of parish profile** – Iain Strath reported that all the churchwardens in the four parishes had contributed to the profile. This was the fifth draft! They were keen to keep it short as the website gives more information. PCC members were asked to let Iain Strath know if there was anything factually wrong, anything they disagreed with or anything that was missing. Some discussion followed about the vicarage (currently being refurbished). It was clarified that there was no other half-time post associated with the post of priest-in-charge and that expenses for travel to a second job would not be paid. Iain Strath asked for feedback by Tuesday 19 June. After that he would assume approval. He had also drafted a half-page advert based on the profile which he would circulate.

Nick Wareham proposed acceptance of the parish profile which was agreed unanimously.

- 5.2 **Appointment of parish nominees** – Iain Strath reported that if any interest was expressed in the post, interested parties would be invited to visit the four churches and meet the churchwardens and some others informally. Two people from each parish were to be nominated for the informal visits. **It was agreed that the churchwardens should be the nominees.**

Nick Collett asked what the criteria were for appointing to the post. Discussion followed and the consensus was that the sections in the profile ‘Who are we looking for’ and ‘Our new vicar’ laid out the criteria and the person profile, but that it would come down to ‘fit’.

- 5.3 **Service Schedule** – Nick Wareham presented the service schedule until end December 2018. He had arranged priests for all services other than 2 in August and the 30th December. **There was one change – the service on Christmas Day would be at 10:30 in Little Gransden, not 09:30** as presented. The meeting thanked him warmly.

It was agreed that the collection at the Remembrance Sunday service would be for the Royal British Legion.

(6) Treasurers' Reports

6.1 Great Gransden

Andrew Fogg presented his written report (copy on file). He reported that Peter Wells of V J Skerry (electricians) had been to look at the chancel lighting and was proposing to replace the metal halide lamps in the chancel with LED lights. A quote has not yet been received.

6.2 Little Gransden

Ian Ramsay presented his report (copy on file). £7700 Gift Aid for the four years to September 2017 had been received. A lot of money had been paid to the builders. There was a retention of 2.5% of the contract sum for 12 months. The claim had gone in for the VAT on the works, another VAT claim would follow.

(7) Fabric Reports

7.1 Little Gransden

Nick Wareham presented his fabric report (copy on file). He asked for the following note to be minuted:

"Stone coping repairs to East Nave Parapets. Due to the stone coping repairs to the east elevation of the nave being in breach of the Construction/contract issue requirements, where the bedding plane of the stone is horizontal, not vertical, it was agreed with you and Nick Wareham (care of the Employer) that these repairs would be put on Notice for 6 years from the date of Practical Completion, whereby CEL Ltd will be accountable to put right the defect to include all associated costs which amongst other aspects would include access and any professional fees. "

The final cost to the parish was slightly higher than expected due to the work on the clerestory windows:

Money out

Architects Fees	£ 12,187.01
CDM principal designer fee	£ 337.50
Stage 2 contract work	£ 101,392.88
VAT	£ 22,715.92
Total	£ 136,633.35

Money in

LPOW roof fund	£ 49,700
LPOW VAT scheme	£ 22,715.92
Parish contribution	£ 64,217.43
Total	£ 136,633.35

The Architect recommends acceptance of the Dalrod quote for the drains work.
PCC members approved the acceptance.

Nick Wareham had contacted the Heritage Lottery Fund regarding the possibility of grant aid for the project to install a server and toilet, improve disabled access and

car parking (likely cost in the region of £200,000) but the response was so far not encouraging.

7.2 Great Gransden

Rob Chignell reported that the 2016 Quinquennial works had in 2016 been estimated to cost £25,000, of which £10,000 to £12,000 related to the chancel for which we should be able to request a contribution from Clare College (who have a financial liability for the chancel). The architect has prepared a specification for the works and Rob Chignell is waiting for a price for the tendering of the work. Rob Chignell also reported that the clock hands have now been repaired and are once again going round. The cost of the work was £888 incl VAT and he had been offered a contribution of £500. Phillip George was thanked for arranging the work. There was some discussion of possible funds to approach for the quinquennial works, including Amey Cespa. **Nick Wareham undertook to pass details of funds to Rob Chignell.**

(8) Mission and Outreach

Jenny Wilkinson (Chair of the benefice Mission and Outreach group) presented her report (copy on file). She said that she would put up some information in GG church about Father Antonio Terto and his work. Andrew Fogg commented that the recent thank you letters from USPG made it clear that the money that the churches sent was indeed now going to Father Terto rather than generally to projects in Brazil.

Discussion followed about the regular donations to charities. Ian Ramsay reported that LG give annually £200 to USPG, £200 to MIND in Cambridgeshire, £100 to Christian Aid and £100 to the Children's Society. GG PCC had agreed in its meeting of 21 March 2018 that it would not give the regular donations of £400 each to USPG and MIND in Cambridgeshire while there was still an outstanding balance on the CHCT loan. **Stephen Sullivan proposed and Sheila George seconded that LG should double its contribution to USPG and MIND in Cambridgeshire in 2018. LG PCC agreed this unanimously.**

(9) Health and Safety

Stephen Sullivan presented the new fire risk assessment information from Ecclesiastical Insurance. The consideration and completion of the document is a responsibility of the whole PCC, but needs the signature of a churchwarden as well as the person who undertakes the assessment. He asked the PCCs to read the document carefully.

It was agreed that Stephen Sullivan would look at the document for LG and consult with Nick Walton. Lynn Walton reported that Nick Walton would look at the Fire Risk Assessment for GG.

(10) GDPR

Nick Wareham presented a draft privacy notice for the church website. It was agreed that a link to this would be placed on the website. There followed some discussion on the retention of data required for baptism and marriage enquiries. **Nick Wareham undertook to deal with GDPR matters for both PCCs. Rachel Fogg agreed to investigate the setting up of role email accounts for the PCCs.**

(11) Deanery and Diocesan Synod News

The Deanery Synod meeting in the previous week had been cancelled. The next meeting was on July 25th and would largely be concerned with Finance. Treasurers were warmly invited to attend. The Diocesan Synod was on June 13th – a report would follow after the meeting.

(12) Church Events and Key Dates

30 June 2018 LG Church Fete LGVH

10 November 2018 LG Autumn Bazaar LGVH

(13) Any Other Business (notified at the start of the meeting)

13.1 Website – Sheila George requested that information be sent to her in order to keep the website up to date. Parts were currently very out of date. Great Staughton had approached her for details of the website hosting.

13.2 Rota – Sheila George reported that she was still managing the rota of readers, sidesmen, offertory, intercessors, a job which she had taken on temporarily three years ago!

13.3 Nave altar – Andrew Fogg requested that the PCC of GG agree to dispense with the nave altar at the Family Communion service on the third Sunday. There followed a short discussion. Opinions were divided, some agreeing with Andrew, others being of the view that no change should be made in the vacancy. **The churchwardens agreed to take soundings and bring the matter back to the next PCC in September.**

13.4 Lectionaries - Tony Bevens asked about the ordering of lectionaries for the new church year. **Rachel Fogg agreed to order these.**

13.5 Roundabout – Rob Chignell reported that there was a meeting on 13 June to discuss the future organisation of the Roundabout.

13.6 In October 2017 the Hereford Diocesan Synod passed the following motion:
‘That this Synod request the House of Bishops to commend an Order of Prayer and Dedication after the registration of a civil partnership or a same-sex marriage for use by ministers in exercise of their discretion under Canon B4, being a form of service neither contrary to, nor indicative of any departure from, the doctrine of the Church of England in any essential matter, together with guidance that no parish should be obliged to host, nor minister conduct, such a service.’

Rachel Fogg reported that the Deanery Synod had asked PCCs to discuss the motion and send their opinions to a future meeting of the Synod. **She proposed to put the item on the Agenda for the September meeting and circulate information beforehand.**

(14) Dates of next meetings

Tuesday 18 September 2018, 7:30pm, Reading Room Great Gransden, Iain Strath in the Chair

Tuesday 27 November 2018, 7:30pm, Reading Room Great Gransden

Actions:

- Item 4.1** Nick Collett and Iain Ramsay agreed to deal with the weeds in the ditch bordering Church Street
- Item 5.3** Nick Wareham to communicate the change of time of service at LG on Christmas Day to 10:30 am to Margaret Marshall
Andrew Fogg to note collection on Remembrance Sunday to go to Royal British Legion
- Item 7.1** LG PCC approved acceptance of Dalrod quote for drain work. Nick Wareham to progress this work
- Item 7.2** Nick Wareham to pass details of possible funding organisations to Rob Chignell
- Item 8** Ian Ramsay to double the LG charitable gifts to USPG and MIND in Cambridgeshire in 2018 to £400 each
- Item 9** Stephen Sullivan to undertake Fire Risk Assessment for LG, with assistance from Nick Walton; Nick Walton to undertake Fire Risk Assessment for GG
- Item 10** Nick Wareham to deal with any GDPR matters.
Rachel Fogg to investigate email role accounts
- Item 13.1** All to send Sheila George updated information for the church website
- Item 13.3** Churchwardens to take soundings from the congregation about the use of the nave altar
- Item 13.4** Rachel Fogg to order lectionaries for the next church year
- Item 13.6** Rachel Fogg to circulate information on the Hereford Motion