

Minutes of Little Gransden PCC held Tuesday 30 June 2015: 7:30pm
at 2 Main Road, Little Gransden

The meeting began with Prayer led by Revd. Catharine Furlong.

Present: Revd. Catharine Furlong (Chair), Betty Bates, Sheila George, Suzanne Lawrence, Ian Ramsay (Treasurer), Stephen Sullivan (Secretary), Nick Wareham.

Apologies: Received from Janice Brown, Donald Lester.

Minutes of Previous Meetings

The Minutes of the meeting held on 24 March 2015, of the extra meeting held on 12 April, and of the LGPCC meeting at the APCM on 21 April 2015 were read, accepted and signed.

Matters Arising

(From the meeting of 24 March): There had been no clear response from the other two architects recommended by Shona McKay as her possible replacement, and we decided therefore to invite Stephanie Norris from Purcell, who has already been interviewed, to accept the appointment. Proposed by Nick Wareham, Seconded by Sheila George and agreed unanimously.

Action Nick Wareham, who will write to Stephanie Norris.

£25 had been given to the Leprosy Mission, as agreed.

The Cream Teas had started and the Fete had taken place. Sheila George and her team were thanked for the Cream Teas, and Alison Wareham, the stallholders, and Joe and Emma Ward, the hosts, were thanked for the Fete.

Sheila George had not yet placed the Policy Documents on the website. **Action Nick Wareham**, who would supply her with another set.

There were no matters arising from the Meetings of 12 April or 21 April.

Treasurer's Report

Ian Ramsay reported that the Fete had taken £1600.92. This is a higher figure than average, although not so high as last year. In any case it had been an enjoyable community occasion.

Ian Ramsay was not able to report any further since he is still awaiting paperwork from Donald Lester. **Action Donald Lester**, to complete the handover as soon as possible and in any case before the next meeting.

Miss Pickard's Legacy

Miss Pickard's Will expresses a non-binding preference that the legacy is used for restoration, but this would not preclude using the interest or even some of the capital for other purposes, such as running costs, although we have already set ourselves the target of raising our income to match our running costs. It is worth considering also that funding for restoration would continue to be available from other sources, so that the legacy could be used to 'match fund' further grants. Various building and restoration projects were mentioned, including internal decoration and the provision of water and toilet facilities. There would certainly be a plaque to recognise Miss Pickard's benefaction.

Fabric Report

The work funded by the Amey Cespa grant has now finished. The final bill is rather less than expected since some of the roof timbers did not require replacement after all. *The following*

figures were supplied and verified subsequent to the Meeting. The bill for Cambridge Stonecraft is for £17008.50 inclusive of VAT. We are required to pay 97.5% of this amount now, which amounts to £13819.41 plus VAT. The Architect's fees for this stage of the process are £1308.74 plus VAT. The VAT is recoverable. The amount to be claimed from Amey Cespa is therefore £15128.15. As part of the funding agreement with them, we are required to provide a cheque for 10% of this amount (£1512.82).

Special thanks were offered to the team who made such a good job of cleaning the church: Sheila George, Betty Bates, Sue and Andy Lawrence.

Cremated Remains: Petition to Amend the Rules

We have requested the Bishop of Ely's Registrar that the alteration to rule (b) that we agreed in our meeting of 24 March should be incorporated in our faculty dated 9 August 2013. This has now been achieved, so that any type of stone approved by the Ely Churchyard Regulations can now be used for a memorial plaque. There has been no charge to make this amendment.

Health & Safety: Revised Policy

The PCC had studied the revisions proposed to the Health & Safety Policy, and the following points were raised / questions were answered:

(Section C1): First Aid. One Churchwarden, Nick Wareham, is a registered medical practitioner.

(Section C2): Fire risk assessment. The PCC has already decided (24 March) that the assessment need only take place on an annual basis.

Fire detection. The PCC would invite the new architect to comment on what fire detection arrangements, if any, would be appropriate.

Fire extinguishers. The annual maintenance contract for the fire extinguishers is with Smiths of Kettering.

Evacuation Procedure. It is difficult to imagine how this could be explained with appropriate reverence to a large funeral or wedding. **Action Stephen Sullivan**, who would seek advice and reconsider policy if necessary.

(Section C3): Electrical Safety. The PCC considered that the inspection of the fixed electrical system need take place only on a 5-year basis. PAT testing could be treated likewise. **Action Stephen Sullivan**, who would check the recommendations made by Ecclesiastical Insurance, on which our Policy is based.

(Section C13): Hazardous Material. There is asbestos in the cowl of the redundant heating flue in the tower. This is confirmed by the Quinquennial Report (2012, p.15), which recommends that it should be inspected by a specialist who should carry out a full asbestos survey of the building.

Health & Safety: Ecclesiastical Insurance Risk Management Report

Stephen Sullivan drew the PCC's attention to the Risk Management Report made by Ecclesiastical Insurance in January 2014. This contains five "requirements" which were intended to be completed and confirmed in writing within six months. The PCC had considered some of these requirements in the meeting of 11 March 2014, but there was agreement that all the requirements had to be considered in full, particularly the requirement that (written) "Risk assessments must be carried out on all church activities". Stephen Sullivan observed that a risk assessment was only a written record of what any conscientious organiser would be doing in any case, and he would be available to guide and assist. He produced a sample written assessment for lone workers in the church (required by Ecclesiastical Insurance, item 4) and observed that it was

a few hundred words and had taken an hour to put together. The Risk Assessment needed to be done by or in close association with the organiser of the activity.

It would be possible to have a 'generic' risk assessment for Fetes and Bazaars, for example, which would simply need to be reconsidered on each occasion in case of a significant change of venue or format. **Action Betty Bates and Stephen Sullivan**, who would meet to draw up a risk assessment for the forthcoming Bazaar.

Events

The Fete had taken place successfully, and those involved were thanked once more.

The Cream Teas were continuing successfully. It was noted that the publicity announcements specified that money was being raised (on this occasion) for Great Gransden Church; future events would be in aid of other specific causes. Sheila George and Suzanne Lawrence were thanked for their work on the Cream Teas.

The Bazaar, organised by Betty Bates, would take place at the Village Hall at 2.30 on 7 November. It would be opened by Revd. Catharine Furlong.

Any Other Business

The Rev. Nicholas Wheeler, who we support from our charitable giving, is returning from the parish of Christ the King in Rio de Janeiro to work in London. We decided to continue to support his successor in Rio, Father Antonio Terto.

It was noted that Choir Fees for a wedding will be increased to £100 from 2016.

Action Catharine Furlong, to find out whether Shirley Gillett wishes to continue as Auditor.

Dates of Next Meetings:

Tuesday 29 September: Joint Mission & Ministry Meeting. 7.30pm at Barnabas Oley School.

Tuesday 6 October: Fabric & Finance Meeting. 7.30 at 15 Church Walk, by courtesy of Chris and Ian Ramsay.

There being no further business, the Meeting closed with the Grace at 9 pm.

Signed.....

Dated.....