

The Parish Church of St John the Evangelist, Staplegrove
Parochial Church Council Meeting
2nd May 2017

Chair: The Rector, the Reverend M Stephen Kivett (MSK).

Present: Dave Brennand (DB), Lesley Clark (LC), Stafford Coombes (SC), David Greig (DG), Gillian Greig (GG), Tom Harris (TH), Felicity McGill (Secretary FM), Pat Stevens (PS), Gerald Weaver (GW), Chris Young (CY), Iona Young (IY) Graham Hobrough (GH) Mike Stevens (MikeS)

B - Apologies: Jim Read (JR), Moira Read (MR), Paul Carter (PC), Sue Derham (SD), Margaret Senior (MS), Alec James (AJ)

Item	Minute / Action				Action For
1	MSK opened the meeting with a prayer				
2	Apologies: see above				
3	Minutes of the Last Meeting <ul style="list-style-type: none"> The minutes of the last meeting were approved and signed as a correct record 				
4	Matters arising from the last meeting of 7th March 2017 <ul style="list-style-type: none"> There were no matters arising from the minutes 				
5	Appointment of Officers				
			Proposed	Seconded	
a	Hon. Treasurer	DG	DB	GH	
b	Hon. Secretary	FM	CY	GG	
c	Building & Property Committee & Co-ordinator	GW	GH	DB	
d	Churchyard and Grounds Committee & Co-ordinator	SC	GH	CY	
e	Electoral Roll Officer	GG	GH	DB	
f	Fundraising Organiser	MC	GH	DB	
g	Health & Safety Officer	JR	GW	DB	
h	Hospitality Co-ordinator	LC	GG	DB	
I	Journal Advertising	MikeS	GW	GH	
J	Journal Editor	JR	GW	DB	
K	Pastoral Group & Co-ordinator	SD	GH	DB	
l	Safeguarding <ul style="list-style-type: none"> Child Protection Officer Advocate for Children & Vulnerable Adults 	Head Teacher, Staplegrove School IY	GH GH	DB GW	
m	Staplegrove Primary School - governors	MS	On-going		
n	Stewardship Officer	CY	GH	GW	
o	Tower Captain	TH	GH	GW	

	p	Youth Ministry & Mission Committee and Co-ordinator	IY (co-opted)	GG	GH	
	q	Village Hall Representative	SC	GG	GW	
	<p>No other nominations received. All appointments were unanimously supported by the PCC</p> <p>Note: Each year apart from the executive/honorary positions 1/3rd of the PCC offers are freshly elected and 2/3rd remain on post.</p> <p>It was suggested that when a post-holder wants to step down from a role they should be shadowed for a period</p>					
6	<p>Appointment of Co-opted members of PCC:</p> <p>Marjorie Connell Sue Derham David Grieg Mike Stevens Felicity McGill Iona Young</p>					
7	<p>Appointment of Standing Committee members:</p> <p>Rector (MSK) Churchwardens (AJ) and (GW) Deputy warden (CY) Assistant warden (SC) Treasurer (DG) Secretary (FM)</p> <p>Three members or above required for quorum. Approved unanimously.</p>					
8	<p>Financial Position</p> <ul style="list-style-type: none"> • DG reported that the Direct Debits have reduced in the last twelve months • Guidelines for Procurement and for Authorised Spending (attached) were agreed • Funding for the reordering work was agreed as part of the guidelines 					
9	<p>Bibles and MINT book for Year 6 School Leavers</p> <ul style="list-style-type: none"> • It was agreed to provide Bibles and the MINT book for the 35 leavers from Staplegrove School. • It was agreed to change the split of costs with Norton School from 4/5:1/5 to a split related to church membership • GH asked that parishioners should be informed of the date of the Leavers Service to provide support for the school 					
10	Re-ordering					

	<ul style="list-style-type: none"> • CY provided an update on the reordering project • There will be a pre-contract meeting on 12 May and it is still hoped to start the work on 5 June • There will need to be a team of volunteers to clear the building prior to the work commencing • There will still be some access to the Vestry during the work • There will be storage in the car park and in the shed. • The kneelers will be stored in the choir cupboard • Parishioners may be able to help with storage although there may be problems with the insurance • The pews are for sale at £160, but any that are unsold will have to be stored. It was suggested using an auctioneer or other method to sell the remaining pews • The carpet will have to be removed prior to the commencement of the work 	SC
	<ul style="list-style-type: none"> • MSK said that the 8 am Service would be held at Staplegrove Village Hall • There will be one Sunday morning service at 10.30 am at Norton Fitzwarren Church • The ‘Thursday Morning Service’ will need further thought; Staplegrove Village Hall is not available on a Thursday morning and only on some Tuesdays. MSK will ask the Thursday morning communicants what they would like to do 	MSK
	<ul style="list-style-type: none"> • It was reported that MC had asked if the crockery, gazebo and tables could be kept available during the reordering work. This was agreed 	CY
11	<p>Any other business:</p> <ul style="list-style-type: none"> • LC asked about the insurance implications of carrying out functions for Church purposes, such as using personal cars and providing catering. • GW and GH said that this question had been raised before and volunteers on Church business were covered by the Ecclesiastical Insurance • It was agreed that once the reordering project was complete volunteers should be offered basic training on food hygiene • DG said that in the Norman Hitchen Will, the money was left partly for the purchase of choir robes and the remainder for Church fabric and maintenance of the churchyard. MSK said that he had asked the choir and they currently did not need new choir robes. DG said that he would ensure that we adhere to the terms of the Bequest. 	DG
12	<p>Grace</p> <ul style="list-style-type: none"> • The PCC stood and said Grace together 	
13	<p>Future meetings</p>	FM

- During the reordering work Standing Committee and PCC Meetings will take place in the Committee Room of Staplegrove Village Hall
- The draft dates will need to be adjusted to take account of availability of the room

FM

Please send any information/reports or items for Any Other Business to Stephen Kivett before the meeting, if possible please

Standing Committee Meetings 7.30 pm in Staplegrove Village Hall during reordering work	PCC Meetings 7.30 pm in Staplegrove Village Hall during reordering work, thereafter in Church
Tuesday 4th July 2017	Tuesday 11 th July 2017
Tuesday 5 th September 2017	Tuesday 19 th September 2017
Tuesday 31 st October 2017	Tuesday 21st November 2017
Tuesday 16th January 2018	Tuesday 23 rd January 2018
Tuesday 20 th February 2018	Tuesday 6 th March 2018
Tuesday 3rd April 2018	Tuesday 24 th April 2018 - APCM
	Tuesday 1 st May 2018

Please note that the dates marked in bold are revised from those distributed with the Agenda