

The Parish Church of St John the Evangelist, Staplegrove
Parochial Church Council Meeting
11th July 2017

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

Present: Lesley Clark (LC), Stafford Coombes (SC), David Greig (DG), Felicity McGill (Secretary FM), Gerald Weaver (GW), Chris Young (CY), Iona Young (IY) Graham Hobrough (GH) Mike Stevens (MikeS), Jim Read (JR), Moira Read (MR), Paul Carter (PC), Alec James (AJ) Dave Brennand (DB), Marjorie Connell (MC)

B - Apologies: Sue Derham (SD), Margaret Senior (MS), Pat Stevens (PS), Gillian Greig (GG),

Item	Minute / Action	Action For
1	MSK opened the meeting with a prayer	
2	Apologies: see above	
3	<p>Minutes of the last meeting of PCC (2 May 2017)</p> <p>The minutes of the last meeting were agreed and signed as a true record.</p> <p>Matters arising from Minutes</p> <p>Item 9 – the leavers bibles were dedicated at the service at All Saints and will be given to the leavers the last day of term. MSK has already given out the MINT books.</p> <p>MC went to the Leavers Service at Norton Fitzwarren. She said that it was a very nice service and well attended but not by families from Staplegrove. MSK said that they had been invited.</p> <p>MSK will prepare a memo for the Treasurer about the split of costs for the bibles. However All Saints want to pay for their own school leavers’ bibles.</p>	
4	<p>Matters arising from the Standing Committee Meeting on 4 July 2017</p> <p>None that are not covered in the PCC Agenda</p>	
5	<p>Treasurer/Finance (DG/CY)</p> <ul style="list-style-type: none"> - DG said that we are on track with our finances for both the PCC accounts and the re-ordering. We have received our first Invoice from Wrencon for £32,056.74 which we will now pay. All bills are being passed by both DG and CY. - The Purbeck stone is due to arrive shortly and we will pay for that when it gets here. - There is enough in the Current Account to use for current bills before accessing the Reordering Fund. - We hope to reclaim the VAT on the build. DB mentioned that from his experience you must claim using the top copies of the invoices and within a month of the completion of the work. CY said that he will be reclaiming VAT as he goes along to improve cash flow. 	DG/CY

	<ul style="list-style-type: none"> - The gas meter has been described by the builders as unsafe as it is in a confined space and access is down some steep narrow stairs. Moving the meter would be expensive and if it is put outside the church would need a faculty. We can have a smart meter installed and this is free provided we have gas and electricity from the same supplier and go onto a standard rate for electricity. Gas is supplied by Southern Electric and Electricity by EDF. The Standing Committee recommends that we get both gas and electricity from Southern electric. - DG has compared tariffs from the two suppliers and there is very little difference in their charges however the cost depends on how much we will use as part of the equation is the annual fixed cost. It is impossible to work out how much of either gas or electricity will be used. The building will have more use, but the new heating system may be more efficient. - PC proposed that we should go ahead with a Smart Meter. This was seconded by DB and approved with one abstention. - DG said that because our turnover for 2016 was over £100,000 we should register with the Charity Commissioners. We may get a special dispensation as this is a one off occurrence but he will need to write to explain that the increase in income is due to fundraising. Registration involves a lot more paperwork. - CY said that we had reclaimed £13,700 back from Gift Aid for the whole year: <ul style="list-style-type: none"> • £8700 regular giving • £5000 reordering donations <p>CY will claim quarterly in the future to ensure cash flow.</p> 	DG
6	Building and Property (GW) <ul style="list-style-type: none"> - Nothing to report. 	
7	Churchyard and Grounds (SC/AJ) <ul style="list-style-type: none"> - SC said that we have not yet painted the lamp posts, because we are unsure of the colour of the one which will be replaced by the builders as a result of their accident. They will all be painted the same colour. - AJ will ask the gravedigger to cut out a piece of the bank so that the cones can be left in a tidier fashion. - AJ is happy with the new burial site for cremated remains. It will be tidier. 	SC AJ
8	Health and Safety (JR) <ul style="list-style-type: none"> - Nothing to report. 	
9	Reordering (CY) <ul style="list-style-type: none"> - CY said that the builder is close to getting the floor down although it will not be complete until the middle of September. CY is hopeful that nothing related to the floor will break into the contingency fund. 	

	<ul style="list-style-type: none"> - There are two Vaults under the floor: <ul style="list-style-type: none"> • The Poole Vault containing Capitan Poole and members of his family sits quite high relative to the floor level. • There is an unknown Vault which runs the whole length of the South Transept and was probably covered in 1620. It is low, so the heating pipes etc should be put in place without disturbing it. - CY said that we should have enough money to get the organ console done and there are also donors who have pledged sums towards this work. - Chairs – there is a readjustment on chair numbers (see CY report). - SC asked for the cost of the Servedy to take to the Village Hall Committee. CY said that the total costing of £10,840 has not been broken down into individual parts. CY asked that the Village Hall Committee consider funding the PA and loop system for which we would soon have a specific estimate. - It was felt that someone would be required to promote the Church and its uses (PR Strategy). MSK is happy to head it up a group of people to take PR forward. He would like volunteers from the PCC to assist him but if not will approach individuals. This work needs to commence before the reordering work is complete. - GH felt it required a person to coordinate Church Bookings particularly because we do not have a Church Office. LC felt that there should be regular professional cleaning of the Church. - MSK said that we could take advice from other Churches. - GH suggested that grant providers should be recognised once the Church reopens. CY said that donors had asked for this. This could be displayed in the Church. 	<p>MSK/ All</p> <p>MSK CY</p>
10	<p>Safeguarding (IY)</p> <ul style="list-style-type: none"> - IY said there was nothing to report at present. - Melanie Moore is taking over this role at Staplegrove School and will undertake training. MSK and IY will have a conversation with her once her training has been completed. 	<p>MSK/IY</p>
11	<p>Staplegrove School (MS/MSK)</p> <ul style="list-style-type: none"> - MSK said that Kirsti Nelson was moving to the sole Headship of Norton Fitzwarren School which would leave Staplegrove is without a permanent Head from September. In order to allow ample time to advertise for and secure the 	

	<p>appointment of a new head, Jenny Venning, a widely experienced head teacher, has been appointed as an Executive Head for at least the next two terms.</p> <ul style="list-style-type: none"> - GH said that we have not told when the School Leavers service would be held even though he had requested the date at the last PCC meeting. MSK, IY and MS had met yesterday to plan for the next school year. It was agreed that there should be one person through which to channel requests and information about the school. - MC has had a conversation with Jenny Venning who wants closer links with the church. - MS said that they are trying to set up an after-school club. (see Item 12) 	
12	<p>Youth Mission and Ministry (IY)</p> <ul style="list-style-type: none"> - IY said that it was hoped to set up an after-school club in conjunction with the Church but it does depend on how many helpers can be found. An after school club has been started at Norton. - MR asked whether a small grant could be made in conjunction with the after-school club. MSK asked for a costing for the next meeting. - MR said that there would be held a Sumer Party at Slapes on 10 August for MU, Youth Mission and others. 	<p>IY</p> <p>MR</p> <p>All</p>
13	<p>Pastoral Group (SD)</p> <ul style="list-style-type: none"> - SD reported that the work of the Pastoral Group continues and is becoming busier due to many lonely and elderly people in our Parish. She was delighted to read Chris's report that says once we have a servery in church it is hoped to offer more hospitality to these folk, that great news. She knows how much the soup / teas are appreciated. - She would also like to thank others who keep an eye on people that need support including the visiting carried out by Stephen. 	
14	<p>Fundraising Events (MC)</p> <ul style="list-style-type: none"> - MC reported that the Lych Gate Stall was going well. She thanked SC for putting the banner in a better place. After three weeks, the stall had raised almost £500. The coffee provision had been slimmed down this year due to the logistics of reordering. - The family afternoon on the 9th July went extremely well and had raised approximately £400. About 60 people paid their £5 and 20 children swam in the pool for which they had employed a life guard. The event was almost cancelled because the cows had trampled through the garden but Anita had worked hard to clean up the damage. The PCC thanked Anita and Tom Harris for putting on the event, MSK will send a card on behalf of the Church and PCC. 	<p>MSK</p>

	<ul style="list-style-type: none"> - The Parish Breakfast which had been planned for September has been cancelled because there are not enough breakfast makers available to help. She feels that there should be a larger pool of volunteers to draw on. We have a possible date of 25 November when the whole hall is available. MR will contact the Breakfast team to confirm the date. - MC suggested that we have a coffee morning and autumn produce stall in October in the school and involve the Friends of Staplegrove School (FOSS), maybe splitting the proceeds. MC to contact MS to book the school and find out who is the FOSS contact. MC agreed to act as coordinator for the event. 	MR MC
15	<p>Hospitality (LC)</p> <ul style="list-style-type: none"> - The Cricket Match will be held on the 10th September in Staplegrove when Norton Fitzwarren will play Staplegrove. This will start at 2.30 pm. It was suggested that this year, due to the problems with logistics, people should bring their own picnic and drinks. - LC said that Janet Darby (JD) has offered to run the Harvest Supper. It was agreed at the All Saints PCC that the cost of the tickets should be raised to £5.50. This was agreed by Staplegrove PCC. 	JD
16	<p>Journal and Benefice Website (JR/MikeS)</p> <ul style="list-style-type: none"> - JR requested an increase in the price of the Journal from 60p to 75p per copy because the Journal was only just breaking even. JR did not want to increase the price to advertisers because we had lost some advertising revenue in the past year. The increase in price was proposed by JR and seconded by AJ. The motion was carried with two abstentions. - MC reported that All Saints' did not know what was going on at Staplegrove. AJ said that copies of the Journal had been left in the porch at All Saints Church. - PC proposed putting up the advertising fee. MSK asked that it should be deferred until the next meeting and that JR/MikeS should obtain more figures etc about advertising. - Janet Darby (JD) has already given her notice as Journal Distribution Co-Ordinator with effect from the date that the church reopened. She is happy to provide advice to the new Coordinator. - MSK requested that a report should be obtained from JD with a breakdown of her role: <ul style="list-style-type: none"> o The process of distribution o how many journals she posts out o the number of distributors, etc. <p style="text-align: center;">This will be discussed at the next meeting.</p>	JR/ MikeS JR/JD

	<ul style="list-style-type: none"> - FM to put an advertisement for a co-ordinator on the Website and JR said that he would advertise it in the Journal. - The “A Church near you” website is out of date. FM said that she had already tried to get permissions to this and will try again. 	<p>FM/JR</p> <p>FM</p>
17	<p>Tower and Choir (TH)</p> <ul style="list-style-type: none"> - MR said that the bell ringers were happy to have lighting in the bell tower again. - MSK said that the Choir has been helping at All Saints during the Reordering . 	
18	<p>Worship (MSK)</p> <ul style="list-style-type: none"> - MSK said that the 8 am worship at the Village Hall is working well with numbers higher than usual. PC said that the service felt more inclusive than in the Church when everyone was isolated. - MSK said that it is hoped to move the Service to the Chancel once the Church reopens. - FM said that we now have a Church noticeboard in the Mary Mercer Room. - MSK said that he is pleased that joint 10.30 am Service at Norton is also working well and that parishioners are getting to know each other. - MSK proposed that the cost of the Portaloo should be split between Norton and Staplegrove because it has only been hired to accommodate the Staplegrove congregation and that also some financial assistance should be made towards the winter heating at All Saints. - IY asked why all services were Communion. MSK said that it brings people in and that he felt that there should be one main Eucharist Service on a Sunday. MSK is happy to offer other services during the Reordering such as Harvest Festival. - IY felt that we should be aware that some people may miss out during the Reordering. - MSK talked about the distribution of Holy Communion. He would like to introduce the new system of introducing new chalice assistants, whereby we take responsibility for their selection as well as authorisation. Having done so we would then just let the Diocese know the names. - AJ proposed that the new system should be adopted. SC seconded and it was agreed unanimously. - MSK will write to the Diocese to let them know that we will adopt the new system. MSK will bring a list to the next PCC meeting 	<p>MSK</p> <p>MSK</p>
19	AOB	

	<ul style="list-style-type: none"> • Grenfell Tower. A retiring collection over two weeks had raised £150. Gillian of All Saints has written to the Parish Church to ask if they have a fund already in place. They have a special fund to help families that they work with regularly. Norton would like the money to go to the Parish Church rather than the Government fund. It was agreed to round the sum up to £200 (£25 from each Parish). • Pamela Wreford has completed the Lay Pastoral Assistant Course. MSK has a certificate which will be presented when she is commissioned at a Service on 23rd. He hopes to recruit more Lay Pastoral Assistants in the future. She will be based at Norton, but will cover both parishes. • The Lammas Service will be held on 6th August at Broomfield. MikeS will be making a loaf for the Lammas Service as will Pam Wreford's husband. • Sue has asked to borrow gazebo for the Evergreen's garden party on 8th August and requests help to put it up. • The MU Deanery garden party will be held in the Rectory garden on 13 July. It will raise money for the overseas work. • JR requested that the Mother's Union should have an individual tem on forthcoming PCC Agendas 	<p>SC</p> <p>FM</p>																		
20	PCC members concluded the meeting with The Grace.																			
13	<p>Future meetings</p> <table border="1" data-bbox="225 958 1339 1397"> <thead> <tr> <th data-bbox="225 958 783 996">Standing Committee Meetings</th> <th data-bbox="783 958 1339 996">PCC Meetings</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 996 783 1115">7.30 pm in Staplegrove Village Hall during reordering work.</td> <td data-bbox="783 996 1339 1115">7.30 pm in Staplegrove Village Hall during reordering work, thereafter in Church.</td> </tr> <tr> <td data-bbox="225 1115 783 1153">Tuesday 5th September 2017</td> <td data-bbox="783 1115 1339 1153">Tuesday 19th September 2017</td> </tr> <tr> <td data-bbox="225 1153 783 1191">Tuesday 31st October 2017</td> <td data-bbox="783 1153 1339 1191">Tuesday 21st November 2017</td> </tr> <tr> <td data-bbox="225 1191 783 1229">Tuesday 16th January 2018</td> <td data-bbox="783 1191 1339 1229">Tuesday 23rd January 2018</td> </tr> <tr> <td data-bbox="225 1229 783 1267">Tuesday 20th February 2018</td> <td data-bbox="783 1229 1339 1267">Tuesday 6th March 2018</td> </tr> <tr> <td data-bbox="225 1267 783 1305">Tuesday 3rd April 2018</td> <td data-bbox="783 1267 1339 1305">Tuesday 24th April 2018 - APCM</td> </tr> <tr> <td data-bbox="225 1305 783 1344"></td> <td data-bbox="783 1305 1339 1344">Tuesday 1st May 2018</td> </tr> <tr> <td data-bbox="225 1344 783 1397"></td> <td data-bbox="783 1344 1339 1397"></td> </tr> </tbody> </table> <p data-bbox="225 1397 1339 1473">Please note that the dates marked in bold are revised from those distributed with the Agenda.</p>	Standing Committee Meetings	PCC Meetings	7.30 pm in Staplegrove Village Hall during reordering work.	7.30 pm in Staplegrove Village Hall during reordering work, thereafter in Church.	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			
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