## The Parish Church of St John the Evangelist, Staplegrove Parochial Church Council Meeting 19<sup>th</sup> September 2017

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

Present: Lesley Clark (LC), David Greig (DG), Gerald Weaver (GW), Chris Young (CY), Iona Young (IY)

Graham Hobrough (GH) Mike Stevens (MikeS), Jim Read (JR), Moira Read (MR), Paul Carter

(PC), Marjorie Connell (MC), Gillian Greig (GG), Susan Derham (SD).

Apologies: Margaret Senior (MS), Pat Stevens (PS), Stafford Coombes (SC) Felicity McGill (Secretary

FM), Alec James (AJ), Dave Brennand (DB),

Item	Minute / Action	
1	MSK opened the meeting with a prayer	
2	Apologies: see above	
	IY agreed to take minutes in Felicity's absence.	
3	Minutes of the last meeting of PCC (11 July 2017)	
	<ul> <li>The minutes of the last meeting were agreed and signed as a true record with an amendment regarding the Harvest Supper, which would now be a plated meal not a buffet.</li> </ul>	
	Matters arising from Minutes	
	- Item 5 – DG reported that because the Church is deemed to be business premises it will not be possible to fit a SMART meter. DG was thanked for his efforts in the matter.	
4	Matters arising from the Standing Committee Meeting on 5 September 2017	
	Annual Parochial Church Fees; following from a recommendation from the Standing Committee the fee for Organist, Verger and Utilities would all be increased by £5 for both weddings and funerals and would be implemented in the New Year. Proposed by GH and seconded by GG and carried unanimously. (See attached Appendix for updated list). The current fees have been in place for approximately 2 years.	
5	Treasurer/Finance (DG/CY)	
	- DG reported that finances were on track for Reordering.	
	- DG will produce a paper providing guidelines for handling cash, to ensure transparency and accountability for cash raised at fundraising events. In essence, any cash raised should be itemised and verified by two people. Proposed by DG and seconded by GG and was carried unanimously.	DG/CY
6	Building and Property (GW)	
	- GW reported that he was very impressed with the quality of work being carried out by Wrencon, in particular the re-plastering of walls and that we were very fortunate in having such a competent Site Supervisor in Steve Roadhouse. Work is progressing well in laying the stone floor tiles.	
7	Churchyard and Grounds (SC/AJ)  - Buddleia and shrubs on the pathway from Rectory Road have been pruned.	

Health and Safety (JR)  - Access to the cellar should not be undertaken by people on their own.  Reordering (CY)  - CY reported that Wrencon's work programme showed a completion date of 10 <sup>th</sup> November. The work on laying the stone floor tiles is a little behind schedule but it is still expected that their original target date for completion will be met. However, to allow a little time for slippage, the first service back in Church is expected to be the Thursday 10am on 30 November, and then a Benefice Service on Sunday 3 December at the start of Advent.  - The project is still within overall budget costs. To maintain certainty of being able to make payments on time and to allow for any problems that might arise before the work is completed, there is a need to take the £50,000 loan available to us from the Diocese, but the expectation is that most of this sum can be paid back at the completion of the project.  - For the loan to be released approval was required from this meeting that:  'The PCC guarantee the repayment of the £50,000 loan made by the Bath and Wells Diocesan Board of Finance by 10 annual instalments of £5,000'.	
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This was proposed by CY and seconded by GW and carried unanimously.	
- In addition, there is a 'bridging loan' of up to £30,000 available from the Diocese should it be needed. There has been a delay in the repayment of VAT through the 'grants for places of worship' VAT repayment scheme and if this continues it might affect our cash flow and leave insufficient funds to make payments to the contractor. However, it is unlikely that this will be needed and it would only be taken if it is known it can be repaid at the works completion. The PCC was asked to consider an additional resolution that:  'The PCC authorises the treasurer to claim a bridging loan from the Diocese of up to £30,000 to cover VAT payment delays should this be found necessary'.  This was proposed by CY and seconded by GH and carried unanimously.	
<ul> <li>Funding for renovation of the organ is not covered by the reordering budget and several substantial donations have been received, but a bid for funds through the Lottery 'Awards for All' scheme had been unsuccessful. Other grant bids are in the pipeline but there is a need for increased publicity for further funds. Money donated for the organ would be ring-fenced and used only for the organ renovation and the regular programme of organ maintenance.</li> </ul>	
- GW was thanked for his negotiating skills in obtaining a substantial interim payment from the 'Hitchen' legacy which has helped significantly in maintaining cash-flow.	
- It is intended to organise a visit to the Church, during working hours, to inspect the works in the first half of October, CY will advise PCC members of a date as soon as possible.	

The reopening of the Church needs to be widely publicised to reach out to as wide an audience as possible. This will include publicising the additional uses that the Church can offer. As noted in the Standing Committee minutes a meeting has taken place to discuss future uses of the reordered Church and next meeting will be in October 10 Safeguarding (IY) Melanie Moore is taking over this role at Staplegrove School and will undertake training. (Subsequent to the meeting it was discovered that this role will be undertaken by Kerry Smith, Deputy Headteacher, and in her absence Melanie Moore will deputise). A Benefice Safeguarding training/update is required. MSK 11 Staplegrove School (MS/MSK) MS has resigned as Staplegrove School governor, and a replacement is urgently MSK required. Many thanks were expressed for MS's hard work over the last 2 years. A thank you card will be sent on behalf of the PCC. MSK has met with Jenny Venning (new Acting Headteacher) and will be visiting school on a weekly basis for a while for class worship sessions. MR met with Melanie Moore (MM) to discuss the possibility of setting up a Church school club. MM has proposed a weekly lunchtime reading of Bible stories open to Key Stage 1 pupils, with support from Church members, (all will need to have DBS clearance). MR/IY As a part of the Church/School partnership MR suggested we consider introducing 'Open the Book', which is a drama based presentation of Bible stories involving Church members, further discussion is needed. 12 Youth Mission and Ministry (IY) IY reported that a successful summer party had been held at Slapes in August which was attended by Messy Church families and Mothers' Union members. The next Messy Church will be on the morning of 11<sup>th</sup> November. 13 Pastoral Group (SD) SD reported that there are many who are poorly and lonely in the Parish and need care and with winter approaching, there needs will require continuing support. Much of this work is confidential in nature and SD is working closely with MSK to address these issues. 14 **Fundraising Events (MC)** MC has approached the School and is organising a coffee morning and autumn produce stall on 14<sup>th</sup> October to be held in the School. She is hoping that Friends of Staplegrove School, (FOSS), will be involved, hopefully to provide coffee, but details are not yet finalised. MC requires help in setting up and running the stall. MC will work with the School to publicise the event with parents and Pre-school parents also invited. This event will be an opportunity to publicise Messy Church

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	and also to develop Church/School contact.					
	- The Parish Breakfast and craft stall will be held on 25 <sup>th</sup> November. Future dates for this event in 2018 are; 3 <sup>rd</sup> March, 9 <sup>th</sup> June and 17 <sup>th</sup> November.					
	- Future Events: It is hoped that a 'Choir for a Day' event in Church can be arranged for February and MSK is contacting Alan Cook to lead this event.					
15	Hospitality (LC)					
	<ul> <li>Harvest Supper tickets are on sale, MSK will talk to Elizabeth Hall regarding entertainment. It was agreed that any profit from the Harvest Supper would be divided between, Open Door and Shelter Box.</li> </ul>					
	- Soup Lunches are restarting, help is needed for making and serving soup and providing transport. Details of dates are in the Journal.					
16	Journal and Benefice Website (JR/MikeS)					
	- Nothing to report.					
	<ul> <li>It was agreed that the Rector and Churchwardens will provide information regarding Gift Day donations in the December Journal.</li> </ul>					
17	Tower and Choir (TH)					
• ′	Tower and Choir (17)					
	- Nothing to report from the Tower or C	hoir.				
18	Worship (MSK)					
	- The Archdeacon will join us for the Benefice service on the morning of Advent Sunday.					
	<ul> <li>MK has written to the Bishop regarding the re-dedication of the Church and it is hoped this will take place in June 2018. It has been suggested that a Flower Festival will be organised to coincide with this event. It is recognised that fund raising for flowers etc. would be required. Plans need to be discussed and developed.</li> </ul>					
19	AOB					
	- None					
20	PCC members concluded the meeting wit	h The Grace.				
21	Future meetings					
	Standing Committee Meetings	PCC Meetings				
	7.30 pm in Staplegrove Village Hall	7.30 pm in Staplegrove Village Hall				
	during reordering work, thereafter in	during reordering work, thereafter in				
	Church.	Church.				
	Tuesday 31 <sup>st</sup> October 2017	Tuesday 21 <sup>st</sup> November 2017				
	Tuesday 16 <sup>th</sup> January 2018 Tuesday 23 <sup>rd</sup> January 2018					
	Tuesday 20 <sup>th</sup> February 2018	Tuesday 6 <sup>th</sup> March 2018				
	Tuesday 3 <sup>rd</sup> April 2018	Tuesday 24 <sup>th</sup> April 2018 - APCM				
		Tuesday 1 <sup>st</sup> May 2018				

## **Appendix to PCC Minutes 19 September 2017**

## The United Benefice of St John's, Staplegrove with All Saints, Norton Fitzwarren

		Current 2017	from January 2018	
Weddings				
Bells - before and after - after service		£145 £110	£145 £110	
Organist		£60	£65	
Choir		£90	£90	
Verger		£40	£45	
Utilities		£80	£85	
Flowers		No fixed charge (Couple to discuss with Janet Darby)		
Use of:	Video Audio	£75 £50	£75 £50	
Funerals				
Organist		£60	£65	
Verger		£40	£45	
Utilities		£80	£85	