

**The Parish Church of St John the Evangelist, Staplegrove  
Parochial Church Council Meeting  
21st November 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), Dave Brennand (DB), Marjorie Connell (MC), Gillian Greig (GG)

**Apologies:** Sue Derham (SD), Margaret Senior (MS), Pat Stevens (PS), Tom Harris (TH), Alec James (AJ)

Item	Minute / Action	Action For
1	MSK opened the meeting with a prayer	
2	<b>Apologies: see above</b>	
3	<p><b>Minutes of the last meeting of PCC (19 September 2017)</b></p> <p>The minutes of the last meeting were agreed and signed as a true record.</p> <p><b>Matters arising from Minutes</b></p> <p>Item 14 – The third Parish Breakfast has been moved to 10th November 2018.</p>	
4	<p><b>Matters arising from the Standing Committee Meeting on 4 July 2017</b></p> <ul style="list-style-type: none"> <li>- Item 6 - IY has spoken to Kirsty Nelson who is prepared to carry on in the Safeguarding role.</li> <li>- IY attended Safeguarding training and said that the Diocesan Training Officer is prepared to run 'in-house' training for group leaders. This could be opened up to members in the LMG.</li> <li>- The role of "Child Protection" on Page 2 of the Journal will be changed to "Safeguarding".</li> <li>- Item 7 - Choir for the Day is noted as the 11th February, the correct day is the 4th February (Candlemas). The date is correctly noted in the Journal.</li> <li>- Item 10 - DG said that he did not want the Standing Committee Minutes to imply that we were unhappy that the Cemetery charges had increased, but wanted to check that AJ knew about the increase.</li> <li>- Item 12 - PS has agreed to replace Janet Darby to coordinate Journal Distribution.</li> </ul> <p>MSK said that we still needed someone to take on the role of Communications</p>	<p>JR</p> <p>MSK</p>

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	<p>Item 12 - MSK said that Norton are keen that we should undertake a Benefice Review, rather than two individual ones. He suggested that the two PCCs should have a day at the URC Centre. He will communicate details of the task and will need someone to lead the Review.</p>	MSK
5	<p><b>Treasurer/Finance (DG/CY)</b></p> <p>Guidelines (circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>- DG said that the Guidelines were just good practice. We can still use cash but we cannot reclaim gift aid on cheques. The maximum amount of one cash donation is £20.</li> <li>- Acceptance of the Guidelines was proposed by DG, seconded by GG and carried unanimously.</li> </ul> <p>Budget (circulated with the Agenda)</p> <ul style="list-style-type: none"> <li>- DG said that there were many unknown factors in the Budget, however they show a slight surplus over the year.</li> <li>- He noted that the Parish Share has increased by 15% next year. This is due to changes in the way that Churches are categorised and the fees assessed. It equates to a payment of £550 per annum per member. The increased income for the Diocese is for the benefit of the Mission and Ministry.</li> <li>- JR asked why there was no figure under the heading "Donation to Charities". DG said that this was because these sums were accounted for separately because they had to be used for that specific purpose.</li> </ul>	
6	<p><b>Building and Property (GW)</b></p> <ul style="list-style-type: none"> <li>- GW said that he had asked DG to put a sum of £2000 in the budget to cover outstanding items from the Quinquennial.</li> <li>- He had spoken with Ecclesiastical Insurance about increasing the sum for theft on our policy and this was now £200,000.</li> <li>- He also asked about security for the new lantern in the porch, i.e. whether we would need a security system and they advised putting 'smart water' on the lead. This will be applied by the builder. There will also be notices in the porch and churchyard as a deterrent.</li> </ul>	
7	<p><b>Churchyard and Grounds (SC)</b></p> <ul style="list-style-type: none"> <li>- SC said that the Churchyard Sweep Up had cleared the leaves for a few days but they now needed sweeping up again</li> <li>- The laurel still needs to be trimmed</li> </ul>	<p>SC</p> <p>SC</p>

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	<ul style="list-style-type: none"> <li>- SC has completed lamp post painting, apart from the one which was hit by the builder. SC said that he will need to remind the builder that this should be repaired or replaced</li> </ul>	SC
<b>8</b>	<p><b>Health and Safety (JR)</b></p> <ul style="list-style-type: none"> <li>- JR said that there was a problem with night-time visibility in the churchyard (for about three weeks before the leaves fall on the lime trees). He felt that this needs to be looked at.</li> <li>- CY said that the light of the bell tower should now be working (it was off during some of the reordering work). JR to investigate whether the light is now working</li> <li>- MR said that the ladder in the bell tower was unstable and there is no handrail. It may need to be replaced.</li> </ul>	<p>JR</p> <p>JR/GW</p>
<b>9</b>	<p>Reordering (CY/DG)</p> <ul style="list-style-type: none"> <li>- DG said that he met with CY on a weekly basis. He presented the current Reordering Income against Expenditure figures (attached).</li> <li>- CY said that we have enough funds to repay our costs including the refurbishment of the organ and new console. The figures showed a surplus of £18,413.</li> <li>- GH asked about the bridging loan of £30,000 under Item 9 of the Minutes of 19 September 2017. CY said that this was not now needed.</li> <li>- CY said that there have been four claims for the repayment of VAT but these are currently taking up to 45 days and only one has been received.</li> <li>- GH asked why wasn't the Parish Share included in the figures but DG said that is part of the Budget for next year's running costs.</li> <li>- CY noted that we are holding £12,000 as a retention from Wrencon which will be repaid in twelve months' time.</li> <li>- CY said that the Diocese loan is at a rate of 1% over ten years, but this should be repaid through VAT repayment. If we do not use the £8,000 contingency then this will also be used.</li> <li>- LC asked about the Organ Fund and how much was still required. CY said that we had received no successful grant bids for the restoration work which had cost £17,000. The fund was currently £5,500 which left a gap of £11,500. LC felt that we need to publicise this sum more widely. GH suggested that it should be a separate item in the January edition of the Journal</li> </ul>	CY
<b>10</b>	<p>Safeguarding (IY)</p> <ul style="list-style-type: none"> <li>- Covered under Item 5</li> </ul>	

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11	<p>Staplegrove School (MSK)</p> <ul style="list-style-type: none"> <li>- MSK said that we should pray for Staplegrove School as they undertake their SIAMS inspection next week.</li> <li>- He noted that Norton had received an Excellent following their SIAMS inspection.</li> <li>- MSK had taken the role as ex-officio governor following the resignation of MS</li> <li>- Jenny Venning has settled in very well as Acting Head and the school is now looking to appoint a new Head Teacher</li> <li>- MSK said that he was arranging a day in February when the staff could come into the reordered Church with a view to using it as a classroom and he hoped to forge new links with the school</li> <li>- IY said that the school appreciated that MSK attended the weekly class worship.</li> </ul>	
12	<p>Youth Mission and Ministry (IY)</p> <ul style="list-style-type: none"> <li>- IY said that Messy Church had met in the Scout Hut on 11 November to take part in Remembrance Day activities. She said that the next Messy Church would be Christingle.</li> <li>- There was a meeting next week to plan dates for 2018.</li> <li>- IY, MR and Alison Cursham had be helping with a school club at lunch time (CASK). There had been fifteen to twenty children attending this club. She said that they would like to extend this to an afterschool club but this would be a greater commitment</li> </ul>	MR/IY
13	<p>Pastoral Group (SD)</p> <ul style="list-style-type: none"> <li>- There was nothing to report.</li> </ul>	
14	<p>Fundraising Events (MC)</p> <ul style="list-style-type: none"> <li>- MC said that there had been a meeting on 20 November to discuss fundraising events in 2018</li> <li>- The dates of the Parish Breakfast in 2018 had been accepted. The one on 10 November would include stalls</li> <li>- The Produce Stall would restart on 30 June and continue until 1 September, although next year the stall will not be co-ordinated by Sandra Buckle. There will be rotas for both the stall and coffee (Barbara Slocombe will arrange the coffee but will need a helper). The money will go straight into the safe at the Church at the end of each Stall. Susie Allen has volunteered her husband, when required to move the tables at 8.45 am on a Saturday morning.</li> </ul>	

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	<ul style="list-style-type: none"> <li>- It was agreed that there would be one or two concerts in 2018. David Bridges will arrange one in the Spring, in aid of the Organ Fund. He hopes to include local talent. Susie Allen who is a member of the Somerset Opera Group has agreed to put out feelers with her contacts for a second concert.</li> <li>- Victoria Parsons of FOSS would be happy to undertake another joint event with the Church</li> </ul>	MC
15	<p>Hospitality (LC)</p> <ul style="list-style-type: none"> <li>- MC said that the brownies would like to come and see the church in the new year and have tea.</li> <li>- LC said that they hoped to serve mulled wine and mince pies after the Carol Service</li> <li>- LC said that there had been another successful soup lunch in the Village Hall today (21 November)</li> </ul>	MC/MS K
16	<p>Journal and Benefice Website (JR/MikeS/FM)</p> <ul style="list-style-type: none"> <li>- JR said that there was nothing to report on the Journal</li> <li>- MikeS said that letters had gone out to all advertisers for 2018</li> <li>- MSK said that he would like to invite all Journal Distributors into the Church in the new year to say thank you.</li> <li>- FM said that the blog had been very successful on the website and there had been over 1,140 views.</li> </ul>	MSK
17	<p>Tower and Choir (TH)</p> <ul style="list-style-type: none"> <li>- TH, in his report said that the ringers had rung a special session for the BBC Children in Need Appeal on Wednesday 8th November, which had raised £240. He thanked Heather Williams for her efforts in this</li> <li>- TH thanked the Reordering Committee for including the Bell Tower in the upgrade to the wiring and lighting</li> <li>- TH will be resigning as Bell Tower Captain next year because he intends to move away from the area. There is currently no successor to this role</li> <li>- MR said that she is happy to take on the Safeguarding role for the Bell Tower</li> <li>- There was nothing to report about the Choir who had not met during the reordering work</li> <li>- MSK thanked Lesley for arranging the organ rota</li> </ul>	MR
18	Worship (MSK)	

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	<ul style="list-style-type: none"> <li>- A notice would be displayed in the Churchyard and on the website about changes to the dates and venues of December Services</li> <li>- MSK said that he had spoken to Janet Darby about the flowers for Christmas and it had been agreed that this year due to time constraints it would be simple arrangement. Joy Brighton had agreed to decorate the font</li> <li>- GW/CY agreed to obtain a Christmas Tree for the Church</li> <li>- MSK said that the Church and Altar would be rededicated at the 10.30 am Service on 30 September 2018. This was the date of the Harvest Festival. The dedication would be followed by lunch in the Church. He felt that there should be no additional Harvest Supper next year.</li> <li>- MSK distributed copies of next year's services to members of the PCC</li> </ul>	<p>MSK/F M</p> <p>CY/GW</p>										
<b>19</b>	<p>AOB</p> <ul style="list-style-type: none"> <li>- LC will stand down from arranging the cleaning rota when the Church reopens. She said that a number of volunteer cleaners will also give up.</li> <li>- LC will approach the Village Hall cleaning company for a quote but It was also agreed to advertise in the journal for more volunteer cleaners</li> <li>- MSK said that the new cleaning role required a job description</li> </ul>	<p>LC</p> <p>MSK</p>										
<b>20</b>	PCC members concluded the meeting with The Grace											
<b>21</b>	<p>Future meetings</p> <table border="1" data-bbox="225 1272 1339 1509"> <thead> <tr> <th data-bbox="225 1272 783 1350"><b>Standing Committee Meetings</b> at 7.30 in St John's Church</th> <th data-bbox="783 1272 1339 1350"><b>PCC Meetings</b> at 7.30 pm in St. John's Church</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1350 783 1391">Tuesday 16<sup>th</sup> January 2018</td> <td data-bbox="783 1350 1339 1391">Tuesday 23<sup>rd</sup> January 2018</td> </tr> <tr> <td data-bbox="225 1391 783 1431">Tuesday 20<sup>th</sup> February 2018</td> <td data-bbox="783 1391 1339 1431">Tuesday 6<sup>th</sup> March 2018</td> </tr> <tr> <td data-bbox="225 1431 783 1471">Tuesday 3<sup>rd</sup> April 2018</td> <td data-bbox="783 1431 1339 1471">Tuesday 24<sup>th</sup> April 2018 - APCM</td> </tr> <tr> <td data-bbox="225 1471 783 1509"></td> <td data-bbox="783 1471 1339 1509">Tuesday 1<sup>st</sup> May 2018</td> </tr> </tbody> </table>	<b>Standing Committee Meetings</b> at 7.30 in St John's Church	<b>PCC Meetings</b> at 7.30 pm in St. John's Church	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	
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