

**The Parish Church of St John the Evangelist, Staplegrove**  
**Parochial Church Council Meeting**  
**23<sup>rd</sup> January 2018**

**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) Mike Stevens (MikeS), Jim Read (JR), Moira Read (MR), Paul Carter (PC), Dave Brennand (DB), Marjorie Connell (MC), Gillian Greig (GG), Sue Derham (SD), Pat Stevens (PS), Tom Harris (TH)

**Apologies:),** Margaret Senior (MS), Alec James (AJ) Graham Hobrough (GH)

<b>Item</b>	<b>Minute / Action</b>	<b>Action By</b>
<b>1</b>	MSK opened the meeting with a prayer and all said the Lord's Prayer	
<b>2</b>	<b>Apologies: see above</b>	
<b>3</b>	<p><b>Minutes of the last meeting of PCC (21 November 2017)</b></p> <ul style="list-style-type: none"> <li>• The minutes of the meeting of 21 November 2017 were agreed and signed as a true record.</li> </ul> <p><b>Matters arising from the Minutes</b></p> <ul style="list-style-type: none"> <li>• Item 19 - LC had received two quotes for cleaning the church from AIS, who clean Staplegrove Village Hall. She has arranged to meet another company on 24 November to obtain another quote.</li> <li>• IY said that if we use a professional cleaning company they must have DBS clearance.</li> <li>• It was suggested that any group who has moved to the Church after reordering from the Village Hall (where they paid a booking fee) should be asked to contribute to its upkeep.</li> <li>• MSK said that we all have a responsibility ensuring that the church is in good order, particularly after events.</li> <li>• It was noted that LC does not want to carry on as the cleaning co-ordinator. MSK thanked her for her work over the years and for taking the initiative to find a professional cleaning company.</li> <li>• It was agreed that a new volunteer cleaning co-ordinator should be recruited and that the role should be advertised in the March Journal.</li> </ul>	JR
<b>4</b>	<p><b>Matters arising from the Standing Committee Meeting on 16 January 20</b></p> <ul style="list-style-type: none"> <li>• Item 11 – It was agreed that the Memorial Window should be moved to the South Aisle to be closer to the Memorial Book.</li> <li>• Item 7 – CY said that this item had been assigned to him, however he felt that it was something that should also be agreed with MSK and AJ. He did not want potential opportunities to be missed.</li> <li>• LC had met with the Somerset Singers in church with a view to them using the venue, but they felt that the car park was too small.</li> </ul>	MSK/CY/ AJ
<b>5</b>	<b>Treasurer/Finance</b>	

Item	Minute / Action	Action By
	<ul style="list-style-type: none"> <li>• DG had circulated the current income/expenditure figures and Budget in advance of the meeting.</li> <li>• It was agreed that although we were in a healthy financial position after reordering, we should not pay off all the Diocesan Loan once we had received the repayment of VAT expenditure but should retain some money for contingencies.</li> <li>• CY said that although concerns that people would not come back to church after re-ordering had been unfounded, but we had lost some large donors through death in the last year.</li> </ul>	
6	<p><b>Building and Property</b></p> <ul style="list-style-type: none"> <li>• GW said that the two blockages in the drains had been traced to the builders. Andrew Hull had cleaned the drains and the bill would be passed on to Wrencon.</li> <li>• Andrew Hull has scheduled the winter check of the church and GW will follow this up.</li> <li>• GW will go through the issues raised in the quinquennial with Andrew Hull and obtain a budget from DG to complete the work.</li> <li>• MSK said that we need to appoint a new architect. He suggested Annie Evans who is used by All Saints'. <b>(Agenda Item for next meeting)</b></li> </ul>	<p>GW</p> <p>GW</p> <p>MSK/FM</p>
7	<p><b>Churchyard and Grounds</b></p> <ul style="list-style-type: none"> <li>• SC said that the lamp post still needs to be painted.</li> <li>• MSK said that the car park needs to be re-gravelled. GW to approach Gerald Berrons to obtain the gravel and the recruit a team of volunteers to spread it</li> <li>• There was a problem with the lights shorting which had been rectified. However, the electrician said that sealed units would be a better solution. MSK suggested that they should be double-headed LED lights which would illuminate the whole path and be more energy efficient.</li> </ul>	<p>SC</p> <p>GW</p>
8	<p><b>Health and Safety (JR)</b></p> <ul style="list-style-type: none"> <li>• JR said that the pulpit needs a handrail. If this was on the right-hand side, then something would need to be done to the stair treads to make them less slippery. MSK said that it did not need a faculty but could be approved by the Archdeacon <i>de minimus</i>. JR and GW to investigate.</li> <li>• JR said that the stone floor will be slippery when wet. MSK to investigate the cost of a hazard sign.</li> <li>• SD asked whether we need a first aider in the church to cover services and events. MSK will check the policy with the Archdeacon and also approach Alan Winchester for advice.</li> <li>• TH said that he has a "What to do in an Emergency" notice in the Tower. He will send MSK an electronic copy, which can be amended and put up in the porch. GG was asked to ensure that the first aid box was checked on a regular basis</li> <li>• JR said that we need a baby changing table in the toilet, we also need a sign asking people to remove soiled nappies. JR to investigate</li> </ul>	<p>JR/GW</p> <p>MSK</p> <p>MSK</p> <p>TH/MSK</p> <p>GG</p> <p>JR</p>

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9	<p><b>Reordering</b></p> <ul style="list-style-type: none"> <li>• CY said that the Somerset Building Council Programme had nominated St John's and the reordering project for two awards (Best Building in Somerset in 2017 and Best Local Builder). CY, MSK and GW will attend the ceremony on Friday at the Museum.</li> <li>• There are still a few items on the snagging list which should be rectified in the next few days, including issues with the dishwasher.</li> <li>• The staining on the Sanctuary steps and damp to the arch are being monitored and will be dealt with.</li> <li>• The arrangement with the kneelers is not working and needs bespoke curved cushions. PC to investigate.</li> <li>• There are problems with the sound system and hearing loop which create an echo. The suppliers will be visiting to suggest various options to rectify this.</li> <li>• The organists would like to try the organ at the left-hand side of the pulpit.</li> <li>• A key safe will be purchased and installed in the vestry to provide better security. There will however be keys to the chancel screen door and toilet in the kitchen.</li> <li>• CY said that a larger radiator is required in the vestry. He will train GW, AJ and JR to use the heating controls.</li> <li>• Some items are still to be returned to the church.</li> <li>• There is still money in the contingency fund for items such as children's matting and carpet/mats in the porch.</li> <li>• MSK said that the Standing Committee had approved the purchase by a donor of white matching mugs and plates for us in the church. These can be easily replaced.</li> <li>• It was noted that Reordering will no longer be a separate Agenda item; any future issues will be raised under Buildings</li> </ul>	<p>CY</p> <p>PC</p> <p>AJ</p>
10	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• IY is meeting with Kirsti Nelson to discuss the Safeguarding Policy and arrange in-house Safeguarding training</li> <li>• There will be general training for members from both Benefice PCCs and then more in-depth training for Group Leaders</li> <li>• Once approved by the PCC the Safeguarding Policy will be available on the Benefice website</li> </ul>	<p>IY</p>
11	<p><b>Staplegrove School</b></p> <ul style="list-style-type: none"> <li>• MSK said that Staplegrove School has received an 'Excellent' in their SIAMS.</li> <li>• IY said that the report is on the school website and the Inspector had found it difficult to find areas for improvement. She said that there were very positive comments from the children about spiritual provision.</li> <li>• It was felt that it was a credit to MSK that both schools had received an 'Excellent' in their SIAMS.</li> <li>• The closing date for the new Headship has now passed and it is hoped to appoint a new Head for September 2018.</li> </ul>	

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12	Youth Mission and Ministry <ul style="list-style-type: none"> <li>• There is a Messy Pancake event planned for 13<sup>th</sup> February.</li> <li>• There will be a coffee morning in church on the 24 January to discuss ideas for better links between the church and school</li> <li>• MR said that a weekly lunch-time CASK is being run in school by three volunteers. They read a bible story and arrange an activity for Key Stage 1 children. This has proved very popular and they would like to extend it to an after-school club although recognise the commitment involved.</li> </ul>	
13	Pastoral <ul style="list-style-type: none"> <li>• SD said that there are a lot of lonely and sick people in the community who need support. MSK felt that our Parish is not unique.</li> </ul>	
14	<b>Fundraising</b> <ul style="list-style-type: none"> <li>• Fundraising Events (MC)MC said that there are only 16 copies of <i>Somerset Remembered</i> remaining and the recipe book is now in profit</li> <li>• The next Parish Breakfast will be held on 3<sup>rd</sup> March.</li> <li>• A concert has been arranged by David Bridges involving local children who attend Taunton School. This will be held on 11 May.</li> <li>• The Produce Stall will commence on 30 June.</li> <li>• Susie Allen has been unable to arrange an event with the Somerset Opera</li> <li>• It was suggested that Janet Darby might be approached to provide a wreath-making workshop towards Christmas.</li> </ul>	MC
15	Hospitality <ul style="list-style-type: none"> <li>• MC said that she is still trying to contact Alison Cottey regarding the visit to the church by the brownies.</li> <li>• LC said that the January soup lunch was poorly attended due to illness. However, she does have some additional soup makers.</li> </ul>	
16	Journal and Benefice Website <ul style="list-style-type: none"> <li>• JR said that there was nothing to report on the Journal.</li> <li>• MikeS said there would be about £3,000 in income from Journal advertising and although there were new advertisers, some had also been lost.</li> <li>• MSK welcomed PS who has taken on the role of Journal distribution. She has yet to receive her induction.</li> <li>• It was felt that the Newsletter in January was a useful resource to cover the two-month gap between Journals.</li> </ul>	
17	Tower and Choir <ul style="list-style-type: none"> <li>• TH said that he will step down as Tower Captain at the APCM in April but will continue to ring until he moves to a new house.</li> <li>• There is no natural successor for the role of Tower Captain and the role may need to be divided in maintenance, training and coordination.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The Tower Captain needs a higher level of training in Safeguarding and MR has agreed to undertake this.</li> <li>There was no report from the choir. MSK said that Elizabeth Hall had been very poorly.</li> </ul>									
18	<p><b>Worship</b></p> <ul style="list-style-type: none"> <li>MSK said that over 30 people had signed up for “Sing for Candlemas”.</li> <li>There will be only one LMG Lent Evening Service this year, a Taize Service at Creech St Michael Church. Although the Service had been advertised in the January/February copy of the Journal, there was no mention of the opportunity to practice the chant from 4.30 pm.</li> <li>IY asked whether the quiet five minutes before the start of each service could be reintroduced. The Church Wardens will be asked to quieten people and TH said that the bells would stop ringing a couple of minutes earlier.</li> <li>MSK celebrates 40-years’ service in the ministry on 1<sup>st</sup> July when the Archdeacon will visit the 6.30 pm Service. This will probably be an Evening Eucharist.</li> <li>MSK said that Neville Farmer has stopped setting up Communion. MSK would like to do a presentation and asked for ideas.</li> <li>The Bishop will visit on 30 September (Harvest Festival) to rededicate the Church. There will be a harvest lunch in Church after the service.</li> <li>The figures from the Children’s Christmas Services were as follows: <ul style="list-style-type: none"> <li>£325 from Christingle</li> <li>£332 from the Nativity</li> <li>£168 from the School Christingle Candles</li> </ul> Giving a total of £828 from St John’s plus £200 from All Saints’ to be sent to the Children’s Society.</li> <li>MSK thanked DB for the gift of the altar which had been admired by many people.</li> </ul>	<p>AJ/GW/CY /SC</p> <p>All</p>								
19	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>The Portaloo has now been removed from All Saints’ Church. It was agreed that we should pay for half the cost. MSK to ascertain the cost</li> <li>FM and GW were asked to write a letter to All Saints’ to thank them for their hospitality during reordering.</li> </ul>	<p>MSK FM/GW</p>								
20	<p>PCC members concluded the meeting with The Grace.</p>									
21	<p>Future meetings</p> <table border="1" data-bbox="225 1682 1294 1879"> <thead> <tr> <th data-bbox="225 1682 778 1765"><b>Standing Committee Meetings</b> at 7.30 in St John's Church</th> <th data-bbox="783 1682 1294 1765"><b>PCC Meetings</b> at 7.30 pm in St. John's Church</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1765 778 1803">Tuesday 20<sup>th</sup> February 2018</td> <td data-bbox="783 1765 1294 1803">Tuesday 6<sup>th</sup> March 2018</td> </tr> <tr> <td data-bbox="225 1803 778 1841">Tuesday 3<sup>rd</sup> April 2018</td> <td data-bbox="783 1803 1294 1841">Tuesday 24<sup>th</sup> April 2018 - APCM</td> </tr> <tr> <td data-bbox="225 1841 778 1879"></td> <td data-bbox="783 1841 1294 1879">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 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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