

Minutes of the Parochial Church Council meeting

2nd June 2014

Present: : Revd. Canon Sue Wyatt, Revd. Julie Gawthrop, Richard Lyon, Roger Lilley, Helen Smith, Joseph Saunders, Elizabeth Trenchard, Suzanne Barton, Peter Tavner, Sarah Philip, Catriona Ball.

The meeting began with a reading ‘What are we for?’ by Margaret Killingray, LICC and a prayer.

1. Apologies:

Jean Swanson, Derek Swanson, Lucy Holden, Rachel Gray, Andrew Hurst, Peter West.

2. **The PCC approved the minutes** of the meeting of 28th April 2014.

3. Matters Arising:

Action Points from 28th April were updated in bold:

New members for committees – Parents to be asked re Children and Youth Ctte, Congregation to be told about MAP. Carry forward	Sue/Julie
Working party to produce job description and advert for new Children’s Worker. Jo-Ann Semple to be asked for help with contract etc Jo Ann has looked at this and Sue is meeting with Lucy on Thursday to move it forward. The timeline will be reviewed at that point in light of the small delay.	Lucy Holden/Sue
YFC Collection box to be checked for contact details/collection instructions Carry forward	Lucy Holden
Develop new website. Will be actioned soon	Roger/Sue
Arrange a Saturday morning date for fire extinguisher demonstration. No Saturday morning demonstration required as the weekday one was so well attended	Peter West
Proceed to organise a Harvest Ceilidh on 11 October. Food, ticket price, details to be confirmed. The band is booked and the rest of the organisation will be started before the end of the summer term	Roger/Andrew Hurst
Follow up on the “Connecting with Culture” initiative when a new MAP team is appointed. This is ongoing	Sue
Safeguarding – All volunteers/church wardens to be DBS checked Suzanne has handed out the forms and Sue is starting to see people with their supporting documents but none have yet been returned to Suzanne. This will be monitored.	Individuals/Suzanne
Accessibility policy – PCC to be updated soon The report is ready to be discussed once Joseph has drawn up some proposed plans for alterations. These will be sent out for quotes so that the cost implications can	Roger

be assessed. There are many recommendations with no cost implications also, such as training and awareness. To be discussed in the meeting 10th September.	
Church Wardens - situation to be reviewed in November To be added to the 10th November meeting agenda	Sue

4. Finance:

- Roger reported that there is a big push by the Church of England giving excellent advice to parishes on Legacy giving and making it easy for parishioners to get information on giving money to the church. He will be attending a workshop in July in Ely on this subject. As a church and a charity, we need to have a Legacy policy in place but this will then require us to have a strategy to implement it. There was much discussion about how to best disseminate this information to the congregation, when to do this and exactly what information to give. **Approval was given by the PCC** for the Legacy policy to be put into the church information pack as soon as possible, preferably before the summer. The policy will then be put into the bulletin for those families who already have an information pack without it and it will be mentioned in the notices and the magazine.
- The Annual Giving Check List was also well received and Roger has received comment including the important advice from Dr. Anne Lyon that since April 2012, those leaving at least 10% of their taxable estate to charity will have the tax charged on the remainder of their taxable estate reduced from 40% to 36%. When the information on the Annual Giving Check List should be given to the congregation will need careful consideration. The final drafts of both the Legacy Policy and the Annual giving checklist have had comment from Anne (Fellow for Development at Gonville and Caius College) and the PCC is very grateful to her for giving the benefit of her considerable expertise on the such important matters of Legacy and Annual Giving.
- The Lent collections for Romsey Mill and CBM are ready to be given. Roger will ask both charities to inform him of the amount that was collected by the church.
- The team is close to identifying a new photocopier to buy at a cost of £2500 to £2600. This will hopefully be set up in September. It will be possible to do colour printing but at a cost of 4p/ 4.5p a copy (as apposed to 0.4p/0.5p a copy for black and white), colour printing will be carefully monitored.

- The Parish Share is likely to rise by about 2% this year.
- Roger asked the PCC about the possibility of contacting The Cambridge Concert Orchestra to see whether they would be able to give a concert in the church in the future. The orchestra (of which Roger and Elizabeth used to be members) is funded by the City Council to give free concerts, which are often put on to raise money for churches and other charities. The PCC agreed that this was something that they would like to pursue. Roger will contact the orchestra and find out about possible timescales with the thought that a late afternoon concert in the summer of 2015 or 2016 would be a good plan.

5. Churchwarden's report:

- Rosemary Woodley has reported on how difficult it is to clean between the new chairs as they are so close together in places. Much discussion ensued on how this problem might be resolved. It was agreed that some experimentation would take place, with the initial exploration of turning the back row around to face the other way and then the rows to be pushed further apart.
- It was noted that the charity number has somehow fallen off the bottom of the latest edition of the Parish Magazine. All papers that are produced need to ensure that the Charity number is included on them.
- Richard handed out copies of the Archdeacons' visitation news for the PCC to read.
- Plans are underway to install one new safe replacing the two existing safes into the Vicar's vestry (from their present locations in the Choir vestry), which may include removal of the existing redundant corner fireplace. The Admin and Management team will consider the options for this and report back to the next PCC meeting.
- An order is now in place for the lightening conductor test.
- The Churchwarden Shadowing by Joseph Saunders and Assistant Churchwardenship of Michael Fincham and Derek Swanson are working well.
- Further inspection of the church roof will determine the likely timescale for its replacement. This will qualify the quinquennial report and help the church to plan for the future. A report from the

builders on the leaking gutters and downpipes is also awaited, they may need replacing.

- An incorrectly placed apostrophe will be removed from the (now singular) Churchwarden's report...

6. Subcommittee reports:

- Events - there is a small committee organising the Summer Fair, to be held on Saturday 14th June 2.30-4.30. Tricia will be away at the time of the event but the team are confident they can manage without her. The church is moving towards having a pattern of event for the year, each of which can be organised by a small, separate team, rather than having a team to organise all the events.
- June 23rd there will be a shared supper for the PCC to meet Petra and her husband
- July 6th there will be a shared lunch for all of the congregation to welcome Petra and family to the church. Help will be needed to arrange this event.
- Admin and management - the meeting date has had to be changed and it will now meet before the next PCC meeting.
- Employment subcommittee - this will meet on 22nd June.

7. Health and Safety:

The **PCC approved the Health and Safety policy** and it was signed by Sue. This will be reviewed in June 2016.

8. Communications:

- A letter has been received by the PCC from Beryl Johnson raising concerns about the kneelers, most of which don't fit into the slot allocated to them in the new chairs. Her suggestion that the kneelers be placed on the seats of the chairs instead of in the slot raised a number of concerns, although the PCC agreed wholeheartedly with Beryl that the situation as is it at the moment is far from ideal and that the kneelers are a wonderful resource of which we wish to make the best possible use. A general discussion was had about how this situation could be resolved and a number of possible solutions put forward. Sue will visit Beryl to talk to her about the kneelers and members of the PCC will continue to consider how the kneelers might be used to the maximum advantage for everyone.

- A letter has been received from a church in Southport asking for a donation towards their roofing fund. Whilst the PCC understands that the church is having difficulties, this is not an approach we would take as a church and therefore it is not something we can take part in. The PCC agreed that other similar requests will be treated in the same way and do not need to be brought before the PCC.

9. Data Protection:

Joseph has distilled the intentions of the Data Protection Act down into the shortest possible version without removing the intentions of the act. The PCC was asked to let Joseph know of any other groups within the church that were not detailed on his report. This applies to groups of any size at all. Written permission is needed to use any personal data, for example email addresses. Discussion took place about how best to comply with the Act without causing alarm. Initially, it may be best to find out what is required by the Diocese and then perhaps to use this as an opportunity to collect email addresses from the congregation whilst getting permission for them to be used within the church community. This will all require careful thought and planning.

10. Mission Action Planning:

The PCC split into small groups and considered how we as a church try to fulfil the desire 'To engage fully and courageously with the needs of our communities, locally and globally' as taken from the leaflet produced by the Diocese. Some points made were:

- As individuals we all go out and engage in activities in the community but no-one necessarily knows that we are doing this as 'the church'
- It is much harder to engage with the local community as a church in an urban setting than in a village one, although this is also becoming increasingly difficult in villages
- Our overseas links with South Africa, Uganda, Nairobi and India are well supported. The projects are not always easy to support but they are worthwhile
- As a church we engage with the Foodbank, the bottle top initiative, local schools, the Rock Pub. But it is sad that there are pockets of real need in our community, both geographical and emotional, that are hard to access. We need to pray about these issues.

11. Any other Business:

Joseph reported that he has taken the wafer box into Mapin and Webb who have sent it off to a specialist to see if it can be repaired. They pointed out that it was originally as cigarette/cigar box and that the hallmark is no longer visible as it has been polished too well.

Action Points from Meeting on 2nd June 2014:

New members for committees - Children and Youth/MAP	Sue /Julie
Move forward to placing advert for Children's worker and review timeline	Lucy/Sue
YFC Collection box to be checked for contact details/collection instructions	Lucy
Develop new website	Roger
Begin to organise food/tickets/details for Harvest Ceilidh	Roger/Andrew
Follow up on the 'Connecting with culture' initiative when a new MAP team is in place	Sue
Check that all DBS forms are finalised, returned to Suzanne and sent off	Suzanne
Accessibility Policy to be put on the agenda and discussed at the September PCC meeting	Catriona
Church Warden situation to be put on the agenda for review in November	Catriona
Legacy Policy to be formatted to fit into church information pack and included. Copies to be handed out with the bulletin	Roger
Potential concert by Cambridge Concert Orchestra to be investigated	Roger
Experimentation with church chairs to make more space for cleaning	Richard/Sue
Charity number to be put back onto the Parish Magazine	Michael
PCC member to reply to Catriona re supper to meet Petra on 23 rd June	PCC/Catriona
Help needed to organise shared lunch after church on Sunday 6 th July to welcome Petra	Volunteers to Julie
Contact Diocese to get information on Data Protection policies	Sue/Joseph

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