

**MINUTES OF THE MEETING OF THE PCC  
OF THE UNITED PARISH OF EAST HARPTREE WITH WEST HARPTREE AND HINTON BLEWETT  
HELD AT GREENWAY HOUSE, HINTON BLEWETT ON WEDNESDAY 2 NOVEMBER 2016**

Present: Graham Sage (in the chair), Elaine Avery, Maggie Brain, Liz Brimmell, Brian de Looze, Sara Hall and Guy Stobart.

Apologies: Robbie Drewett, James Easter, Judith Hutchins and Rosemary Veitch.

The meeting was opened with a prayer.

1. **Minutes of meeting held on 14 September 2016** were agreed, subject to any comments which may be received from the Rural Dean regarding Minute No. 3.

2. **Matters Arising**

**Fire Safety Reviews** for the three churches: Guy to speak to a retired Fireman about these.

It was agreed that Churchwardens should attend the **Fire Extinguisher training course** to be arranged for a maximum of 15 people next Spring. Unused places will be offered to surrounding parishes, village halls and local groups on the basis of a non-returnable fee, payable in advance, of £30 per head, subject to confirmation of the cost quoted in September 2016.

**Operation Christmas Child** (the shoe-box appeal) with the School is being co-ordinated by Jenny Cruse, boxes to be delivered to St Laurence by 13 November.

It was also reported that donated **Harvest Festival** gifts were given to the Julian Trust.

**Communication:** Adrian Moore to be asked to brief all CWs on use of microphones in his absence.

3. **Reports**

Reports on the three churches from the VCCs/Friends were accepted. The previously agreed format for these reports to be re-circulated as a reminder. Guy reported that there will be further consultations with the school and parishioners regarding the Newton Project now that drawings are available. The Christmas Bazaar at Hinton Blewett Village Hall, Friday 2 December was **adopted by the PCC for insurance purposes**.

The focus for **mission and evangelism** is now the **Deaneries**. Ideas on ways to put these at the heart of all we do are being collated and an Action Plan will be published in September 2017. Deanery Representatives are encouraged to pass feed-back from parishes to the Deanery Synod. Bishop Peter asks for prayers for general renewal between Pentecost and Ascension 2017 and prayer cards were circulated to the PCC with copies to be distributed to those not present and to Intercessors. Deanery Youth Worker Angela Fraser has returned to work after illness and parishes are invited to contact her if they need her input.

The **Worship Advisory Committee** had not met since the last PCC meeting.

Progress has been made on the **Health & Safety Policy** but it is still being worked on. A UP Health & Safety Officer is needed and it was suggested that an article be placed in the Parish News in the hope that a candidate might come forward.

4. **Finance**

The Hon Treasurer's report was accepted. It was noted that Gift Aided income had fallen by 9% and plate collections by more than 30%. However, income from magazines and advertising is up by 17% and the Parish Share is 7% lower than last year, but there remains a deficit between income and expenditure.

The **Parish Share for 2017** had been notified at just over £31,000, a reduction on the previous year because our congregation is smaller. The Diocese has stated that the current Parish Share system places an unfair burden on the weakest parishes and is to be adjusted. It was agreed that

the PCC should again review the banding of the United Parish in April 2017.

5. **Disbursement of £10,000 from PCC Reserves to each of the Friends of St Laurence and the VCC of St Margaret**

At its meeting on Sunday 2 April 2006 the PCC agreed to allocate to each of the VCCs & Friends the sum of £10,000 from PCC Reserve Funds, to be applied to a specific project determined by each VCC/Friends and approved by the PCC. St Mary's VCC received its grant of £10,000 in 2010 towards the cost of rewiring the church and replacing the lighting.

The Friends of St Laurence have recently replaced the roof of the North Aisle and St Margaret's has incurred substantial costs repairing the churchyard walls and laying new level paths. Accordingly, **it was unanimously resolved to authorise the Hon Treasurer to sell shares in the Investment Fund to the value of £20,000 and to allocate £10,000 to each of the Friends of St Laurence East Harptree and the VCC of St Margaret Hinton Blewett**, proposed by Elaine Avery and seconded by Sara Hall.

6. **Review of Local Fees for Weddings & Funerals for 2017**

Fees for use of a church building and the attendance of a Churchwarden or Verger at weddings will be introduced in 2017 but if the celebrating priest advises that these would cause significant hardship, the PCC reserves the right to waive part or all of these. If a video recording is made the normal fee to the organist, as holder of copyright to his performance, is automatically doubled.

In accordance with guidelines from the Incorporated Society of Musicians, if the UP organist is available to play for a wedding or funeral but the family wishes someone else to play, the usual organist's fee will still be payable to him by the couple/family.

The Finance Officer to circulate the amended schedule to PCC members, the Administrator and to Barry Rider for the Parish website. Further, it was agreed to ask clergy conducting weddings to invite guests to contribute towards a retiring collection in aid of the respective church and Wardens in attendance to stand near the door holding the collection plate. Guy to provide figures showing cost of keeping the churches open.

7. **Outward Giving**

After discussion it was unanimously agreed to make the following donations (unchanged from 2015) proposed by Sara, seconded by Maggie:

International Nepal Fellowship	£500
Crisis Centre (Bristol)	£250
Tear Fund	£250
Meserete Kristos Church	£600
Poppy Appeal	£250

8. **Service Schedule January-Easter 2017 & other service arrangements**

Arrangements for the Christingle, Carol, Crib & Candle and Midnight Services were notified. The Chairman was still trying to find cover for all the Christmas and New Year services. No changes to the schedule for early 2017 were suggested.

9. **40<sup>th</sup> Anniversary of United Parish**

This was a lovely occasion and Elaine was thanked for her input. The service was led by Revd John Hall and in addition to Bishop Peter, was attended by Revds Robin Harvey, Peter Farrell and Catherine Llewellyn-Evans, former Rectors, and by Revd Tony Marks, all of whom participated in the service, and by Revd Geraldine Kirk, a regular visitor during the current vacancy, who said Grace before lunch. Sincere thanks were expressed to all who took part, both in the service, by sponsoring the various costs and in preparing and serving lunch afterwards. Although prevented by another engagement from staying for lunch the Bishop and his wife spent considerable time

meeting and speaking to as many parishioners as they could. The Chairman had written to thank him for coming and to ask for a meeting to discuss the vacancy.

**10. Vacancy Update**

Since the last meeting a retired priest from another Diocese had expressed interest in our vacancy and had visited the parish but unfortunately decided not to proceed. However the application had prompted further consideration of whether a House for Duty post alone is sufficient to attract a successful candidate. It was agreed to ask all Intercessors to include prayers for a new priest to fill the current vacancy. Thanks were expressed to Graham and the other Churchwardens who had gone to great lengths to show the candidate around the parish at very short notice. Meanwhile, at our request, the Diocese has let the priest’s house for 6 months to keep it occupied over the winter period.

**11. Organist & Choirmaster**

The Chairman had written to Paul Burnett to bring the arrangement with him to an end after Evensong on 4 December. Meanwhile recruitment of a new full time organist is at an advanced stage and it is hoped he will start in January.

**12. Urgent Matters raised with the Chairman**

**Internet security:** with the huge increase in cyber crime it is now good practice when emailing multiple people to put just one name in the “To” box and all others in “Bcc”. This hides all but one name from potential hackers and denies them access to the other email addresses. Likewise, replies should be addressed to “Sender” only, with additional addressees in “Bcc”. The recipient sees only their own name and to make it clear that others are included, a full distribution list should be typed at the foot of the email message. PCC members are requested to adopt this practice forthwith and an article will be placed in Parish News asking others to do the same.

**13. 2017 meeting dates:** Wednesdays 1 February, 5 April, 5 July, 6 September & 1 November.  
**APCM:** Sunday 2 April 2017.

The meeting closed at 9.14 pm with The Grace.

**ACTION LIST**

<b>Chairman - NONE</b>	
<b>Finance Officer</b>	
Contact Paul Cullen re Fire Safety Reviews for 3 churches, checking he is suitably qualified and carries professional indemnity insurance cover	
Update Local fees schedule and circulate to PCC members, Administrator and BKR for parish website.	Done
Circulate 2017 Diocesan fees schedule ditto	Done
Finalise DD contract	N/A
Provide figures for cost of keeping churches open for display in each church/mentioning at weddings, etc.	Done
<b>Secretary</b>	
Ask Adrian Moore to show all CWs how to use microphones	Done Dec 16
Contact Jane Chamberlain/Jill Nichol re Fire Extinguisher Training Course	Done Jan 17
Re-circulate format for VCC/Friends’ reports	Done Jan 17
Check Jane Chamberlain is happy with minutes re future of United Parish	No reply, assume ok
Advise Intercessors of PCC request for prayers for a priest to fill the UP vacancy.	Done 7/11/16
Ask Liz to draft an article for the February Parish News re internet security and more secure addressing of emails.	Done Jan 17
Mission & Evangelism – prayers for general renewal between Pentecost and Ascension 2017 – circulate intercessors in APRIL	To do in April

**MINUTES OF THE MEETING OF THE PCC  
OF THE UNITED PARISH OF EAST HARPTREE WITH WEST HARPTREE AND HINTON BLEWETT  
HELD AT ST MARY'S CHURCH WEST HARPTREE ON SUNDAY 29 JANUARY 2017**

Present: Graham Sage (chairman) Elaine Avery, Maggie Brain, Brian de Looze, Robbie Drewett, Sara Hall and Rosemary Veitch.

Apologies: apologies for absence were received Liz Brimmell, James Easter, Judith Hutchins and Guy Stobart.

The sole purpose of the meeting was to agree the figures in the Statistics for Mission Return for 2016. An explanation of how the figures were arrived at had been circulated before the meeting and the underlying figures were available for inspection. Elaine Avery again went through each section explaining how the figures were arrived at and answered queries raised by those present.

It was proposed by Brian de Looze, seconded by Maggie Brain and agreed unanimously to approve the figures and Elaine was authorised to complete the return electronically and send it off.