

MINUTES OF THE MEETING OF THE PCC
OF THE UNITED PARISH OF EAST HARPTREE WITH WEST HARPTREE AND HINTON BLEWETT
HELD WEST HARPTREE MEMORIAL HALL ON WEDNESDAY 5 JULY 2017

Present: Guy Stobart (in the chair), Elaine Avery, Maggie Brain, Liz Brimmell, Mary Cookson, Robbie Drewett, James Easter, Sara Hall, Judith Hutchins, Hazel Rider & Graham Sage.

Apologies: Liz Brimmell had sent apologies for late arrival.

The meeting was opened with a prayer.

1. **Minutes of meetings held on 5 & 23 April 2017** were agreed and signed by the Chairman.

2. **Safeguarding**

The draft parish Safeguarding Policy, based on the Diocesan Policy had been circulated, together with information on a card about what to do if there is a need to report a safeguarding issue and after a short discussion it was unanimously agreed to **adopt the Safeguarding Policy**. The card will be circulated to everyone working with children and it was agreed that the Safeguarding Officer will prepare suitable training material for those in the Parish with regular contact with children, and send a copy to the headmistress of East Harptree Primary School. An annual presentation on Safeguarding is in the PCC calendar for the April meeting. The organist and choirmaster who has regular contact with minor choir members is being DBS checked.

3. **Matters Arising**

When to remove names from the weekly **Prayer List** was again considered and it was agreed that anyone added to the prayer list at the back of the church before a service would be mentioned at that service alone. Requests for repeated intercessions for the sick would be routed via Church Wardens who generally best know folk in their own village and CWs should check regularly that intercessions remain relevant and **advise the Administrator** when names should be removed. As a rule of thumb it was considered that intercessions should not continue indefinitely once a period of acute illness or active treatment was over.

A possible **Mother & Toddler Group** would be discussed with our new priest in due course.

Liz Brimmell joined the meeting at this point.

West Harptree VCC had suggested a 3-yearly rotation of **services at major festivals** wherever possible, rather than always holding the main service at the same church, and this was agreed. There had been no service at West Harptree on Easter Day and no Christmas service at Hinton Blewett for the past couple of years. Because the annual carol concert at West Harptree would be on 9 December and the church would not be ready to hold a service the following day, it was agreed to switch and hold **services on 3 December at West Harptree and on 10 December at East Harptree**. There will be a **village carol service at Hinton Blewett** at 6.30pm on **10 December**. It was agreed to **cancel 10.30am Parish Communion on Christmas Eve** but to signpost parishioners to an adjacent Benefice if they wished to attend Communion that day.

The Burdge family had welcomed 31 adults and 6 children to the **Rogation Service** at Beaconsfield Farm where both the service and an excellent tea were much enjoyed. Letters of thanks had been sent by John Hall and on behalf of the PCC.

There was a recent occasion when vestments were not available for a visiting priest and the **Server will be asked to advise the relevant CWs** when he will be away so that vestments can be collected from West Harptree for a service elsewhere.

4. **Financial Matters**

Figures for the first quarter had been circulated and the Finance Officer invited questions. It was noted that there was advertising space available in Parish News at £120 pa per quarter-page and anyone with suggestions for filling these spaces should contact the Finance Officer or the Editor.

Short-term quarter-page adverts are sometimes available at £10 per month, but longer placings are preferred.

5. **Reports**

Reports from St Laurence's and St Mary's were accepted. **The appointment of Emma Green of Benjamin & Beauchamp as Architect of St Laurence East Harptree and St Mary West Harptree** to replace the late Stephen Patten was proposed by Mary Cookson, seconded by Graham Sage and unanimously agreed.

6. **Appointment of the Revd Karen Spray to the United Parish**

The Licensing of the Revd Karen Spray would take at St Laurence on 4 October at 7.00pm. It was noted that Maggie would be on holiday. In view of the request to circulate special services around the parish it was suggested that the Licensing take place at West Harptree or Hinton Blewett, but for practical reasons St Laurence was considered more appropriate. The Chairman suggested a more formal approach to induction for new clergy than previously, and would produce a paper. The Rectory tenants had been given notice to leave on 12 September to allow time for repairs and some redecoration to be carried out in good time.

7. **Deanery Synod – Presentation and discussion of Deanery Mission Plan**

Consideration was given to the draft Deanery Mission Plan previously circulated. It is important for the United Parish contribute to the Plan. At the last Synod there was a discussion on mission and how the laity should become more involved, since responsibility for this is being devolved to the deaneries. The Plan mentions a possible link between the United Parish and the Blagdon group but it was not known whether the other parishes were interested, or how far any discussions had progressed, so it was vital not to make contact until this was clarified. However, bearing in mind that 40% of all clergy will retire within the next 10 years, the PCC of the UP is keen to explore such a link, in particular for the mutual support of the respective clergy. Graham Sage had volunteered to join the Synod's Pastoral Mission Group to represent the United Parish directly. **Input/comments are required by 30 September.**

8. **Worship Advisory Group**

The WAG minutes from 17 May were considered. Several of its suggestions are covered in Matters Arising, above. Now that a new priest was being appointed in October, the 9.00am BCP service at Hinton Blewett on Christmas Day could go ahead. However, on 17 December it was agreed to dispense with the 9.00am BCP service and have Parish Worship with Communion at 10.30am. It was hoped that both Crib & Candle services could be clergy-led this year. Subject to the agreement of Karen, Laura will lead a Christingle on 3 December at 3.00pm, preceded by Messy Church at 2.00pm. The idea of holding a Crib Exhibition in St Laurence's on 26 November was enthusiastically endorsed. Hazel Rider will advertise and co-ordinate.

9. **Asbestos Surveys**

Surveys for East and West Harptree were complete and Hinton Blewett had been advised that as there is no asbestos in St Margarets, no such survey was needed. Wardens were reminded to advise the Parish Administrator of the location of **Asbestos Surveys** for each church as a register must be kept in the Parish Office.

10. **Health & Safety**

Fire Safety Reviews had been undertaken for St Laurence's and St Mary's and Graham would approach a contact re. St Margaret's.

It having proved uneconomic to arrange fire extinguisher training within the parish, and there being nothing available from the Diocese, it was suggested that the Hon Secretary contact Blagdon Fire Station to see if they could provide this.

First Aid kits in WH and HB are checked and up to date. EH will check theirs.

Sara had made enquiries about the necessity for trained First Aiders but no reply had yet been received.

11. Ride & Stride, Saturday 13 September 2017

Attention was drawn to this annual fund raiser organised by Somerset Churches and Chapels, from which St Laurence had in the past received a grant. It was agreed to promote and encourage participation and to provide refreshments at each of the churches on the day. Hazel Rider will put an article in the August Parish News and the Administrator will be asked to publicise it in Pew News.

12. Urgent Matters raised with the Chairman

An invitation to a half-day Diocesan Conference on Mental Health on 30 September had just come in and James Easter volunteered to attend and report back to the PCC. Mary Cookson reported that she would shortly attend a Church Wardens' training day at Wells.

13. Date of next 2 meetings: Wednesdays 20 September and 1 November at Greenway House, Hinton Blewett. **Please note change of date of the September meeting.**

The meeting closed with The Grace at 9.10 pm

ACTION LIST

Chairman	
Paper on induction to the parish for new clergy	
Churchwardens	
Forward copies of the Asbestos Survey for each church to the Parish Office	
EH CWs to check First Aid kit is up to date	
Secretary	
Ask Adrian to tell CWs if he will be away on a Sunday in case vestments are needed	Done
Contact a Fire Station re fire extinguisher training	
Safeguarding Officer	
Circulate Safeguarding card to everyone working with children	
Prepare training material for those with regular contact with children & send copy to Primary School Headteacher	