

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 20 SEPTEMBER 2017

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

Apologies: Liz Brimmell, Graham Sage (attending Deanery Mission Pastoral Group).

The meeting was opened with a prayer.

1. **Minutes of the meeting held on 5 July 2017** were agreed and signed by the Chairman, **subject to the following amendment under the Safeguarding heading:** training and training material is the province of diocesan specialists, rather than of the United Parish Safeguarding Officer, who circulates details of relevant courses to those working with children. It is not appropriate to send a copy of the UP safeguarding policy to EH Primary School, which has its own.

2. **Matters Arising**

Asbestos Surveys: the church insurers advise that **asbestos surveys** should form the final part of each church's **Health & Safety Policy**. East & West Harptree's surveys had been completed and the church architects had advised that there is no asbestos at Hinton Blewett. A written note from their Architect confirmed this and this must be inserted into their H&S Policy. Churchwardens should make an annual visual check (if the asbestos is visible) of known asbestos to see if any crumbling has taken place. As some areas such as **organs** need dismantling to determine the presence of asbestos or its current condition, the attention of any contractor must be drawn to its possible presence before work commences. Likewise, **if any major work is needed at a church, the Asbestos Survey must be brought to the attention of all contractors engaged before work begins**. It was agreed to send (if not already done) copies of the Asbestos Surveys to the church architects and the Parish Office in addition to holding copies in each church.

A new **First Aid Kit** and **Accident Book** have been purchased for St Laurence and are stored in the vestry.

Training for First Aiders: no advice had been received in response to an approach to the Diocese and in any event it was unlikely that trained personnel could be present at every service and function. Each church had a First Aid kit and in the event of a more serious incident the emergency services should be summoned.

Safeguarding: copies of the **Safeguarding Policy** should be sent to the Parish Office and placed on each church notice board.

Ride and Stride Day: one visitor was recorded at each of St Mary's and St Laurence's. It was agreed that the UP should support this initiative, particularly as grants had been received from the Somerset Churches Trust in the past. It was noted that only St Laurence had actually signed up this year and in future all three churches should do so, and provide refreshments. Guy Stobart intends to walk or cycle in a subsequent year and others expressed an interest.

James Easter would attend the **Diocesan Conference on Mental Health** on 30 September.

Mary Cookson reported she found **Churchwardens' Training Day** very useful, particularly sharing local experiences with other delegates, and much helpful information had been gleaned.

3. **Reports**

Reports from St Laurence's, St Mary's and St Margaret's were accepted and the following functions were **adopted for insurance purposes:** St Margaret's Christmas Bazaar, 24 November; St Mary's Carol Concert & Supper, 9 December; St Laurence's Harvest Supper and Quiz Night, 14 October and Christmas Coffee Morning, 18 November. A response had that day been received from B&NES regarding ownership of WH churchyard which would be referred to the Diocese.

Deanery Synod: see minute 8.

The **Worship Advisory Group** minutes from 2 September were discussed, with particular reference to the suggestion to introduce a new hymn book. The Organist and Choirmaster would be asked to put a detailed proposal to the WAG and our new Priest for further consideration.

Health & Safety: there were no items for discussion.

4. **Finance**

Figures for the second quarter had been circulated and there were no questions.

5. **Licensing Service and Reception**

70-80 people were thought likely to attend, including approximately 12 visiting clergy from the deanery and other denominations and 10 from Revd Karen's former parish and arrangements were well in hand. Clergy would robe at the school. Churchwardens were asked to arrive early for a walk-through and the choir would be asked to take their places before the service to reduce the length of the procession. Mary Cookson is co-ordinating the provision of wine and light refreshments to be handed around after the service.

6. **Induction of New Clergy**

A couple of extra items were added to the helpful list prepared by the Chairman. Rev'd Karen had suggested holding a "Desert Island Discs" style event to allow parishioners to learn more about her. It was agreed to hold this at Hinton Blewett on 28 or 29 November with Adrian Moore as interviewer. Guy will liaise with Rev'd Karen regarding the date.

7. **Rev'd Karen Spray start date**

After her Licensing on 4 October, Rev'd Karen would officiate on Sunday 8 October but would then be on annual leave for two Sundays, arranged prior to her appointment, returning to officiate on 29 October. Clergy cover was in place for the intervening Sundays.

8. **Deanery Synod/Memorandum from the Acting Archdeacon of Bath re renewal of suspension of Right of Presentation for the United Parish**

There had been no Synod meeting since the last PCC meeting. Feedback on the **draft Deanery Mission Plan** was discussed and Sara will advise that the PCC is broadly in favour of its aspirations. The PCC supported in principle the suggestion to appoint chaplains to each of Chew Valley School and Bath Spa Universities but more details were needed and wished to pursue exploratory discussions about a possible **link with the Blagdon Group of Parishes** (the Deanery's latest position on this point was unclear).

With regard to the **Archdeacon's memorandum** it was noted that the parish had been in suspension for almost 20 years and it was agreed that Guy and Graham would draft a formal reply by the 30 September deadline.

9. **Fire Safety Reviews and Fire Extinguisher Training**

Now that St Margaret's Fire Safety Review had been completed, all 3 churches were compliant. The Fire Service does not offer fire extinguisher training and Guy would ask Paul Cullen, retired Fireman, if he could undertake this.

10. **Communication Review**

The Chairman suggested that despite the sterling work undertaken by the current Parish News editors over many years it would be sensible to find out whether anyone else wished to be shown how it was put together in order to have back-up in an emergency. Hazel was asked to draft an article for Parish News. It was thought useful to defer a full review of communication until after the arrival of Rev'd Karen.

11. **Review of Chalice Administrators/Readers/Intercessors**

Some possible additional readers and intercessors were suggested and Churchwardens would approach those in their village to ask whether they were willing to take this on, but to give everyone an opportunity to volunteer Hazel was asked to put an item in Parish News so that names could be considered next time. The appointment of Chalice Administrators is on Clergy recommendation and can be reviewed once Rev'd Karen has become familiar with the parish.

12. **Advent Course**

The selection of course material is at the discretion of the Priest in Charge, but in view of the short timeframe it was thought it might be helpful for John Hall to be asked to suggest some ideas for Rev'd Karen to consider. It was suggested that one meeting could be held in each of the 3 villages on 5, 12 and 19 December respectively.

13. **Advent Candle/Lectionary orders for Parish Administrator**

New Lectionaries had already been distributed and Churchwardens were reminded to order Advent candles if appropriate.

14. **Return of Graham Sage as PCC Chairman**

Graham's health having improved he was willing to resume chairmanship of the PCC and it was unanimously agreed that he should resume office immediately following the meeting.

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

Although the music at Choral Evensong was greatly appreciated, it was noted that there had been a gradual reduction in the opportunity for the congregation to participate. It was agreed that the Chairman should discuss this with the Organist and Choirmaster.

Date of next meeting: Wednesday 1 November at Greenway House, Hinton Blewett.

2018 meeting dates: Wednesdays 7 February, 4 April, 4 July, 5 September and 7 November.

2018 APCM date: Sunday 8 or 15 April following morning service

The meeting closed with The Grace at 9.02 pm

ACTION LIST

Chairman (Graham)	
Formal reply to the Acting Archdeacon's Memorandum (with Guy)	Done
Discuss the format of Choral Evensong with Organist and Choirmaster	
Acting Chairman (Guy)	
Enquire whether Paul Cullen will undertake fire extinguisher training	
Churchwardens	
Incorporate Asbestos Surveys and HB Architect's letter in H&S Policies	
Copies of Asbestos Surveys to be placed in each church and sent to Parish Office	EH done
HB to forward letter from church architect stating belief that there is no asbestos in St Margaret's to Parish Office	Done
Send copies of Asbestos Surveys for EH & WH to church architects	
Approach possible new readers and intercessors to ask if they would like to take part	
Letter from B&NES re ownership of WH churchyard to be referred to Diocese	
SH to ask JH to suggest Advent Course material for Rev'd Karen to consider	
Safeguarding Officer	
Copies of Safeguarding Policy to be filed at Parish Office and displayed on church notice boards	Done