

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 THURSDAY 5 JULY 2018

Present: Graham Sage (in the chair), Elaine Avery, Maggie Brain, Mary Cookson, Robert Drewett, Sara Hall, Judith Hutchins, Revd Karen Spray.

Apologies: Hazel Rider and Guy Stobart.

The meeting was opened with a prayer by Revd Karen.

The Secretary apologised for the incorrect date shown on the Agenda following the changed meeting date.

1. **Minutes of the meetings held on 4 & 29 April** were agreed and signed by the Chairman.

2. **Matters Arising**

Inclusive Church: nothing to report.

Youth Work: Revd Karen and Hazel Rider had met and discussed, in particular, the ethos and operation of Adventurers.

3. **Appointment of Officers**

Officers listed below having indicated their willingness to continue in post and there being no other candidates, it was proposed by Judith Hutchins, seconded by Mary Cookson and agreed unanimously that they be re-elected. Thus, the officers for the ensuing year are

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|-------------------------------|--------------------------|
| Chairman | Graham Sage |
| Hon Treasurer | Claire Pearson |
| Finance Officer | Guy Stobart |
| Gift Aid Officer | Kevin Brown |
| Deanery Synod Representatives | Graham Sage Sara Hall |
| Safeguarding Officer | Gill Stobart |
| Electoral Roll Officer | Judith Hutchins |
| PCC Secretary | Elaine Avery |

Apologies were expressed that the title of the Finance Officer was incorrectly shown on the Agenda. Revd Karen explained that it has now been advised that as a GDPR lead person for the Diocese has been appointed there is no requirement for parishes to make such an appointment. She would circulate notes on securing individuals' details held for bona fide reasons on personal computers.

Mary Cookson proposed a vote of thanks, warmly endorsed by the meeting, to the Officers for their service over the past year and for their willingness to continue for another year.

4. **Terriers, Inventories and Log Books** for the three churches were tabled, together with signed statements each was accurate and up to date.

5. **Finance**

The following **Audit Points** were noted in order to comply with Charity Commission Rules: **Service Collections** should be counted with 2 people present and the entries in service registers signed by both, with each individual collection paid in in its entirety on a separate paying in slip. **Retiring collections at concerts or other events** should also be counted and evidenced by two signatures, on a separate sheet of paper for each event, also detailing specific expenses, the cost of which has been deducted from the money collected. All receipts should be attached and the whole passed to the treasurer for his records. **Fund raising:** the Treasurer must be supplied with a summary showing gross receipts and expenses, similar to the example circulated, together with all relevant

receipts. They must not be netted off and the net proceeds paid in without explanation. In the case of shared events there must be a reckoning to work out the 'shares', so the calculations should be supplied as part of the evidence. **Advertising:** supporting invoices should be supplied for money received for magazine adverts. **Magazine subscriptions:** there should be a summary of the number of subscribers and a reconciliation with amounts received. The treasurer could prepare this if advised of subscriber numbers once annual subscriptions have been collected. It was clarified with respect to the **Stewardship Campaign** that Andrew Rainsford would be sending the standard Diocesan information pack rather than giving specific advice. A paper would be presented to the September meeting. As recommended by the Finance Officer it was agreed for this year to follow the customary pattern of **Outward Giving**, proposed by Karen, seconded by Sara and agreed unanimously. A review will be carried out in 2019 with recommendations for future giving for PCC consideration. It was agreed to **request donations to a Coffee Fund** to cover the cost of post-service refreshments with the takings held at each church, together with a simple running record and relevant receipts. If this results in a significant sum being collected over the course of a year consideration can be given by the PCC to its disposal.

6. **Reports**

St Laurence: the report was accepted. A draft of the **HLF application in relation to the Newton Project** having been circulated, **PCC approval** was unanimously given to support the application, subject to such modifications as may be agreed by the Newton Steering Group, proposed by Elaine Avery and seconded by Maggie Brain. **St Mary:** the report was accepted. **St Margaret:** It was resolved to apply for a **Faculty to fell and manage the trees in St Margaret's churchyard** in line with the tree surgeon's recommendations, and with the approval of B&NES Council, proposed by Robbie Drewett, seconded by Sara Hall and agreed unanimously.

7. **Worship Advisory Group Minutes**

Revd Karen now chairs the group, Judith Hutchins having stood down to concentrate on Churchwarden duties and Mary Cookson has offered to take the minutes. It was thought beneficial to have more members bringing additional skills and experience. The PCC was broadly in agreement with the various points raised and it was agreed that although decisions regarding services and other matters were the responsibility of the vicar in association with the PCC, service schedules would in future be scrutinised and necessary amendments suggested by the WAG before being put to the PCC. It was agreed that it might be more appropriate for occasional film nights to be held at another venue to enable monthly Praise Services to be held, with Karen leading alternate ones to reduce the pressure on Murray. The new Parish Worship service format and Revd Karen's manner of conducting it was welcomed. The various recommendations regarding Sunday School, Messy Church and Parish Breakfasts were endorsed and it was agreed to move the September Sunday School from the 2nd to the 9th. It was considered appropriate to give further consideration to a possible new hymn book once an organist had been recruited to replace Nick Tall whose contract terminates at the end of July.

8. **Deanery Synod Report**

Rural Deans have been renamed Area Deans, a more appropriate and inclusive title, and consideration is being given to renaming Deanery Lay Chairs. The Deanery School Chaplain presented a report on progress made to date and is setting up teams to take over in the schools where she has hitherto been working so that she can move on elsewhere, including liaising with East Harptree School. Graham Sage thanked the team which provided refreshments at the July Deanery Synod meeting held at Hinton Blewett, where the main discussion had been on realigning Diocesan resources for mission and the difficult choices that lie ahead. Graham had attended the recent meeting to scrutinise in detail individual Parish Share Returns and had been able to provide some useful background information which was particularly appreciated as a number of the scrutinising team have only recently been appointed. He has also been nominated for Diocesan

Synod which should provide a greater insight into its workings.

9. **General Data Protection Regulations (GDPR) & Training**

Revd Karen and Jo Brown had attended the Diocesan training course and consent forms had now been completed by almost all relevant persons. It is important that anyone learning that an individual wishes to be removed from a circulation list informs the Administrator so that records can be kept up to date. **We do not need to have a formal parish GDRP lead person** as this role has been assumed by a Diocesan officer. It is important that anyone emailing on behalf of the parish stores contact details securely and Revd Karen will circulate the approved guide to how to do so.

10. **Risk Assessments**

Reviews of Risk Assessments for St Laurence and St Margaret have been carried out and Risk Assessments completed for the Pavement Sale at WH, Fete at East Harptree and Christingle Services. Those for other outside events remain outstanding (eg Easter fire, Palm Sunday procession, Rogation services).

11. **Revised Draft PCC Calendar**

The new draft takes into account comments made on the one previous one. Most annual reviews have been moved to the first meeting of the year as they need to feed into the PCC Report to the APCM but the annual review and presentation on Safeguarding is in July, so that new PCC members can be brought up to speed on this important topic as soon as possible after their appointment. It was agreed to amalgamate the September items with those of November to leave the September meeting free to focus on spiritual matters, thus obviating the need for an additional meeting specifically for that purpose.

12. **PCC meeting to discuss spiritual matters**

Revd Karen proposed that the meeting on 5 September should consider admitting children from the regular congregation to Holy Communion prior to Confirmation and asked members to think about this in advance.

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

It was agreed to seek the Bishop's permission for Sara Hall and Cassie Butcher to **administer the Chalice**. It was further agreed to present **bibles to children leaving East Harptree School** this term, the cost of which would be funded by the School House Trust. Revd Karen was considering a request from East Harptree School which might necessitate a change in her working pattern and will keep the PCC informed. No replacement has come forward to replace Stacey Williams as a **Foundation Governor of East Harptree School**, of which there can be two. Although the PCC agreed on 4 April to appoint Jane Williams as a **Foundation Governor**, this has not yet been approved by the Archdeacon or recorded with the Diocese and steps will be taken to rectify this. As it has not been possible owing to holidays to hold the Safeguarding Presentation at this meeting, and as the Stobarts will be away for the next two meetings, it was agreed to postpone the November meeting by one week to Wednesday 14 November so that it could take place then.

14. **Remaining 2018 meeting dates: Wednesdays 5 September and 14 November (please note change of November date).**

The meeting was closed with The Grace at 8.57 pm.

