

**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 4 APRIL 2018**

Present: Graham Sage (in the chair), Elaine Avery, Maggie Brain, Mary Cookson, Judith Hutchins, Hazel Rider, Revd Karen Spray and Guy Stobart.

Apologies: Liz Brimmell, Robbie Drewett and Sara Hall.

The meeting was opened with a prayer by Revd Karen.

1. **Minutes of the meeting held on 7 February** were agreed and signed by the Chairman.

2. **Matters Arising**

Draft of revised PCC Calendar: owing to the long agenda members to be asked by email for their input and a new calendar taking their views into account will be circulated in due course. **Inclusive Church:** nothing to report at this meeting. There was a need to modify some **Choral Evensongs** over the course of the Summer and the service schedule will be amended accordingly.

3. **Reports**

St Laurence: the update on the Newton Project was accepted. PCC members were encouraged to view the exhibition in St Laurence's and send their comments to Guy Stobart. **St Mary:** nothing to report; the APCM report had been circulated in error. It was noted for **insurance purposes** that the date of the **Pavement Sale**, adopted last time, is now 2 June. **St Margaret:** nothing to report.

4. **Deanery Synod Report**

The report was accepted. Discussions regarding a link with the neighbouring Benefice of Blagdon with Compton Martin et al await the imminent arrival of their new Incumbent. With regard to the **specific questions the PCC was asked to address**, the answer to the first was stated in the recent Parish Profile and Revd Karen will research this. In relation to the second, the Chairman is working with other Synod members to explore ways of supporting, in particular, those parishes that are currently struggling without Churchwardens/PCCs. Graham and Guy have each offered to speak to other parishes about how the United Parish operates in the hope that they might find some of our experiences and practices helpful.

5. **Finance**

Review of Financial Statements and Annual Accounts to 31 December 2017: it was proposed by Elaine Avery, seconded by Revd Karen Spray and agreed unanimously to **approve the audited accounts** of the United Parish for the year ended 31 December 2017 **for presentation to the Annual Parochial Church Meeting**. The Treasurer and Auditor have recommended some **changes to the way some figures are recorded** in future and these will be circulated. It was agreed to launch a **Stewardship Campaign** in September (the last one having been about 8 years ago). Guy and Revd Karen will present proposals to the July meeting. It is gratefully recognised that some individuals who are not active church members also contribute. **Outward Giving:** was not further discussed.

6. **Diocesan Parish Share Return**

It is not known whether the usual request has been received from the Diocese and the Secretary will make enquiries. There is usually a need to determine our Church Membership and the appropriate Category for the calculation of the Parish Share for the ensuing year by 31 April.

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

Robbie Drewett was thanked in his absence for producing helpful documentation highlighting

areas requiring consideration. The Vicar and Parish Administrator are liaising over what needs to be done. Revd Karen has reserved 2 places on a Diocesan Training Course in early May and meanwhile it was agreed to raise this matter at the forthcoming APCM and begin distributing Consent Forms as soon as possible, as the new rules come into effect on 25 May 2018. A request to complete the forms should be included in the May Parish News and on Pew News. Guy Stobart will discuss with Rev. Karen the possibility of his becoming the United Parish GDPR lead person.

8. **Health & Safety**

Risk Assessments: The annual reviews of Risk Assessments for the Parish Office and St Mary's have been undertaken and those for St Laurence and St Margaret are in the pipeline. A small number of individual Risk Assessments, particularly for events held out of doors, remain to be completed. **Parishioners are asked to note that the use of lighted candles is now restricted on safety grounds.** Churchwardens can advise. **Asbestos Logs** have been completed for St Laurence and St Mary's and copies are lodged in the Parish Office. It is understood that none is required for St Margaret's. Thanks were expressed to those who have done an enormous amount of work to draft and co-ordinate the various Risk Assessments and to draw up the **United Parish Health & Safety Policy, which was approved** at the meeting, proposed by Hazel Rider, seconded by Mary Cookson and agreed unanimously. Instead of appointing a United Parish **Health & Safety Officer** it was agreed that the existing group consisting of one representative from each church should have continuing oversight of Health & Safety matters.

7. **Worship Advisory Group**

The **Draft Service Schedule for April – December** was reviewed and the following amendments approved: **Choral Evensong on 6 May** is cancelled to make way for the Rogation Service. At the request of the Organist & Choirmaster, **Evening Prayer will replace Choral Evensong on 1 July** and the **services on 8 July will be at East Harptree, with those on 15 July at Hinton Blewett. Parish Breakfast on 15 July will not go ahead. Harvest Festival** will be celebrated on **16 September with a Parish Breakfast** between the morning services. There will be an **All Souls Service with reading of names of the dear departed on 4 November** instead of Choral Evensong. A **Christingle Service** will be held at 4.00pm on **25 November**, preceded by a craft session at 3.00pm. An **Advent Carol Service on 2 December** will replace **Choral Evensong**. The **United Parish Carol Service** will be held on **16 December. Proposal to replace Hymn Books:** a copy of the proposed new hymn book was tabled. A consultation with the choir which was to have been held in April did not go ahead and will be rearranged. If the replacement is approved, an application will be made for a grant towards the overall cost.

Breakfast between BCP & Parish Worship: Churchwardens already have much to do in connection with service preparations and it can be stressful to have to organise breakfast in addition, especially when only one Warden is available to cover both services. A proposal to ask **members of the congregation to volunteer to provide and clear breakfast on a rota basis** was approved. The Vicar will publicise these breakfasts at the EH School in the hope of attracting interest. It was agreed to send a list of Parish Breakfast dates to the EH Brunch organisers to avoid these events clashing.

8. **Rural Life Forum**

Any PCC member wishing to attend this course is invited to apply to the Diocese direct.

9. **Preparations for APCM**

Annual Report: It was proposed by Maggie Brain, seconded by Mary Cookson and unanimously agreed to approve the Annual Report for presentation to the APCM. Thanks were expressed to Guy Stobart for the significant work of collating it. The Secretary will circulate **Forms of Nomination**.

10. **Youth Work Review**

Revd Karen and Hazel Rider will discuss the current situation.

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

The re-appointment of Jane Williams as a **Foundation Governor of East Harptree School** for a period of 4 years was proposed by Guy Stobart, seconded by Revd Karen and unanimously approved. Revd Karen is also joining the Governors in an ex-officio capacity.

The Vicar expects to be on holiday for 2 weeks from 6 October and will arrange clergy cover.

12. **Remaining 2018 meeting dates:** Wednesdays 4 July, 5 September and 7 November.

Date of APCM: Sunday 15 April 2018 following morning service at Hinton Blewett.

An additional PCC meeting to discuss Spiritual Matters is to be arranged.

The meeting was closed with The Grace at 9.03 pm.

ACTION LIST

Vicar	
Advise Organist & Choirmaster of agreed changes to Service Schedule	
Liaise with EA to identify a date for a meeting to discuss Spiritual Matters	
Check Parish Profile for answer to first Deanery Synod Question: What is your mission and aim as a church and pass to Sara Hall for reply to DS	
An item on GDPR and consent forms needs to be included in the May Parish News and on Pew News.	
Parish Breakfast information to be publicised at EH School	
Finance Officer	
Circulate recommendations of Treasurer/Auditor re changes to the way some figures are to be recorded in future	
Liaise with KS regarding proposed Stewardship Campaign	
Explore with KS the possibility of becoming the UP GDPR lead person	
Churchwardens (as appropriate)	
Review Risk Assessment for the churches if not already done	
Undertake Risk Assessments for individual events, eg Easter Sunday fire, Use of Candles during services (eg All Souls, Carols) & outdoor events – Pavement Sale, Fete, etc.	
EH Wardens to send Parish Breakfast dates to EH Brunch organisers to avoid clashes	
Secretary	
Liaise with KS to identify a date for additional meeting to discuss Spiritual Matters	
Circulate amended PCC Calendar for comments	Done
Determine whether the usual Parish Share request had been received from the Diocese	Done
Arrange meeting to approve Parish Share return	
PCC Chairman	
Liaise with Secretary to incorporate suggestions re. revised PCC Calendar	

**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 FOLLOWING MORNING SERVICE ON SUNDAY 29 APRIL 2018**

Present: Graham Sage (in the Chair), Elaine Avery, Maggie Brain, Mary Cookson, Hazel Rider?, Revd Karen Spray and Guy Stobart.

The meeting had been called to approve the information to be returned to the Diocese in the 2018 Survey to establish Parish Share of Common Fund for 2019.

The Church Membership list was reviewed and it was unanimously agreed that current church membership is 53. A copy of the list is attached to the file copy of these minutes.

It was unanimously agreed that overall the church membership is able to sustain a comfortable lifestyle and that the United Parish therefore remains in Category B.

Other Business

It was agreed to adopt for insurance purposes the Salmon & Strawberry Lunch to be held on Sunday 22 July in aid of St Mary's Church.

There being no further business, the meeting was closed.