

**PARISH OF ST MICHAEL'S, TILEHURST**  
**Parochial Church Council**  
**Minutes of the meeting held on Tuesday, 3<sup>rd</sup> November 2015**

**Those present:**

John Rogers (Chairman)	Sally Cairns	John Morris
Joan Crossman	Patrick Woodlock	Jane Masson
Pat MacDonald	Liz Fagg	Rosemary Cooper
Denise Easteal	Janet Fagg	Sozzie Kasomosuke
Glenis Kerr Elliott		

**Apologies (1):**

Alison Murray	Fiona Vince	Russell Vince
Caroline Heron	Trevor Greaves	Sue Stevenson
Jenny Foakes		

Before the opening reading the Rector advised the meeting that Harry Dykes had resigned from the PCC as he felt he could not give enough of his time. His contribution was noted with grateful thanks

**Opening Reading (2)**

JFa read this month's reading from 1 Corinthians 13. It is one of her favourite readings going back to when she was 11 years old and it was used in school assembly, together with Praise my Soul, the King of Heaven. She also felt it was relevant to last Sunday's sermon in the "What Next?" series.

**Substantive Item: What Next? 5 Marks of Mission (3)**

The updated version of the response form was circulated (copies for absentees in your pigeonholes) People will be asked to return them before the Parish Day. It was noted that people on the home visit lists, together with those on the long term sick need to be included. JM asked to cross check these lists and liaise with Rosa. The area contacts can be asked for names as well.

**Finance (4)**

4.1 ¾ accounts. 4.2 Forecast. 4.3 Draft Budget 2016

The above figures had been circulated prior to the meeting and JR asked for any queries on the variance. He has full details if there are any questions. PW explained the £18000 + surplus as there had been more funerals and more use of the church hall. There is not much change in the restoration figures between June and September but there will be a big change in the next report. The budget has been prepared showing a conservative income and expenditure. Disbursements are not included in the budget for 2016 although they had been included in the past. The restoration figures are also not included in the budget and run separately. **A proposal was put to the meeting that the forecast should be assumed to be reasonably accurate and the budget for 2016 be adopted. Proposed by PW, seconded by DE. All in favour.** The Rector raised several points. He advised that the church has received an offer of £5000 towards the clock repairs. He will liaise with David Bardwell and the architect to obtain accurate quotes, believed to be between £6000 and £12000.

He also advised that the Organist's honorarium will be looked at in the New Year as it had not been increased for 6 years. His extra fees will remain the same. The Rector will also have the 2016 fee scale available for the next meeting. He gave a vote of thanks to PW for all his work

#### **Tables Reports (5)**

**Events – 13/10/15 (5.1). Church Hall – 20/10/15 (5.2). Fabric 24/08/15 (5.3).**

**MAD – 6/10/15 (5.4). Stewardship 8/10/15 (5.5)**

Anything to raise from any of the above reports

**Stewardship** – DE talked about Lent Groups and showed the meeting some material about St Francis which she thought would be appropriate for next year's Lent Groups. She will circulate the PCC with a website so that preview material can be viewed. As Lent is so early next year, a decision needs to be made by Christmas

**Fabric** – The Rector advised the meeting that he is still having great difficulty getting hold of Andrew Plumridge. The cleaning of the stonework will be done over the next 2-3 weeks, the porch being sealed during that time. It should be cleared in time for the wedding on 21st November. He is also pressing AP for the Rectors' Board. Because of all the difficulties contacting AP, he advised the PCC that AP would not be used for future work. There is a growing number of jobs which need doing around the church and the working party is not big enough. It needs a strong drive for greater commitment to help. The Rector will put a plea on the pew notice.

**MAD** – There is to be a Christmas Card competition for next year. Publicity in hand. David Bardwell has produced a card (passed round for all to see) to give to everyone who attends Christmas services. This will commence with the Christingle service. The card was beautifully done and wholeheartedly approved.

#### **Minutes of the meeting held on 22/09/15 (6)**

The minutes of the above meeting were agreed as a true record and signed by the Chairman. 2 people were added to the names of apologies.

#### **Updates from previous meetings (7)**

See action points

Full details of some points

Lighting – most bulbs have been done but some have gone again. The Lectern light is also giving problems as are the outside lights. The outside lights need to be addressed quickly as this creates a dangerous situation during the winter months.

Flintwork – there is some additional work to be done on the outside wall around the Lady Chapel window

Churchyard – The Diocesan Communications officer has been in touch and her views will be shared with the Churchyard Committee next week. She suggested that as the church has a good relationship with the local media, they should be asked to attend the meeting. Draft advertisements have been received from the Ministry of Justice.

Bereavement Service – this was highly acclaimed and congratulations were given to the team

### **Pastoral Care – DBS Checking (8)**

SC has received a safeguarding audit from the Diocese for completion. Several points need action

Training needs to be done every 3 years. Diocesan material can be provided

JF be asked to report back on the training day she attended

There should be a Good Practice Handbook for everyone.

The Safeguarding officer should give an annual report to the PCC

DBS checks are up to date

### **Quotation from Heritage Trees (9)**

Heritage trees have visited the church twice and a detailed quote from them for tree work has been circulated. After much discussion a proposal was put to the meeting

**The full works quoted by Heritage Trees should be accepted at a cost of £2990+VAT. They offer a 15% discount if all works are undertaken which brings the net cost to £3050. All in agreement.** The company are to be asked about replacement trees as some members of the congregation might like to contribute to this. Members of the congregation should also be offered the wood. It was noted that the company will do any necessary enquiries about Tree Preservation Orders.

At this point in the meeting PW commented on the budget for 2016 noting that there is no contingency fund in place. It was suggested that if there is a surplus of funds this year it be put in a separate fund

### **Amended Hire Terms and Conditions = Church Hall (10)**

These have been circulated. There is a change to paragraph 17 and “CCTV in use” has been added. The document needs to show that it was reviewed October 2015 and last update also October 2015. The PCC accepted the amended document but it would need to be re-visited in the future.

### **Parish Secretary – amended contract (11)**

This should have been circulated at the last meeting but the final document has now been distributed to all members. Rosa is happy with the contents. The document needs to be dated on the first page. The Rector asked for permission to issue it. **All in agreement.** Rosa has completed her 3 month’s probation and is doing an excellent job. She is owed 30 hours work, mainly done in the first month to sort the office to her satisfaction. She will take this in time in lieu as and when she can. This was endorsed by the PCC.

### **Curate at St Michael’s (12)**

The Rector has had a discussion with the Area Dean concerning having a Curate next year to be in post during the Interregnum and beyond. This will be discussed with Catherine Morris and be included in the “What Next” programme. If a Curate is appointed the Churchlands Charity would be asked to replenish the costs of the income lost from Tilston Lodge. [This minute is amended as there would have to be formal approval of a grant from Churchlands by the Charity’s Trustees – Rector]

### **Matters arising not covered on the Agenda (13)**

None

**Correspondence (14)**

JC had received the Annual PCC Secretaries' correspondence pack from the Diocese. She has liaised with the Rector and the contents have been dealt with accordingly. The Statistics for Missions and Finance Returns have been passed to SC and PW respectively. No other action taken

**AOB ( 15)**

**PMacD** – David Bardwell needs a special thank you for all his work in producing the publicity material really well and early. Well done

**GKE** – She will place Christmas posters in pigeon holes for people to put up around the parish. She will put a note on the pew notice advising of this

The meeting closed at 9.30pm with the Grace

**Date of next meeting – Tuesday , 1<sup>st</sup> December**

<b>Action Points</b>			
<b>Action Date</b>	<b>Item</b>	<b>Who by</b>	<b>Status</b>
<b>2014</b>	Restoration –outstanding items, Clock, Tower, Organ Surround,	<b>Core Group</b>	Pending
<b>2014</b>	Rector’s Board	<b>Architect/Contractor</b>	Funding now in place
<b>2014</b>	Lighting	<b>Architect/Contractor</b>	Most is now done, See 2015-5
<b>2014</b>	Flint work	<b>Architect/Contractor</b>	Complete
<b>2014</b>	Clean Entrance porch (South)	<b>Architect/Contractor</b>	Work being done November
<b>2014</b>	Churchyard Closure	<b>Churchyard Committee</b>	6 – 8 spaces left Draft adverts now received from Ministry of Justice
<b>2014</b>	Churchyard – Removing adornments prescribed by Regulations	<b>Churchyard Committee</b>	Faculty now received Churchyard Comm meeting arranged
<b>2014</b>	Churchyard - War Graves Plaque -	<b>Churchyard Committee</b>	Faculty approved chasing installer
<b>2014</b>	Church Hall, Bookings and use, Rm 3	<b>Church Hall Committee</b>	To be reviewed May 2016
<b>2015-1</b>	Review remits of certain sub committees for next year’s APCM booklet is produced.	<b>Rector and JC</b>	New
<b>2015-1</b>	Recruiting of sides persons	<b>SC</b>	Ongoing
<b>2015-1</b>	Anyone willing to do a reading at Beginning of PCC meetings to email JC.	<b>All</b>	December - RCoo
<b>2015-2</b>	What next –Parish Day lunch	<b>AM and JC</b>	In progress
<b>2015-4</b>	Pram Service	<b>Rector</b>	Rector to approach Emily Goom and young families
<b>2015-4</b>	Large tree in church hall grounds	<b>Rector</b>	Done
<b>2015-4</b>	Tree in churchyard	<b>Rector</b>	Done
<b>2015-4</b>	Church Diaries	<b>Rector</b>	Ordered
<b>2015-4</b>	Sound System	<b>Rector/JM</b>	JR and JM to liaise and arrange training session
<b>2015-5</b>	What Next Response form	<b>JM</b>	Cross check home visit lists and long term sick
<b>2015-5</b>	Lent Material	<b>DE</b>	To be circulated to PCC
<b>2015-5</b>	Working party	<b>JR</b>	To put appeal on pew notice
<b>2015-5</b>	Christmas posters	<b>GKE</b>	Note on pew notice re posters around parish

<b>2015-5</b>	Church Clock	<b>Rector</b>	Accurate quotes to be obtained
<b>2015-5</b>	Lighting	<b>Rector</b>	Some bulbs need changing again Lectern light switch problems Outside lights need attention