

**PARISH OF ST MICHAEL'S, TILEHURST**  
**Parochial Church Council**  
**Minutes of the meeting held on Monday, 8<sup>th</sup> June 2015**

**Those present:**

John Rogers (Chairman)	Sally Cairns	John Morris
Joan Crossman	Patrick Woodlock	Janae Masson
Alison Murray	Sue Stevenson	Liz Fagg
Caroline Heron	Rosemary Cooper	Trevor Greaves
Harry Dykes	Glenis Kerr Elliott	

**Apologies: (3)**

Denise Easteal	Fiona Vince	Russell Vince
Pat MacDonald	Jenny Foakes	Janet Fagg
Alan Rutter		

**Welcome (1)**

The Rector opened the meeting with prayers

**Opening Reading (2)**

The opening reading was read by Caroline Heron, taking the reading from 1 Peter as she felt it was appropriate to the substantive item

**Substantive item – What Next? 5 Marks of Mission (4)**

CH had circulated a progress update on What Next – 5 Marks of Mission summarising the work of the sub-group. The dates of the 5 sermons are detailed on the paper together with the date of the Parish half day. It was noted that the dates included an All Age Worship for Harvest Festival. The Rector asked that PCC members make every effort to attend these services. There will be a hard copy of these sermons available for anyone who needs them. A lunch will be arranged following the Saturday meeting (**ACTION – AM and JC**)

**Finance (5)**

**First Quarters Accounts (5.1)**– These figures had been circulated prior to the meeting, the summaries now include the budget together with the actual and the variance, also a balance sheet for the restoration fund. If anyone needs more details please talk to PW.

A meeting has been arranged with Andrew Plumridge to discuss the agreed works.

A vote of thanks was recorded to Jane Masson and Laurie Haseler for the work they have done on the West and South Doors, cost being less than £60.

PW suggested fund raising ideas to raise the £000's still needed to complete the restoration works and acknowledged the fantastic job that Oliver is doing by reaching out to local businesses. If a large "mail drop" is needed, he has the contacts to do this which would then touch every household in Tilehurst pushing the heritage of the building of St Michael's. It would only take a couple of pounds from every household and the money would be raised.

## Tabled Reports (6)

**Fabric Committee (6.1)**- changes in Morlais Kitchen – to be discussed further

**Church Hall Committee (6.2)** – The Play group currently rent the main hall and kitchen on a regular Monday to Friday basis (term time). It is not possible to rent out room 3 at these times because of security of the children. The Playgroup has offered to rent Room 3 to be used for younger children on a trial basis for 1 year (Sept 15 to July 16) at a rent of £1500

The Rector proposed that the offer be accepted on a trial basis for 1 year and review thereafter. **All in agreement.** It was noted that £1500 represents a considerable discount on the pro rata rate, as does their rent for the main hall, and should they ever vacate the premises the rent would need to be reviewed.

Terms of reference for the Church Hall Committee had not been circulated so will be available for the next PCC meeting

It was noted that the Church Hall committee is coming together well which is really good to see.

## Updates for previous meetings (7)

Minor changes to action points are noted on the attached table

More detailed discussions on some points:

**2014 – Sound System** – This is still causing concern and is very disturbing for both the congregation and the Celebrant. A lot of work has been done by Jane and Tim Masson, together with Laurie Haseler and the situation is certainly improving. They are not certain where the fault lies other than the lectern microphone is more sensitive than others. There was a suggestion that static electricity might be a cause. The Churchwardens will speak to all readers sensitively regarding the use of the lectern microphone. If anyone has any further suggestions please feed back to Laurie Haseler, in the meantime the Rector will put a note on the pew notice relating to the ongoing problems. **(ACTION –RECTOR)** It was noted that many churches have problems with their sound systems.

**2014 – Terrier, Inventory** – now complete. SC asked that a vote of thanks be recorded to Roger Toms, Gordon Cooper, David Bardwell and Chris Johnson for the tremendous amount of help they have given her in preparing the document. Members were also keen to acknowledge the huge commitment from Sally to bring this update to completion. Chris has also produced a lovely, bound book detailing all the monuments. SC will bring to PCC next time **(ACTION - SC)**

The terrier has to be brought to the PCC each year and alterations noted. JC commented on the storage of the past PCC paperwork as she only has records from 2005. It is believed they are either in the attic above the West Room or with BRO.

**2014 – Michael Crowther Green – 55 years** – The Rector has spoken with Michael asking that he celebrates at the Patronal service in September. Michael will give it some thought as he only wants a quiet celebration

**2015 -1 – Review of 7.00pm start of Lent/Easter services** – Rector circulated a paper detailing the attendances of the services in Holy week and Ascension day. The Easter week services showed a slight increase in attendance at 7.00pm **It was agreed to keep this time for next year.** Figures for Ascension Day were very disappointing and comments had been received about the time of the service being unacceptable for working people. This affected both choir members and bell ringers. **The Rector proposed moving the time of this service**

**back to 8.00pm next year** and would be very disappointed if numbers did not increase to at least 50 people. **All agreed.**

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

As this is an ongoing process, it was agreed to remove the item from the Agenda/Ongoing actions but SC would bring any issues to the PCC for discussion.

#### **Marketing Group (9)**

GKE just wanted to remind the PCC that they are here!

#### **Link Disbursement of Funds 2014 (10)**

JC has received the usual letter from The Link asking St Michael's to nominate 2 charities ready for the distribution of their profits. **Home Start and The Mustard Tree Foundation were proposed. All in favour.** JC to advise The Link **(Action – JC)**

#### **Agenda/Minutes – Tabular format (11)**

The new format for both the minutes and the agenda meets with members' approval.

#### **Church Hall Let Room 3 (12)**

Already covered

#### **Correspondence (13)**

A letter of resignation from Barbara Gray has been received, her last day is 26<sup>th</sup> June. A collection will be arranged. **(ACTION – SC)** SC will also ask Chris Johnson to produce a framed picture of St Michael's for her. It was agreed to make the collection up to £150 from church funds. This will be presented to Barbara on her last day and the Rector will advise congregation at all services next Sunday.

The post needs to be advertised both internally and externally straight away. It was felt that the living wage of £7.85 per hour should be offered.

#### **Minutes of the meeting held on 28/04/15 (14)**

The minutes were agreed as a true record of the meeting and signed by the Chairman

#### **Matters arising not covered by the Agenda (15)**

None

#### **A.O.B. (16)**

**Rector** – JFa had advised that she is struggling to get volunteers for the Sunday morning coffee rota. Suggest she puts a plea on the pew notice **(ACTION – JFa)**

**JC** – what has happened to David Corbett's letter. The Rector has met with David and re-visited his terms and conditions. The letter has been withdrawn but his honorarium will be reviewed later this year with no guarantee of an increase.

**Rector** – He should have welcomed John Morris as a fully fledged Churchwarden at the beginning of the meeting. Apologies and welcome

**JM** – Grass cutting in the churchyard is being done this week. She was approached by someone in the churchyard complaining about the state of the grass and advised the PCC that if anyone is approached negatively, to advise them that the costs are met by the congregation – this usually placates people.

**GKE** – how much of the paperwork circulated to PCC members do they need to print. As this is now circulated by e mail, there is no need to print any. The PCC secretary has a hard copy of everything for her files.

The meeting finished at 9.30 with the Grace

**Date of next meeting – Tuesday 28<sup>th</sup> July (GKE to lead opening reading) (17.1)**

<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, Control Desk	<b>Core Group</b>	Pending
<b>2014</b>	Rector's Board	<b>Architect/Contractor</b>	Outstanding
<b>2014</b>	Lighting	<b>Architect/Contractor</b>	Outstanding
<b>2014</b>	Sound System,	<b>Fabric Committee</b>	Outstanding
<b>2014</b>	Flint work	<b>Architect/Contractor</b>	Start June/July 2015
<b>2014</b>	Clean Entrance porch (South)	<b>Architect/Contractor</b>	Outstanding
<b>2014</b>	Churchyard Closure	<b>Churchyard Committee</b>	6 – 8 spaces left continue closure procedure
<b>2014</b>	Churchyard – Removing adornments prescribed by Regulations	<b>Churchyard Committee</b>	Faculty now sent
<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>	Playgroup use approved
<b>2014</b>	Terms of reference for church hall Committee	<b>Church Hall Committee</b>	For next PCC meeting
<b>2014</b>	Terrier, Inventory	<b>Churchwardens/Rector</b>	Complete
<b>2014</b>	Michael Crowther Green – 55 years	<b>Rector</b>	Ongoing
<b>2015-1</b>	Print the PCC responsibilities document and circulate it	<b>DE</b>	Now circulated
<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>	Clarification when the quinquennial report is due.	<b>RECTOR</b>	Next year
<b>2015-1</b>	Distribute Fundraising Letter	<b>Oliver Jenks</b>	Done
<b>2015-1</b>	Dates of PCC meetings for the coming year	<b>RECTOR and JC</b>	Done
<b>2015-1</b>	Anyone willing to do a reading at Beginning of PCC meetings to email JC.	<b>All</b>	JC advised
<b>2015-1</b>	Review the 7.00 pm start of Lent/Easter Services.	<b>RECTOR</b>	Complete
<b>2015-2</b>	What next –Parish Day lunch	<b>AM and JC</b>	To be arranged
<b>2015-2</b>	Sound System – note on pew notice	<b>Rector</b>	To be done

<b>2015-2</b>	Book of monuments	<b>SC</b>	To be brought to next PCC meeting
<b>2015-2</b>	The Link disbursement of funds	<b>JC</b>	Letter to Link
<b>2015-2</b>	Barbara Gray Retirement	<b>SC</b>	Collection to be arranged
<b>2015-2</b>	Coffee Rota	<b>JFa</b>	To put note on pew notice