

**PARISH OF ST MICHAEL'S, TILEHURST**  
**Parochial Church Council**  
**Minutes of the meeting held on Tuesday, 22<sup>nd</sup> July 2014**

**Those present:**

John Rogers (Chairman)	Roger Toms	Sally Cairns
Joan Crossman	Pauline Willis	Jenny Beeney
Rosemary Cooper	Alan Rutter	Pat MacDonald
Caroline Heron	Denise Eastaerl	Laurie Haseler
Patrick Woodlock	Harry Dykes	Jenny Foakes
Alison Murray	Jane Masson	Trevor Greaves

**Apologies:**

Janet Fagg  
Sheila Parker-Boyes

St Mary Magdalen is celebrated on July 22<sup>nd</sup> so the Rector opened the meeting with some comments from Bishop John on the Ordination of Women Bishops and asked the meeting to think very carefully about those who will be hurt by the decision. We need to enjoy debate without anger and conflict and respect everyone's views. This was followed by prayers.

**Substantive item – St Michael's 825 year celebrations**

The Marketing team are very active with the local press. PMacD advised that she had received nothing for the Church magazine. JC will email Glenis to remind her, she will also speak to Eileen White for a contribution to the magazine. (Deadline 15<sup>th</sup> August). The weekend will commence with a concert on the Friday evening. The Archdeacon will be with us for the 9.30 service on the Sunday and there will be a Parish lunch. The 8.00am service will be cancelled. Eileen White has advised that the cost of all the flowers has been covered.

**Finance – Half yearly figures**

The Rector thanked PW for producing the figures under a tight deadline and advised he had no written feedback. However AR was concerned that there is a lack of proper phasing of the budget with comparisons shown in the figures. CH is also concerned that there is no income/expenditure forecast shown for the coming 6 months and asked if anyone could answer these questions. The Rector advised that he had spoken to the people who supply the finance package and will be able to purchase an upgrade for £89 which should help to provide these answers without further work for PW. The figure of £78000 in the restricted fund covers restoration/roof appeal. A document was circulated showing the up to date figures for the restoration/roof appeal which are not part of the running/operational costs. The documents shows that if we had to repay all the loans there would be a shortfall of some £9000 but there is an additional donor prepared to offer up to £15000 as a loan should it be necessary. There was further discussion on the way the figures are presented. CH would like a column for the forecast of income/expenditure for the rest of the year and asked that perhaps we could talk to other churches to see how they show their figures. Confidence is needed that what comes in covers what goes out. The Rector explained some of the variances, agreeing that the meeting needed confidence in the flow of money. It would be no benefit to have monthly figures. As Trustees, the PCC have a responsibility to keep the finances in order and the Rector assured the meeting that he will

talk to the software company regarding the new package. Members of the PCC with IT knowledge could also take a look if they wish. The Rector brought the discussion to a conclusion saying that we must not forget that we have raised around £500000 over that last few years which inevitably has an impact on regular giving.

### **Tabled Reports**

**Fabric** – TG raised several issues relating to the Church Hall. There is a need for a complete set of keys for the Church Hall to be kept in the Parish Office so that access is available at all times should a problem arise. There appears to be no key for the back gate so there was no immediate access to the rear of the building when a gas leak was reported recently. There is still no lock on the calor gas. There are also several maintenance issues – security, lighting, badminton court lines (cost approx. £600), broken door and replacement curtains required for Room 3. The Church Hall committee needs re-forming to address these issues and a Chairman is urgently needed. The Rector is meeting with Steve Gill and Jackie March tomorrow.

**Stewardship** – the cost of producing individual service sheets for Morning Prayer was raised but the system will continue. All paperwork should be produced with narrow margins to save paper.

### **Updates from previous meetings**

**Mission** – the Drama Group is very active with 3 productions coming up. The Embroidery Group starts in September and they will fund raise within the group for materials. The Rector is still very disappointed at the total lack of response to the 5 Marks of Mission which is well publicised. There is a need to think about and look into our spirituality and Christian Faith and how to get people to grow in their faith. JFo advised of the Diocesan Day Out at Oxford on September 20<sup>th</sup> which will be amazing. It will finish with an open air Eucharist in Christchurch Meadows. (Poster on notice board)

**Restoration** – all items still outstanding. JC asked about the Rectors' Board – will be actioned when funds available.

**Roof update** – scaffolding arrives tomorrow. It was confirmed that our insurance covers the building whilst alarmed and protected scaffolding is in place. The insurance company are coming to do an audit shortly. The Faculty has gone to the Chancellor and hopefully will be finalised in the next few days. The repair work will be done first as the main work cannot be started until the Faculty is granted.

**Churchyard – Closure** – waiting for a response from the Local Authority. The Rector has not received a hard copy. [Paper since discovered in Rector's pigeon hole]

**Churchyard – Letter to Bereaved Families** – this has been abandoned. Notices will be put up in the churchyard instead.

**Churchyard – War Graves Plaque** – It was proposed to site this on the wall to the right of the Lychgate. Proposed by AR, seconded by TG, 17 in favour, 1 against. (This is a Reading initiative not a national one). DM and PMacD will apply for faculty.

**Church Hall – Rippling Floor** – leave to see if it settles. Detailed expert investigation showed no sign of dampness so any further remedial work would not be covered by insurance.

All other Church Hall issues covered earlier in the meeting.

### **Training on Sound System**

JC raised this issue again as she still feels that training is needed especially for special events. The Churchwardens will arrange 2 dates and put these on the pew notice and any interested party will be able to come along for training. RB has prepared a booklet for people who help at services and this will include the sound system, this will be distributed to PCC when completed.

### **Safeguarding**

RB was the designated Safeguarding Officer and ratification is needed that SC takes on this role. All in favour

The Safeguarding policy has been in place since 2003 and needs updating. SC has downloaded the policy from the Diocesan website and this will be circulated with these minutes.

### **Book of recorded work done in the church**

RT reported that the last terrier he can locate was dated 1999, updated in 2000. It is the responsibility of the Churchwardens to hand this on and it is the PCC's responsibility to ensure this is done. RT and SC had updated everything as far as they can but they need some help. There should be a work book recording everything that is done in church but this has been mislaid so a new one needs to be started. There may be a visitation from the Archdeacon in the near future and she may ask to see these records. JM agreed to help the Churchwardens

PMacD showed the meeting a document entitle Keep or Bin, Parish Records. Barbara can print a copy for anyone who needs this. JC wall ask for a copy for her records.

### **In Case of Fire**

RT advised the meeting of the responsibilities of various people in case of fire

1. Churchwardens – take control
2. PCC – Aid evacuation – keep an eye on those at risk
3. Sides Persons – make sure numbers are correct and report to Churchwardens outside (It is very important that the clicker is done accurately as this is the only record of numbers in the church)
4. Any in the bell ringing tower  
Observe – where is the fire  
Keep doors closed – unless a decision is made to come down the spiral staircase
5. Sunday School – Leaders immediately evacuate children through closest exit

General principles

1. Don't fight fire unless extremely minor
2. Make sure (See 1.) the correct fire appliance is used
3. Take nothing with you (however valuable)

### **Marketing Folder**

SC passed round a sample of the new folder which has been produced with sponsorship so there is no cost to the parish. 500 printed so far. They will be kept in the

office and used for baptism/marriage paperwork. JB asked that they could also be used for the marriage certificates. The use of this folder was endorsed by the PCC.

### **Correspondence**

JC – received 2 charity requests – will keep for suggestions for Mission Giving

JC – e mail from Doug Aspinall wanting to re-instate street collections for Christian Aid. The PCC will support Doug in this but people felt that the Christian Aid organisation need to re-think their ways of fundraising. JC advised that the Methodist church are arranging a Quiz evening in the New Year and will keep people informed.

JC – passed Data Handling renewal form to PW

### **Minutes of meeting held on 2<sup>nd</sup> June 2014**

The minutes were agreed with 1 amendment – Mission – AR advised ...few are work in progress.

Proposed by DE, seconded by RT.

### **Matters arising not covered by Agenda**

None

### **AOB**

RCoo – where is the paperwork relating to the Brass Rubbing that was in the corridor Possibly in the loft – JM will investigate

AR – Asked that Fair Trade be put on the next Agenda

PMacD – Received correspondence from Berkshire Carers Service. She will put it on the notice board in case it is of interest to anyone.

PMacD – We need the Post Code of all our buildings prominently displayed in each building.

PW – Gas contract runs out 22<sup>nd</sup> September. LH will take on to re-negotiate.

The meeting closed at 9.40pm with the Grace

### **Date of next meeting – Monday, 22<sup>nd</sup> September**

(Standing committee only – Tuesday 26<sup>th</sup> August)