

**PARISH OF ST MICHAEL'S, TILEHURST**  
**Parochial Church Council**  
**Minutes of the meeting held on Tuesday, 28<sup>th</sup> April 2015**

**Those present:**

John Rogers (Chairman)	Sally Cairns	John Morris
Joan Crossman	Patrick Woodlock	Roger Toms
Jenny Foakes	Alison Murray	Sue Stevenson
Liz Fagg	Alan Rutter	Caroline Heron
Rosemary Cooper	Trevor Greaves	Fiona Vince
Russell Vince	Harry Dykes	Glenis Kerr Elliott
Denise Eastale	Janet Fagg	Pat MacDonald

**Apologies:**

Jane Masson

The meeting was opened with the Rector welcoming all the new members to the PCC and continued by celebrating the Eucharist together. The Rector commented how good this felt at the first meeting of a new term.

**Substantive item – 5 year vision – progress**

A briefing paper had been circulated prior to the meeting and CH was asked to go through it for the benefit of new members and answer any questions. She explained that the 5 year vision is based around the 5 Marks of Mission and there will be 5 sermons preached over 5 consecutive weeks, 4<sup>th</sup> October through till 22<sup>nd</sup> November, followed by a Parish Day on 28<sup>th</sup> November where everyone will be able to gather their thoughts and look at what each individual is called to do. The Rector commended the work of the working group who are doing a superb job. If anyone has any further comments please talk to CH.

**PCC Responsibilities and Sub Committees**

The Rector explained, for the benefit of new members, that as PCC members we become Trustees of the church and have a legal responsibility to maintain good order of the church. PCC members should support the incumbent, challenge him where necessary and express themselves freely during debates. When a decision is taken, everyone is responsible for supporting the decision, whether in agreement or not. DE will print the PCC responsibilities document and circulate it **(ACTION – DE)**

The remit of the sub-committees had been circulated prior to the meeting. Work done by the sub committees has to be brought to the PCC for approval with the exception of the Standing Committee who has the authority to take decisions between PCC meetings. The Standing Committee is made up of the Rector, Churchwardens, Treasurer and Secretary and one other. RCoo has been that representative over the last year and is willing to continue. **All in agreement.** New members were asked to give consideration to joining one of the sub committees – RV and FV have already been earmarked for Stewardship. The remits of certain sub committees will be looked at when next year's APCM booklet is produced. **(ACTION – Rector and JC)**

## **Finance**

Quarter 1 figures will be completed this week and presented to the next meeting. Lent lunches raised in excess of £1000 which went to Launchpad and the Easter Breakfast raised £250 for CCA. The Gift Aid refund has been received giving £11500 to the general fund and £3500 to the Restoration fund. PW advised that the accounts presented at the APCM were pre-audited and the final accounts will be audited soon but there are no substantial amendments.

## **Tabled Reports**

### **Fabric. Events. Church Hall**

No questions were raised but the Rector advised that the CCTV has now been installed at the Church Hall and the person involved in the break in at the Church Hall and the Rectory Gardens has been sentenced to 12 weeks in prison. The Church Hall committee may be calling on able bodied people to help with the considerable work to be done in the building

## **Updates from previous meetings**

### **Restoration – outstanding items – Clock, Tower, Rector’s Board, Lighting, Organ Surround, Desk, Sound System. Flint Work**

Lighting – To be progressed

Cleaning of Entrance Hall – Difficulty in getting hold of Architect – Michael Bartoletti advised progress being made

Rector’s Board – Should the Rector’s Board be on an inside wall because of damp issues – the architect’s advice will be taken

Flint Work – will be started in June

### **Churchyard Closure**

Proceeding – Approval received from both local authorities. West Berks have agreed to take over the maintenance of the churchyard over the road. The responsibility will always remain with the PCC

PMacD advised that Neil Curtis has done the first cut of the churchyard without payment. The second cut has also been done

### **Churchyard – Reaction from Bereaved Families**

Faculty reaching final documentation

### **Churchyard – War Graves Plaque – Faculty**

Faculty received – now liaising with War Graves Commission to get put up

### **Church Hall – Bookings and use, Special Terms, Administration, Repairs, Fees, Floor**

Fees – The Playgroup use the main hall and room 3. No income for room 3 at present. Negotiations are ongoing for a discounted rate for them.

Repairs, floor – Covered in church hall minutes

Terms of reference for Church Hall – to be brought to next meeting

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

Complete

### **Terrier, Inventory**

Virtually complete. Chris Johnson has done some excellent work. Will be presented to PCC on completion. Records also held at Berkshire Records Office

### **Michael Crowther-Green – 55 years**

Date – 17<sup>th</sup> December – Gift appropriate – Will be asked to lead Patronal Festival service or one of the Advent Services

### **Sidespersons**

The PCC delegated the recruiting of sidespersons to SC. Proposed by RCoo, seconded by PMacD. SC advised that more sidepersons were needed for the Wednesday service. **(ACTION SC)**

### **Pastoral Care – DBS checking**

This is now in full swing – some are coming back, some are with volunteers being actioned. SC has been approached by the Diocese recommending another Agency to use for checking which is more expensive than DIVA. She has emailed the Diocese to find out why this is recommended but St Michael's will stay with DIVA.

### **Agenda/ Minutes – Tabular format**

The Rector explained the new format and asked whether it is a help or a hindrance. Varying views were expressed. The tabulated format used last month will not be repeated but the Rector and JC will get together to formulate something to take ongoing actions forward in a better way.

### **Correspondence**

1. JC passed the Churchwardens Declaration form to SC, together with the Diocesan Directory form for completion by the new Churchwarden
2. Following the letter received from David Corbett last month, the Rector has a meeting with him later this week. **This will be on the next PCC Agenda.**

### **Minutes of the meeting held on 28<sup>th</sup> March 2015**

The minutes of the above meeting were agreed as a true record and signed by the Chairman. There was one amendment – Pastoral Care – CRB checking – should read DBS checking

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

1. Clarification need as to when the quinquennial report is due – work in progress to find this out **(ACTION – RECTOR)**
2. What action has been taken on Oliver's letter, CH suggested amendments at the last meeting. This has gone back to Oliver but not gone out yet **(ACTION - Oliver)**

### **AOB**

The Rector explained that, ideally, items of AOB should be with himself or the secretary 24 hours prior to the meeting but there is always a chance to bring anything of importance to the meeting on the night. If an item needed further discussion, it would be deferred to the next meeting.

**AM** – Can we circulate all the dates of PCC meetings for the coming year (**ACTION \_ RECTOR and JC**)

**FV** – She has taken responsibility for the Cloister Garden and would much appreciate some help

**GKE** – The “Welcome” packs are now complete and available in the Parish office. These are to be given to specific people when the need arises, not for general distribution. The PCC recorded their grateful thanks for the unbelievable amount of work that has been put into these booklets, particularly by David Bardwell and Wendy Johnson and also for the financial backing obtained by Giles.

**HD** – Not available at weekends to help with working projects but very willing during the week. (FV smiled hopefully!) Anyone else who can help on other days, please see PmacD

**CH** – At a previous PCC meeting it was agreed to have the Eucharist at the beginning of the meeting of the 1<sup>st</sup> term and readings done by individual members at subsequent meetings. How is this going to be implemented. JC asked that anyone willing to do a reading to email her. Ideally we need 10 volunteers over the year. (**ACTION –ALL**)

**CH** – Timings of services at Easter – a review is needed to find out how the 7.00 pm start was received. (**ACTION –RECTOR**)

**Rector** – Ascension Day service, also at 7.00pm. This part of the Church Year is equally as important as Christmas, please make every effort to attend the service. He will do the review on timings following this service

The meeting closed at 9.00pm with the Grace

**Date of next meeting – Monday, 8<sup>th</sup> June 2015**

<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>Architect/Contractor</b>	Outstanding
<b>2014</b>	Flint work	<b>Architect/Contractor</b>	Start June 2015
<b>2014</b>	Clean Entrance porch (South)	<b>Architect/Contractor</b>	Outstanding
<b>2014</b>	Churchyard Closure	<b>Churchyard Committee</b>	Preparing Submission
<b>2014</b>	Churchyard – Removing adornments prescribed by Regulations	<b>Churchyard Committee</b>	Preparing Faculty
<b>2014</b>	Churchyard - War Graves Plaque -	<b>Churchyard Committee</b>	Liaising with installers
<b>2014</b>	Church Hall, Bookings and use, Rm 3	<b>Church Hall Committee</b>	Review Play GP
<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>	For next PCC meeting
<b>2014</b>	Michael Crowther Green – 55 years	<b>Rector</b>	For next PCC meeting
<b>2015-1</b>	Print the PCC responsibilities document and circulate it	<b>DE</b>	New
<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>	New
<b>2015-1</b>	Clarification when the quinquennial report is due.	<b>RECTOR</b>	New
<b>2015-1</b>	Distribute Fundraising Letter	<b>Oliver Jenks</b>	New
<b>2015-1</b>	Dates of PCC meetings for the coming year	<b>RECTOR and JC</b>	New
<b>2015-1</b>	Anyone willing to do a reading at Beginning of PCC meetings to email JC.	<b>All</b>	New
<b>2015-1</b>	Review the 7.00 pm start of Lent/Easter Services.	<b>RECTOR</b>	New