

Parish of Cirencester with Watermoor and Chesterton
Minutes of the Parochial Church Council held at the Parish Centre on Tuesday 19th September 2017
at 7.30pm

Present: Mr P Cottey (Vice-Chair), Mr J Bathurst (Hon Treasurer), Mr H Gray (Hon Secretary), Revd K Richardson, Revd J Wilson, Mr J Light, Mrs S Beck, Mr M Radford, Mr H Kennard, Ms C Luck, Mrs D Miller, Mr D Henson, Mr R Williams, Mrs J Godsell, Mr J Lawrence, Mrs E Ellis, Mr S Smith, Dr R Dolton, Mrs B Springate, Miss P Phillips, Miss A Anderson, Mrs J Ivison.

1. Mr Cottey opened the meeting with **prayer**.
2. **Apologies for absence** had been received from Revd H Gilbert, Mr M Stratton, Mrs M Austin, Mrs H Hammond, Mr R Marlowe, Mrs J Henson.
3. **The minutes of the meeting held on Wednesday 26th January** were signed as a true record with one slight amendment to a typing error.
4. **Matters arising**
 - a) **Feedback from the Standing Committee meeting held immediately after the June meeting.** Mr Bathurst explained that, in order to maintain transparency of accounting and overall responsibility for parish events held at the Parish Church where money was involved, (e.g. the Organ Festival), the financial aspect of such events should be handled totally by employed parish staff and overseen by the Parish Wardens. Other smaller account holders e.g. Sacristans, Coffee Money etc should also be noted. Mr Lawrence said that the contents of these other accounts were unknown by the PCC and may not feature in the overall parish annual accounts. Revd Katie mentioned the Abbey 900 and Ciren Belles as parish organisations with accounts of their own. Mr Light recommended we draw up a procedure, with regards to such activities, that is understood by all, whatever the size of event or organisation. Mr Smith suggested the Finance Committee met soon to compose a resolution for managing big external events, small pots and peculiar events and how we can regulate these efficiently and openly. Mr Cottey emphasised that, where fund raising events were concerned, the PCC was the responsible governing body and not any one individual. Mr Kennard praised Mrs Bannister's careful accounting for all monies coming in to the Parish Office.
 - b) Mr Smith said that, in the Finance report, the BBC rent was mentioned but, he pointed out, it was the agreement that was being finalised, not the rent. In the absence of the Vicar he asked the PCC to give approval for the Parish Wardens to sign the new licence agreement. **Agreed.**
 - c) Regarding the West Market Place property, Mr Smith indicated the drawing up of a new scheme to be run past the tenant. Developments would be revisited at the October PCC meeting.
 - d) Mr Cottey advised that the cost of giving children's bibles to the pupils at Watermoor School had been met through donations. He thanked all those who contributed.
 - e) Mr Lawrence mentioned the presentation of the photobook of wooden carvings in the Parish Church. The Secretary was asked to write to Mr Matthews and Mr Dinnage to thank them formally for the exceptional book. Thanks were expressed to those who attended the presentation morning.
5. **Finance Report** Two spread sheets of figures up to August this year had been circulated. The Treasurer reported no real changes and in absolute total terms the financial situation was where he expected. Investments were up 5%. Income implies yield of about 2.5%. All financial returns have been submitted to the Diocese. No areas of real concern currently.
6. **Reports from Sub-Committees**
 - a) **Personnel Committee.** Mr Light confirmed that the interviews for an admin assistant had been successful. Two candidates had been appointed; Bron Dale (also employed as the shop manager) and Sarah Marshall. This would be a job share with both beginning their 'proper' hours in October. At the moment they were covering each other's holidays. Mr Light continued to say he had convened a meeting with Bron, Sarah, Katie Bannister and himself which was a very promising one. He added that this was a good team, prepared to offer a high level of efficiency. The following day there would be short-listing for a new Verger; two applications so far and one to come. Interviews would be on the afternoon of 27th September in the Parish Office. It was noted that the new verger was a replacement for Peter Flaherty but it was hoped there would be some overlap in hours to allow a seamless handover.

b. **Finance Committee.** The committee had not met so there was no report.

7. **Chairman's notices.** At the Profile meeting on 7th September, Dr Dolton said on behalf of Mr Kennard, that the Corner Stone could be used as a drop-in for parents at the beginning and end of the school day. A message back from the Philip Marnier Trust is that the trustees would welcome this development. Advice from Richard Mullings was that we needed to check our lease and consult the Diocese and that there should also be a suitable licence. In answer to a query about the type of 'licence', Mr Smith offered to speak to Mr Mullings and enquire as to details.

8. **Secretary's notices.** Mr Gray explained that, due to the cost of colour printing of the Parish Magazine, it would be necessary, in order to cover costs, to increase the price from the 50p which it had been for many years. Mr Cottey pointed out that money raised from sales of the magazine were only accounted for *per se* from Holy Trinity and St Lawrence. Sales at the Parish Church went into the chest. Mr Gray said the print run was 150 copies initially, with further copies on demand (to avoid wastage) but the magazine was available free on line or by email. **Proposed by Mr Gray and seconded by Mrs Beck, it was unanimously agreed to set the cost of the magazine at £1.**

9. **Matters of Report from Churches and Hall.**

a. **St Lawrence** – no report

b. **Holy Trinity.**

- i. Mrs Springate reported some hooliganism on the roof of the Parish Hall. Maybe disconnection of the outside light would discourage congregation of unwelcome visitors. CCTV has been considered but expense has to be considered. Anti-vandal paint also an option. Difficult to find a solution.
- ii. The water supply to the church had been re-instated.
- iii. A faulty water heater had now been disconnected.
- iv. Suggestion from Mrs Ellis that the Street Pastors include Holy Trinity premises in their patrol area.

c. **Parish Church**

- i. Mr Smith had circulated some notes on projects at the Parish church. The PCC obtained a faculty in 2011 for the re-location of both **royal coats of arms** to the East wall of the North aisle. Prior to the reconstruction of the organ, the Hanoverian arms had been in the South aisle. Both Hanoverian and Stuart arms would have been re-located side by side in the North aisle. The work was never carried out due to other pressing projects. As the faculty is out of date, it needs to be renewed with the Registrar. It has been suggested that the coats of arms would benefit from a light clean, and it has also been suggested that it would be worthwhile cleaning or lightly lime washing the East wall of the North aisle while scaffolding (needed to get the coats of arms in position – the Stuart arms being extremely heavy) was available, and before the coats of arms were put in position. He asked that the PCC members confirm that they are content to renew the faculty; that they are content for the pictures to be taken away for a light cleaning (and a faculty applied for if necessary); that they are happy for an archdeacon's licence to be applied for cleaning the East wall. As to cost, it is hoped that the Friends will be willing to support the work, and tenders for the whole scheme will be obtained before the PCC's consent to proceed with the work is requested.

Mr Smith's proposal to approach the Friends was seconded by Mr Kennard and approved unanimously. Mr Smith requested the Secretary to ask the Friends for financial support. Mr Smith would email Mr Gray with details.

- ii. During the works to clean the inside of the South Porch, Carrek were asked to quote for **repairs to the nosing of the step** which is worn and presents a trip hazard. They advised that a durable repair would require an entirely new piece of stone, and both the architect and (eventually) the Diocese agreed. The cost is estimated at £2,946 plus VAT and no faculty is required. Again it is hoped that the Friends will be willing to support the work. Mr Smith asked for confirmation that the PCC is willing to have this work carried out. It is likely to take several days – but the side doors will allow access to be maintained to the South Porch and the church. **Mr Smith's proposal that he approach the Friends to support the work was seconded by Mrs Ivison and approved unanimously.**
- iii. Some years ago, the serving team provided an attractive mahogany and brass vestment chest – currently residing in the Trinity Chapel, with a temporary consent from the Archdeacon. If it is to be kept (and the serving team confirm it is useful) then a faculty will be needed. Mr Smith asked whether the PCC would be willing for a faculty application to be made. After discussion, it was suggested that the top of the chest be protected by a sheet of appropriate glass. **Mr Smith's**

proposal to apply for a faculty and that a sheet of appropriate glass be supplied to protect its surface was seconded by Mr Kennard. Approved by all.

- iv. **Lego Build.** Dr Dolton advised that the Abbey 900 group had proposed that the Lego Abbey stay in the church on loan for a year. There had been some consideration whether to give it to the community, gift it to the church or display it in the Bingham Hall. There had certainly been benefits and more visitors to the church. Dr Dolton added that if we keep it then Abbey 900 will arrange a year's worth rota of stewards to help maintain it to current standard. They would also be willing to reduce the size of its current stand. If it stays then it would probably occupy its current area by the shop and near the North door, not obstructing anything. It can also be mounted on wheels so that it can be moved easily. Miss Anderson confirmed that the Corinium museum would not be upset that it would not be receiving it, as originally promised.

Mrs Luck mentioned the Christmas Tree Festival needed space too. Mr Smith added that having the Lego model for a year would be a good trial period, then we would be in a better position, next year, to decide on whether to keep it for longer. Mr Kennard pointed out that at the last BBC visit its final placing was left in doubt. We need therefore to have a positive outcome for its future, he said. A dust cover is already in place and Abbey 900 will take responsibility to maintain it.

Dr Dolton proposed we accept the offer for a year. Miss Anderson seconded. All were in favour.

- v. **Replacement rail for the pulpit.** Mrs Luck referred to Mr Flaherty's accident when he fell. Although the rope handrail had been tightened, she suggested a firm handrail. It was agreed to ask the Parish Wardens to investigate a possible safer installation with the architect.

10. **Matters of Report for Churches Together.** No report

11. **Abbey 900 update.** Revd Katie reported there had been a successful service after 29th Regiment Freedom Parade through Cirencester, which had been good for community relations and outreach. She added that she intended to meet with the Regimental Padre and the Vicar of South Cerney to clarify how chaplaincy at the barracks works; the former Vicar (South Cerney) used to spend some time there but the current Vicar is unable to take that responsibility. Katie will explore how best we might be involved. Maybe the Area Dean should be involved too. Work could be focussed on families during times when the service personnel are away.

Revd Katie also mentioned the Abbey 900/Harvest supper on 24th September.

Once this Sunday is over, Abbey 900 is completed except for its legacy. The stated legacy was to raise community support for improvement to the Abbey Grounds. This may be extended to include improvements to the Norman Arch. The Steering group had asked who might wish to join a new steering group to take this legacy forward. Revd Katie had said she felt the parish would be happy to support it but perhaps with no specific representation.

September 24th was to be the closing event but the committee has further things planned, so has asked for some kind of closing recognition on Dec 31st. There was discussion about how appropriate this date might be.

Miss Anderson added that '*Murder in Cathedral*' had been postponed but was now under a new director and it was proposed to perform in March 2018. Auditions for knights and priests would be on 28th Sept and 2nd Oct. Abbey 900, she said, had agreed to support it, along with the Friends.

12. **AOB**

Can the Christmas Tree Festival profits go to St Nicholas appeal? Mr Lawrence mentioned the logistics of managing the tree placements bearing in mind the forthcoming carol services and concerts. Mr Williams asked why the trees were taken out two weeks before Christmas. Mrs Luck and Mr Lawrence explained the need for space and that the tree sponsors knew the time scale when they signed up. Mr Kennard mentioned that any such money coming from the festival would lessen the PCC's commitment to the salaries for the youth workers.

It was proposed by Mrs Luck and seconded by Mrs Miller that the profits from the Festival go to the St Nicholas Appeal. All were in favour.

13. **Date of the Next Meeting.**

- a. Monday 25th September in the Parish Centre for the Section 12 meeting at 7pm
- b. Next PCC on Tuesday 24th October in the Parish centre at 7.30pm

14. **Section 11 Meeting** (commenced 8.50pm)

Mr Cottey opened this part of the meeting with prayer.

He explained that we had received a formal notification to Patron and PCC that the benefice became vacant on 30th June 2017 and that the Secretary has a form to complete to identify two representatives from the PCC to go forward to assist with the selection process.

a) **Formally to agree the Parish profile.** Mr Cottey thanked Mr Smith and Dr Dolton for preparing the profile. He also thanked those who spotted the typographical errors. At the meeting on Sept 7th the PCC finalised the document and so Mr Cottey proposed this is the profile to go to the Archdeacon and the Bishop. Revd Katie raised a question regarding the Vicarage and was assured the Diocese was taking the matter seriously. With no further amendments it was recommended that the profile be finalised with the appropriate photographs and submitted.

b) **Appoint lay members to act as representatives in the selection of a new incumbent.** Discussion highlighted that the PCC appoints representatives to the selection committee and since we are a parish of three churches it would be appropriate to have equal representation on it. If we were a benefice then we could have someone from each PCC. Where past incumbents have been appointed then all three churches have been represented. Although wardens traditionally have taken this role, any lay member can be put forward. Mr Cottey indicated that there would be four nominations to fill the roles. 2 (StJB), 1(HTW) and 1(StL); any more than a secret ballot would be held. Not volunteers but nominations. Mr Cottey and the two Parish Wardens were then proposed. Dr Dolton said she was unable to act on the Tuesday when interviews were planned.

Nominations were: Mr Cottey (HTW), Mr Smith (StJB), Dr Dolton (StJB), Miss Phillips (StL) and Mr Kennard (StJB/HTW).

After discussion it was agreed to put forward five representatives for the selection process with the note that Dr Dolton would not be able to be present on the interview day.

Mr Cottey outlined various parts of a possible interview process that had been used in the past but there should also be an opportunity where those not on the interview panel could meet the candidates.

It was proposed by Dr Dolton that Mr Smith and Mr Cottey are the two nominated persons for Form 34. Miss Anderson proposed that an accompanying letter would indicate the PCC's wish, on historical precedent, that each church should be represented and therefore a total of five representatives is appropriate on this occasion. This was seconded by Mrs Luck. The majority of members were in favour with one against and one abstention.

c) **Time scale:** 13th and 20th October Advertisements go out.
7th November Closing date for applications
17th November Shortlisting
5th December Interviews.

d) **Section 12 meeting request on 25th September** is when the Archdeacon and Bishop can query the document and ask for any clarification.

e) **A written statement** from the Bishop will be forthcoming, highlighting key areas of the parish which will be of interest to applicants. It was clarified that Bishop Robert is the appointing Bishop even though Bishop Rachel is the Patron.

f) **Consider resolution under Priests (Ordination of Women)**

1) Resolution A: *"That this parochial church council would not accept a woman as the minister who presides at or celebrates the Holy Communion or pronounces the Absolution in the parish."*
Since we already have women who preside at Holy Communion then this resolution is not pertinent.

2) Resolution B: *"That this parochial church council would not accept a woman as the incumbent or priest-in-charge of the benefice or as a team vicar for the benefice."*
Since we would not limit the appointment to a 'male only' one then this resolution is not pertinent.

g) **Agree timetable for appointment.** (See para c above) Mr Cottey asked members to keep the evening of the 4th December or lunchtime on 5th to meet the candidates. To be confirmed later.

Meeting closed at 9.30pm