

Parish of Cirencester with Watermoor and Chesterton

Minutes of the Parochial Church Council meeting held at the Parish Centre on Tuesday, 16th May at 7.45pm

Present: Mr P Cottey (Chair), Revd H Gilbert, Revd K Richardson, Mr S Smith, Dr R Dolton, Mrs M Austin, Mr R Williams, Mrs S Beck, Mr H Gray (Secretary), Mr J Lawrence, Mr J Light, Mr M Radford, Mrs J Ivison, Mrs H Hammond, Miss P Phillips, Mrs C Luck, Mrs D Miller, Mr D Henson, Mrs E Ellis, Mr H Kennard, Mr M Stratton.

1. Fr Howard opened the meeting with **prayer**.

2. **Apologies for Absence:** Mrs J Godsell, Mr R Marlowe, Mr J Bathurst, Mrs J Henson, Miss A Anderson, Mrs B Springate

The Secretary requested that members might agree to his recording aspects of the meeting in the interests of minute accuracy, especially during what may well be a complex year ahead. There was no objection.

3. **Welcome.** Mr Cottey welcomed back existing members and those members newly elected. He asked that any who needed printed copies of PCC papers to mention this to the Secretary. He also said that a ream of A4 paper was available to members, if they wished. He drew members' attention to a booklet (circulated) entitled 'Trusteeship, An introduction for PCC members'.

2. **Minutes of the February 21st meeting** were signed as an accurate record.

3. **Matters arising :** None

4. **Election of Officers:**

Mr P Cottey was elected as lay Vice-Chair

Mr H Gray was elected as Hon. Secretary

Mr J Bathurst was elected as Hon. Treasurer

5. **Finance**

Mr Bathurst sent last minute apologies but nevertheless had provided some financial details. It appears at this stage of year we are running at a £9000 deficit after a third of the year. £28,000 had been sent to Carrick for work on the South Porch but the Friends had given nearly £36,000 as a grant towards this project. Investments have been updated and are up (around 5%) since the end of 2016 with total assets, excluding property investment, at over £1.2 m, mostly endowed. Income from the overall portfolio is an annual 3% but we will allocate £118k for further investment with Quilter Cheviot. James has written to CCLA to transfer funds.

The Secretary will email the documents Mr Bathurst sent to members for information. In answer to a question from Mr Williams, it was explained that the £1.2m were held in restricted funds but that there was approximately £250,000 in general unrestricted funds.

6. **Membership of sub-committees.**

Mr Cottey explained the nature of the committees.

Standing Committee: This meets to address any emergency that might arise which cannot wait to be addressed at the next monthly PCC meeting. For the forthcoming year the membership would be: (Vicar), Associate Vicar, Churchwardens from all three churches, Hon Sec, Hon Treasurer and Revd Katie Richardson. Any changes to this should be considered by the APCM and through the Rules of Governance. **The membership was proposed by Mr Cottey and seconded by Mrs Ivison and passed with majority agreement; just one vote against.**

Personnel Committee Under this committee's terms of reference (TOR), nominations for chair and membership needed to have been received a week before the meeting when membership would be elected. One proposal form had been received for Mr John Light. **In the absence of other nominations, Mr Light was elected.**

Other members nominated, under the TOR, were Mr M Stratton, Mrs S Beck and Miss A Anderson (Safeguarding Officer). Additional members included (Vicar), Associate Vicar and at least one of the Parish Church Wardens.

Two co-opted members can also be made. **Membership was approved unopposed.**

Finance Committee: Mr S Smith had agreed to act as Chair. Membership to include the Hon Treasurer, a Warden from each church (maybe both wardens if necessary), Associate Vicar, Katie Bannister (scribe), Mr R Williams, Mr P Cottey, Mr D Henson. Mr Smith will negotiate which warden from each church could attend. **Membership was approved unopposed.**

Social Responsibility Group: Members - Mrs J Wilkinson (Chair), Fr Howard, Mrs P Burgon, Mrs T Davies, Mrs P Barnes, Mr J Lawrence, Mrs H Hammond

Social Committee: Members – Mrs S Gilbert (Chair), Miss A Anderson, Mr and Mrs J Lawrence, Mrs M Austin, Mr M Langfield, Mr P Cottey, Mr H Gray, Mrs D Miller, and Mrs C Luck.

Mission Giving Committee. It was pointed out that this had been absorbed into the Parish Share. Historically we had agreed to what proportion of funds was given to mission. We do still, however, have funds raised for Christian Aid and give money raised through coffee donations, Parish Fayre etc to specific, named charities.

Mr Williams mentioned the importance of having a buildings maintenance committee. Mr Cottey pointed out there used to be a Parish Property Group (PPG) but when Mr A Jones and Mr T Hopegood retired, then the work of the PPG stopped. Fr Howard added that the Hall Management Committees currently looked after their own premises and that the Wardens took responsibility for their churches. Only the Parish Centre did not have a committee.

After discussion Mr Cottey proposed a working party might be set up (seconded by Mrs Hammond) and that, as a PCC, it would be worthwhile to spend some time considering the property portfolio and any essential maintenance that might be needed. The majority of members were in favour with 2 against.

7. Membership of Hall Management and Congregational Committees

Membership of the Holy Trinity Congregational Committee was confirmed.

Membership of the Parish Hall Committee was confirmed.

Membership of the St Lawrence Congregational Committee was confirmed.

It was noted that the Parish Church did not, currently, have a congregational committee

8. Membership of other Committees or Organisations

Friends of the Parish Church. The PCC representatives are currently Mrs J Godsell, Mr P Cottey and Mr J Light. Mrs C Luck and Mr R Williams also offered to join and Mr Smith said he would investigate the Friend's constitution regarding numbers and whether there would need to be an election for PCC representative membership.

Churches Together in Cirencester: Members – Mrs J Wilkinson, Revd K Richardson, Mr J Lawrence.

Christian Aid: Our current representative is Mrs M Pollard.

Church Shop Directors: These are (Vicar), Mr S Smith (Chair), Dr R Dolton, Mr R Marlowe, Mrs S Emson, Miss P Phillips. Mrs H Hammond offered her help through a co-option if the Directors needed her expertise.

Women's World Day of Prayer: Revd K Richardson offered to represent the PCC and would liaise with Mrs K Cottey.

9. Electoral Roll Officer: Mrs Bannister had offered to continue in this role. Agreed by all.

10. Reports from Sub-Committees:

- a. **Personnel Committee** Although there was no report, Mr Light emphasised the committee's on-going support for the Parish Administration and hoped the new committee could meet as soon as possible.
- b. **Finance Committee** No report

11. Week-Day Morning and Evening Prayer. Fr Howard explained that he had asked for the churches' noticeboards to reflect the change of time of Morning Prayer (from 8.30 am to 9am) and that Evening Prayer be removed altogether. Mr Cottey pointed out that under Canon Law, it was necessary for any changes to be brought to the PCC for discussion/approval. Fr Howard continued by saying that during the vacancy and his own sabbatical, covering all these services would be difficult. Revd Katie pointed out the difficulties of lone working at 5pm and the need to secure the church. It was also worth exploring the involvement of lay people in these services to ensure they continued. Dr Dolton advised that any changes of time must also be shown on the website. It was agreed to include this item on the next PCC agenda.

14. Secretary's business.

a) A request for £100 contribution towards the CTiC's commitment to fund Bibles for the Year 6 children had been received. Currently, this refers to those leaving Chesterton School, Watermoor School, Siddington School and Paternoster. This is part of the Open the Book teams' commitment to these Primary schools. This was approved.

b) Request for financial support towards flowers at Holy Trinity. After discussion, members requested that the Secretary ask Mrs Lissimore as to the amount she might need.

c) A note from Mr Kennard had been received regarding a proposed youth summer camp. He circulated an information letter to members who unanimously agreed to support the camp, as a principle.

d) Postal/Proxy voting. After **discussion it was proposed by Mr Cottey and seconded by Mrs Ivison that postal/proxy voting is not used for elections at the APCM in the future. This was passed with just one vote against.** It was also noted to arrange the APCM for 2018 at the Parish Church following a Sunday morning service.

e) It was requested that all trustees complete the appropriate trustee declaration forms and return them to the Secretary.

f) A note had been received from Miss Anderson advising that an A3 laminated poster had been sent to each church which displayed the contact details for safeguarding officers in the parish. She also drew members' attention to the fact that all those working with children would need to apply for a DBS check and should therefore contact Mr Gray (DBS evidence checker). She also mentioned a training session for PCC members scheduled for November 9th at the Parish Centre.

15. Chairman's Notices: Mr Cottey circulated two further booklets; 'What Happens when a Vicar leaves?' and 'What PCC Members need to know about Finances.' He added that there would be a Pre-Vacancy meeting chaired by the Ven. Phil Andrew on June 20th (7am at the Parish Centre) and at which Bishop Robert would also be present. Mr Cottey continued to say that it was essential for elected members to be in touch with their congregations and to gather information regarding the parish profile to include what the parish can offer to a prospective incumbent – as well as what it is felt the parish needs from him/her. On the basis of the profile, we advertise on 13th and 20th October. The deadline for applications is 7th November, with shortlisting on 17th November and Interviews on 5th December. Any thoughts could be sent to the PCC Vice-Chair or PCC Secretary. Advertisements would be placed in the Church Times and on the Diocesan website.

Revd Katie enquired if we could hold a strategy morning to help us with this process. Mr Smith supported the idea and it was agreed that this could be a useful way forward.

16. Matters of Report from Churches and Halls

a) Water supply at Holy Trinity Church. Mr Cottey explained the problem that the water supply had been cut off to the church and that apart from the inconvenience, the organ was at risk of damage. He advised that the DAC is being very supportive.

He therefore proposed: "In order to connect the water supply to Holy Trinity Church, Watermoor to the metered supply to the Parish Hall, Watermoor by using existing pipework, where possible, or new MDPE blue water main a faculty from the DAC is required, local planning permission, a watching brief from an archaeological service, contact with the church architect and the insurance company are likely to be necessary. The churchwardens at Holy Trinity seek the permission of the PCC to expedite the best possible solution by applying for a faculty and involving other agencies as necessary. Seconded by John Lawrence. Voting in favour: 20; Against: zero; Abstaining: zero.

b) Mr Smith advised that pigeon netting was being installed to windows above the Garstang Chapel in the Parish Church and he would be asking the Friends for grant aid towards the cost. He is investigating ways to bring about better pigeon control and also to try to stop people feeding them.

c) Mr Lawrence drew attention to the immediate safety risk of the slack hand rail rope on the pulpit steps and requested this be replaced/tightened as soon as possible to prevent further accident/injury. Mr Smith said he would explore options.

17. Churches Together in Cirencester. Mr Lawrence said there had been a meeting on May 11th and gave the minutes to the Secretary for circulation. He added that the Walk of Witness on Good Friday in future might be a silent one, since some had commented upon the amount of chatter amongst those taking part. There is a 'Walk through the Bible' course at the Salvation Army on Sat. 7th October.

18. PCC Meetings for the rest of 2017 had been circulated prior to the meeting.

19. Any other Business.

Fr Howard mentioned the proposed 2350 houses to be built on the Chesterton side of town. He said that there were plans to include a social hub of sports centre, school, shop(s), surgery but no provision had been made for any spiritual aspect. Bishop Robert and the Diocesan Secretary planned to meet with developers to consider including a possible house for a member of clergy. Mr Smith offered to attend the meeting should Fr Howard be unable to do so. It was suggested maybe a curate's house or a Pioneer Ministry might be appropriate.

20. Date of Next meeting: Tuesday June 20th in the Parish Centre **at 7pm.**

Meeting closed at 9.51pm