

Parish of Cirencester with Watermoor and Chesterton

Minutes of the Parochial Church Council held at the Parish Centre on Wednesday, December 13th 2017 at 7.45pm

Present: Mr P Cottey (Chair), Mr J Bathurst (Hon Treas), Mr H Gray (Hon Sec), Revd H Gilbert, Revd K Richardson, Mr J Light, Mrs S Beck, Mr M Radford, Mr H Kennard, Mr D Miller, Mr D Henson, Mr J Lawrence, Mr S Smith, Dr R Dolton, Mrs B Springate, Miss P Phillips, Mr R Marlowe, Mrs H Hammond

1. Fr Howard opened the meeting with **prayer**.
2. **Apologies for absence** had been received from Miss A Anderson, Ms C Luck, Mrs J Ivison, Mrs L Ellis, Mrs M Austin, Mrs J Godsell, Mr M Stratton, Mr R Williams, Mrs J Henson, Revd J Wilson.
3. **Minutes of the last meeting** were agreed and signed as a true record.
4. **Matters arising.**

Fr Howard updated the meeting on the proposed Pastoral and Spiritual Care hub. He said he had met with the working group and is aiming to start the trial as soon as possible at HTW and then to roll it out to the three churches, finally to the wider parish as a whole. The email address was 'you.matter@cirenparish.co.uk' so that people can access the hub. A dedicated mobile phone would be used (£6 per month). Fr Howard is drafting a card showing the contact telephone number and email address. He has met with Noo Page (Pastoral Visitor co-ordinator) and he will attend the PV meeting in Jan. There is room for potential involvement of PVs to develop their role within the care hub. A group of three or four people is currently prepared to hold phone on a rota basis but Fr Howard would like to add another three or four to this number, in particular from the Parish Church to spread the load across the churches. Work is on-going on all the pastoral care we can offer and protocols on handling calls is in hand. It was felt a risk assessment would be appropriate and that those answering calls would not be drawn into counselling. Safeguarding, data protection and protocols are areas to be addressed. Fr Howard emphasised that as PVs have already received training in this area, confirmed by Mrs Springate, then they, along with the clergy, would be in a good position to receive referred calls from the hub. There was also a need for lonely people to have more of a social life, maybe through a coffee shop drop-in facility.

5. **Finance Report**

Mr Bathurst reported the figures circulated were for the period up to September. Investments had done well in capital terms. Yield is 3.6% up and has generated £64,000 which is 7%. There was discussion as whether to cash in some assets as a possible crash may be forecasted? Mr Bathurst emphasised that a balanced investment portfolio was essential at this time. After further discussion it was thought best to seek advice from Quilter Cheviot.

For 2018 the parish share would be £167, 868 (up 2% on 2017). Fr Howard explained how the parish contributions were used to subsidise ministry and projects in poorer urban areas. He added that growing parishes were penalised and pointed out that it might take five years for new families to settle into a church before starting financial giving on a regular basis.

He added that any pioneer ministry is funded centrally at the moment so any pioneer minister connected to the new housing estate would not impact on us financially.

The Personnel committee had recommended increasing staff salaries in line with the living wage (+ £3743 to PCC salaries bill) and that an additional 4 hours be given to Sarah Marshall (+£1820).

Mr Smith recommended (seconded by Mrs Hammond) that the above be accepted by members. This was agreed with two abstentions.

The Chair thanked Mr Bathurst and Mrs Bannister for their work on the financial figures.

It was commented that we seem to be on track financially this year.

6. Reports from Sub Committees

- a. **Personnel Committee:** Mr Light thanked members for agreeing Sarah Marshall's extra hours in the Parish Office. He added that the office team was working well and there was improved efficiency. January 2nd will mark the end of Sarah and Bron's probationary period. He strongly recommended they continue as the office is working well.

Mr Light went on to say that staff appraisals will begin shortly. **He asked that PCC members agree to the roles currently taken by Sarah and Bron be made permanent. Mr Cottey seconded and this recommendation was passed unanimously.**

Dr Dolton raised the matter of a group being formed to look into a scale of fees for hire of parish properties. Mrs Hammond offered to advise if needed and Mr Henson volunteered to take a lead on this.

Revd Katie mentioned a protocol for evacuating the church. It would be helpful to have an established procedure. There was a discussion as to how a protocol would apply to the various venues and events/ acts of worship. It would be helpful to have sight of any protocols that applied to Glos Cathedral, as guidance.

- b. **Finance Committee** – See Item 5 above

7. **Chairman's notices.** An official announcement had been made in church on Sunday and in the pew leaflet that, after interviews, the panel was unable to make an appointment of a new incumbent. Plans begin in New Year and in March/April 2018 the process starts again. The number to be short-listed was raised and it was asked that consideration be given next time to more than three.

It was also suggested that some updating of parish profile was necessary to reflect the areas of 'love and joy' which we do well. Also, if we have photographs to illustrate this then please pass any contributions to Dr Dolton. The Profile will need amendment anyway (i.e. new vicarage) so there is an opportunity to make some changes. It was emphasised, however, that the appointment is a Diocesan one.

A request was made that, if candidates were to meet with the PCC for lunch, could members be furnished with some background information on each.

Also could there be an agreement whereby staff are advised of the outcome of the interviews at the same time.

It was agreed that the selection panel for the new round of interviews would remain the same as before.

Following discussion it was agreed that any comments regarding the profile could be communicated to Dr Dolton.

8. **Secretary's Notices** – none.

9. **Matters for Report from Churches and Halls**

- a. **St Lawrence** – None
- b. **Holy Trinity** – None
- c. **Parish Church** - Mr Smith said that the Sylvanus Lysons Trust has given a further £12,500 per annum for the next two years to support our youth and children's work.

10. **Matters of Report from Churches Together**

Revd Katie advised the following

- i. Carols in St Michael's Park on 15th December
- ii. Carols at Watermoor House – anyone invited on Sat 16th December 10 – 11am
- iii. CTiC have agreed to put on Christmas Day lunch. If anyone knows of anyone likely to be alone then please advise accordingly.

11. **Matters for Report from Deanery and Diocesan Synods** – none

12. **AOB**

- a. More help on Interview day with putting out food, cups of tea etc.
- b. The question was raised whether the PCC should be paying for a staff Christmas lunch. After discussion it was agreed that staff should pay for their own meal, as in previous years. It was agreed that the Personnel Committee would consider this formally.

13. **Date of Next Meeting.** Wednesday 24th January at the Parish centre at 7.45pm.