

## Parish of Cirencester with Watermoor and St Lawrence, Chesterton

### Minutes of the Parochial Church Council held at the Parish Centre on Wednesday, 16<sup>th</sup> May 2018

**Present:** Mr P Cottey (Chair), Mr J Bathurst (Hon Treasurer), Mr H Gray (Hon Secretary), Revd Canon H Gilbert, Mrs S Beck, Mr M Stratton, Mr R Williams, Mr H Kennard, Mr P Bontoft, Mr J Lawrence, Mrs D Miller, Mrs J Godsell, Revd K Richardson, Mr S Smith, Dr R Dolton, Mrs B Springate, Mrs M Austin, Miss P Phillips, Miss A Anderson, Mrs J Ivison.

1. Fr Howard opened the meeting with **prayer**.
2. **Apologies for Absence:** Ms C Luck, Mr D Henson, Mrs E Ellis, Revd J Wilson, Mr R Marlowe, Mrs J Henson, Mrs H Hammond.
3. Mr Cottey welcomed Mr Bontoft and Mr Bathurst as **newly elected PCC members**. He also welcomed Mr David Walker from Quilter Cheviot who was attending the meeting to advise upon parish investments.
4. **Finance and Investments update:** Mr Walker circulated seven presentations amongst members outlining the current investment portfolio. **In summary:** What has caught most investors by surprise is how strong the equities market has been despite Brexit and changes in USA presidency. The market has been rather strong, bonds have remained stable but do not offer a very measurable return. We have to understand that being an ethical charity there are some investments not open to us (mining and oil), which have done well. Even so, our portfolio has offered a return of just over 3% even though we are holding around 15% in cash. UK stocks have performed well. Mr Walker pointed out that the FTSE index does not necessarily reflect the UK market. We need to be aware that the UK economy is going through a transitional period and returns could drop. He felt the balance of the portfolio was about right, however, when taking the global picture into consideration. Mr Walker reiterated that our cash allocation was quite high and he was looking to make further investments when the time was right. Mr Smith suggested that the Finance Committee consider how much of available cash assets could be invested.  
On conclusion, Mr Cottey thanked Mr Walker for attending the meeting.

At this point Coral Francis was welcomed to the meeting. She is on placement from Stroud and is training to be a Lay Reader.

- 4a. Following the earlier distribution to members of copies of '**Sailboat Church**', Fr Howard opened a discussion on Chapter 1 which is entitled 'Created to Sail'. This lasted for the allotted fifteen minutes and explored how churches often rely on its members to 'row' the church to its various aims and objectives rather than 'hoisting the sails' and allowing the Holy Spirit to guide.
- 4b. As the remainder of the meeting began, Mr Cottey reminded members that they are all trustees of the charity and that all information circulated prior to the meeting is totally confidential. He also added the following points: decisions taken by the PCC are in confidence and cannot be placed in the public domain until the minutes have been approved at the subsequent meeting; any decisions needing a members' vote and agreed by the majority are binding on all members and should not be revisited; individuals or small groups do not have the authority to make decisions on behalf of the PCC and can only make a recommendation to a full meeting; any conflicts of interest must be declared; items for AOB should be sent to the Secretary no later than five days prior to the main meeting. Papers pertaining to items on the agenda should be circulated at least five days before the meeting to allow members time to assimilate them; any paper distributed on the day of the meeting would be discussed at the next PCC.
5. **Minutes of previous PCC meetings**  
The minutes of the February meeting were agreed as being a true record.  
The minutes of the March meeting were agreed as being a true record with one amendment to read 'Sylvanus Lysons' Trust.

6. **Matters Arising from the minutes:** Mr Stratton pointed out that on the Annual Report details of payments to trustees were not shown and he felt these should be included. It was agreed to do so but that the appropriate page be seen by PCC members before being published. Particular conflicts of interest should especially be declared.
7. **Election of Officers:**  
 It was proposed by Mr Smith and seconded by Mrs Springate that **Mr P Cottey be nominated as Lay Chair** for the coming year. As there were no other nominations, Mr Cottey was duly elected.
- It was proposed by Mrs Springate and seconded by Miss Anderson that **Mr H Gray be nominated as Hon Secretary** for the coming year. As there were no other nominations, Mr Gray was elected. He pointed out that his three years as elected PCC member would end in 2019 and, as by preference, the Hon Sec should be elected from serving members, he would be standing down. If, however, there was no one willing to take on the duty then he was prepared to a co-opted should the PCC so wish.
- It was proposed by Mr Smith and seconded by Mr Cottey that **Mr J Bathurst be nominated as Hon Treasurer** for the coming year. There being no other nomination, Mr Bathurst was duly elected.
8. **Membership of Committees**
- Standing Committee:** Membership – Vicar (Chair), Associate Vicar, Wardens (all 3 churches) Revd K Richardson, Hon Treasurer and Hon Secretary. **The membership was approved by the majority with just one abstention.**
- b. **Finance Committee:** Membership – Mr Smith (Chair), Hon Treasurer, Wardens (either or both from the three churches), Vicar or Associate Vicar and two co-opted members from the PCC. **Mrs D Miller was proposed by Mr Cottey and seconded by Mr Lawrence. Mr D Henson was proposed by Dr Dolton and seconded by Mr Kennard. There were no other nominations so these were elected unanimously.**
- c. **Personnel Committee:** Membership – **It was proposed by Mr Cottey and seconded by Mrs Godsell that Mr J Light be co-opted in the capacity as Chair of the committee. As there were no other nominations, Mr Light was duly elected.** The Committee's Terms of Reference allow for up to four members to be elected from the PCC. This is in addition to the Vicar, Associate Vicar and Parish Wardens. Five nominations for the four places had been received: Mrs S Beck (proposed by Mrs Ivison, seconded by Mr Stratton), Miss A Anderson (proposed by Mr Kennard and seconded by Mrs Ivison), Mr R Williams (proposed by Mr Henson and seconded by Mrs Godsell), Mr P Cottey (proposed by Mrs Ellis and seconded by Mr Gray), Mr M Stratton (proposed by Dr Dolton and seconded by Mrs Beck). **These nominations were put to a show of hands and Mrs Beck, Miss Anderson, Mr Cottey and Mr Stratton were elected by majority vote.**
- d. **Social Responsibility Group:** Membership – Mrs J Wilkinson (Chair), Fr Howard, Mrs P Burgon, Mrs T Davies, Mrs P Barnes, Mr J Lawrence and Mrs H Hammond. The meeting is usually held once a quarter. Miss Anderson pointed out that the group has been supportive of the move to provide eco-friendly coffee cups for after Sunday morning service refreshments. Mrs Ivison volunteered to join the group.
- e. **Social Committee:** Membership – This last year Mrs S Gilbert has acted as chair and members on this committee have been Mr Cottey, Mr and Mrs Lawrence, Mrs Miller, Mrs M Austin, Mr. M Langfield and Miss Anderson. Mr Kennard offered to join the membership. It was noted that the Parish Fayre will not be continuing as in past years. Maybe the area outside the Parish Church could be considered as a base for some future event.
9. **Membership of other Committees**
- a. **Friends of the Parish Church:** The PCC representatives nominated were Mr Cottey and Ms Luck. It was agreed that they continue.
- b. **Church Shop Director:** Currently these are: Vicar, Mr Smith (Chair) Dr Dolton, Mrs S Emson, Miss P Phillips and Mr R Marlowe.

- c. **Churches Together:** Membership – Mrs J Wilkinson, Revd K Richardson and Mr J Lawrence. Mr Smith agreed to approach Revd J Wilson to see if he would be prepared to join the group.
- d. **Christian Aid:** There is no current parish representative. Mr Cottey asked members to consider acting as a representative and volunteer at a later date. Anyone interested could approach Mrs M Pollard (outgoing rep) for details.
- e. **Women’s World Day of Prayer:** Revd K Richardson is prepared to continue to act as PCC representative. There is a suggestion that the Parish Church might host the next WWDP (next March).

10. **Appointment of Electoral Roll Officer:** Mrs K Bannister is prepared to continue and **her nomination was agreed.**

11. **Reports from sub-committees.**

- a. **Personnel Committee** – no report. **It was proposed by Mr Cottey and seconded by Mr Kennard that Mr Light (in his capacity as co-opted Chair of the committee (See 8c above) be co-opted to the PCC. This was agreed unanimously.** Mr Cottey will approach Mr Light to see whether he is willing to continue.
- b. **Finance Committee** – No report. Mr Smith advised that members will meet in June and he will report back for the next meeting.

12. **GDPR updates.** Fr Howard said that the advice regarding the regulations was confusing, partly because the legislation was badly drafted. Aimed at large corporations, the regulations do not translate easily or sensibly into small organisations. We need, he said, to display statements, one on behalf of the Vicar and the other from the PCC stating what our intentions are regarding people’s data which the parish gathers. He advocated using a Church Management System (proposal to come) which would automatically be GDPR compliant. He recommended Church Suite and the Diocese will offer a demonstration and training. A lot of what we do falls under the term ‘Legitimate Interest’ (i.e. Electoral Roll and those asking for Weddings, Funerals, Baptisms) since the data is integral to providing the service for people.

Miss Anderson, Mr Gray and Mr Henson had been working on how to progress this area and a booklet (circulated at the meeting) had been produced which included an introduction about the requirements of GDPR, a draft PCC policy, a consent form and electoral roll form. Mr Gray suggested that since the Electoral Roll needs to be revised for 2019, that we make a start this September in gathering a potential five hundred names. We could use the opportunity to gather consent data and Electoral Roll applications simultaneously and the booklet held both forms. PCC members were asked to consider the booklet and pass comments to members of the working group to help in any further revision of the information contained in it.

13. **Chairman’s Notes**

- a. Mr Cottey explained that DBS clearance for the Vicar (Revd Canon Graham Morris) was awaited and he would inform members of the induction date as soon as possible.
- b. In the Parish profile mention was made of provision of office space for the Incumbent and, also, a parking place in town. The question is where to find both of these. We may have to consider adapting the premises we already hold. We also need to investigate possible car parking possibilities within walking distance of the Parish Church. The local Council was not supportive of regular parking on the pedestrian area by the West Door.

14. **Secretary’s Business.**

- a. Mr Gray requested members to complete the circulated trustee forms and return them to him.
- b. Future PCC dates to the end of 2019 had been circulated with the proviso that these were draft and might change if the Vicar wished. An extra meeting had been scheduled for March to approve the accounts. The 2019 APCM date and time may be reviewed in consultation with the Vicar.

## 15. Matters of Report from Churches and Halls

- a. **St Lawrence** – The Quinquennial inspection is due and Mrs Austin is meeting Mr Hopegood to revise the church's inspection schedule which checks the boiler, the electrics etc. She will bring any costs back to the PCC.
- b. **Holy Trinity.** Mrs Springate said that there were still issues with lighting. Following informal consultation with the DAC and a subsequent visit from a member of the DAC to advise further, she would like to put to the PCC that a faculty be applied for to replace the existing lights, not the main wiring, with LED, in the main body of the church, the porch (inside and out), the top lantern at the main gate, fluorescents in the Priests and Choir vestries, along with new descriptive engraved switch plates. The lighting consultant, Illuma's lighting proposal has been shared with the DAC and the Church Architect has also been kept fully informed. The quotation for the work and fittings is £16,250 +VAT making a total of £19,500. The Friends have already agreed to contribute fifty percent of the cost up to £10,000 and members of the congregation have already made donations.

**Mrs Springate asked that the PCC agreed that a faculty be made to the Gloucester DAC to upgrade the lights in Holy Trinity Church, Watermoor according to Illuma's revised and current Lighting Design Standards, 3.3 dated 21<sup>st</sup> March 2017, at a total cost estimated to be £19,500. The proposal was proposed formally by Mr Lawrence and seconded by Mr Bathurst and was agreed unanimously. (19 in favour, 0 against and 0 abstentions)**

Mr Cottey mentioned that the church lightning conductors have been inspected without any formal notification. The report states that there are three that need attention, although the overall resistance level as reported by Dawson's is satisfactory. This is being investigated but there could be a cost, in the region of just over £800. This will come back to the PCC when this is confirmed.

- c. **Parish Church.** Dr Dolton drew members' attention to the proposed kitchen designs previously circulated. After some discussion, the installation of a discrete sink and associated cupboards was favoured, situated where people could access it easily. Members were encouraged to consider its best placement. It was agreed to revisit the subject at the next meeting.

Mr Smith advised that he had two schemes on which he will report at the next meeting.

16. **Churches Together in Cirencester.** Revd Katie said she had the minutes of the last meeting should anyone wish to view them. She outlined some of the areas discussed and future events.

## 17. Foundation Governors for Powell's and Watermoor Schools

Jo Wood has been proposed as Governor for Watermoor School.

Ian Hiller and Claire Wheatley have been proposed for Powell's School.

18. **AOB:** Mr Smith mentioned that Antiques Road Trip had visited the Parish Church. He would advise members of the transmission date.

19. **Date of the Next Meeting:** 19<sup>th</sup> June in the Parish Centre at 7.30pm

a.