



**Minutes of a meeting of the Parochial Church Council
held in the Church Rooms on Wednesday 10th May 2017**

Present: Revd. Roy Woodhams (chair), Revd. Ian Maslin, Katherine Tuck, Antony Garstone, Jeff Wood, Fiona Cantelo, Roy Hislop, Judy Wedderspoon, Simon Smith, Colin Tilbury, Sandra Keeping, Jan Goldsmith, Rosie Kidd, Howard Cherry, Linda King, Susan Clarke, Maria Poole, Rosemary Burt, Margie Nursey.

Apologies: Paul Jenkins, Sue Knight, Robert Isherwood-Crook, Jan Durrant, Mike Roberts, Claire Oxborough

The meeting commenced with the PCC prayer

1. Welcome to New Members

Roy welcomed the new members, Rosie Kidd, Simon Smith, Colin Tilbury and Sue Knight (who was away).

2. Additions to Agenda

1. Identity Check. As PCC members we have a legal responsibility to prove that we are who we say we are and so are required by law to bring photo ID and a utility bill with proof of address. The first half hour of the next meeting will be dedicated to this and Jan O'Leary will be with us to copy documents. Roy asked anyone not able to be at the next meeting to speak to Jeff to arrange for it to be done.

3. Minutes of the last meeting

Minutes of the March 2017 meeting, proposed by Tony Garstone, seconded by Ian Maslin, agreed.

4. Matters arising

None

5. Appointment of Vice Chair

Roy explained that the Vice Chair is usually one of the Churchwardens and since Mike Roberts is new, Katherine was asked to do it for a further year. Proposed by Roy, seconded by Rosemary Burt, agreed.

6. Appointment of PCC Treasurer

In the absence of members clamouring to take on the role of Treasurer, Jeff was asked to continue for a further year. Proposed by Judy Wedderspoon, seconded by Maria Poole, agreed.

7. Appointment of PCC Secretary

Robert Isherwood-Crook was asked to serve again, proposed by Linda King, seconded by Margie Nursey, agreed.



8. Appointment of PCC Standing Committee

Roy explained that the role of the Standing Committee was to agree any urgent business in between PCC meetings. They can make decisions in the absence of the PCC and then report any actions at the next meeting. It usually consists of the Rector, the Church Wardens, the Treasurer and one other. Last year it was Roy, Katherine, Tony, Jeff and Paul Jenkins. Tony would be replaced this year by Mike Roberts as Church Warden. Proposed by Tony Garstone, seconded by Judy Wedderspoon, agreed.

9. Appointment of other officers

Churches Together representatives. Colin Tilbury and Fiona Heard agreed to do another year. Proposed by Rosemary Burt, seconded by Maria Poole, agreed.

Margie was asked to be the electoral roll officer for another year. Proposed by Colin Tilbury, seconded by Roy Hislop, agreed.

10. PCC Team Structure and composition

Each member of the PCC is encouraged to be on one of the teams. All new members were asked to speak to Katherine if they had any preference towards any particular team. Colin is already on the Social team and happy to stay there. Simon Smith expressed an interest in joining Mission and Outreach and Rosie Kidd offered to join the Young Peoples team. If any other member is unhappy with their current team, they are encouraged to speak to Katherine.

11. Correspondence

None.

12. Services June to September

The new rota is about to come out and Roy proposed three changes to the usual services. The first is 4th June Pentecost. As the first Sunday it would normally be a family service but Roy felt it should be a Communion service for Pentecost so proposed a Family Communion at 10.00 am instead. There is a large event at the Cathedral that day – a festival and then a Worship event in the evening so the proposal was that we didn't have an evening service at St Nicolas in order to promote the event at the Cathedral. Proposed by Roy, seconded by Maria Poole, agreed.

Secondly, July 2nd was the day following Ian's ordination and so would be his first opportunity for presiding at communion. The proposal was to change the usual family service to a Family communion and then the evening service would be an Evensong. The 10.00 service is to be followed by a bring and share lunch to celebrate Ian's ordination. Proposed by Roy, seconded by Katherine, agreed.

Finally, 30th July being a 5th Sunday would normally be a Praise Service in the evening but being the start of the Summer holidays, most of the young people would not be around so Roy proposed the 6.30 pm service be an Evensong. Seconded by Rosie Kidd, agreed. Howard Cherry asked about holiday club this year. Ian said discussions were still being had but given the amount of work involved in organising one, it was thought best to wait until next year when the new Young People's Minister would be on board.



The Methodists were hoping to have one but have building work going on during the summer so it was suggested that we might join forces with them but hold the club here. Ian to investigate.

13. Safeguarding

Katherine reported that we needed a Safeguarding lead to liaise with Brian Boxall and bring information and feedback between the PCC and Brian as Safeguarding Officer. Rosie Kidd offered to take on the role.

14. Archdeacons Articles of Enquiry

Katherine reported that the Diocese had asked for feedback from the Parish on the following points as part of the Transforming Church, transforming lives campaign.

Details of encouragements the Parish had received in the past year

Ian, our new Curate

New altar frontal from the MU

Applicants and financial support pledged for our new Young People’s Minister

Details of any difficult challenges

Losing Georgie in July

Repairs needed to the South Aisle roof

The ongoing financial challenge

Any help and support that would be welcome from the Diocese

Financial!?

It was agreed that we value the consultancy support available from the various teams

Katherine asked if anybody thought of anything else to email it through to her, she will finalise the feedback at the Church Wardens meeting on Monday evening.

15. Team Minutes as presented

Standing	Finance	Church Rooms	Mission and Outreach
None	None	None	None
Magazine	Rectory Fete	Communications	Gift Day
None	None	None	None

Young Persons

Nothing to report.

Social

Family BBQ after the family service on 21st May. Publicity being distributed now.

It was asked if there was an email list for the Messy Church members so they could be told about the BBQ. Roy said there was and that it would go on Facebook too.



Buildings

Ian Maslin mentioned that a “buy a roof tile” idea had been suggested to him by Rosemary Burt to help fund the South Aisle roof. Tony reported that Chris Robinson had sent off applications for grants and at the next meeting they would produce a time line for future spending on buildings over the next 5 years.

Worship

Roy said there would be discussions at the June meeting regarding the pattern of services. There will be 3 potential patterns and a possible name change from Family Service to All age worship.

16. Honorary Treasurer’s Report

Jeff Wood presented the latest report (attached) to the meeting. He explained that the current figures should be taken with a pinch of salt as they were slightly misleading due to the fact that the majority of our income stream was not in until later in the year. In the first 4 months of the year we have struggled with cash flow. With no gift Days until September this year, the Fete would be the first significant fund raising event. He had had to dip into reserves taking £5000 from the term deposit and the same from the deposit account to cover the cash flow shortage and meet the Parish share.

Jeff explained that he had opened a second deposit account specifically for building works thus doing away with the need to “restrict funds”.

Jeff went to on to say that the cost of living is continually going up and unfortunately the donations are not keeping pace and are of course diminishing due to parishioners leaving the Parish and also dying. It is so important therefore, that we try to find other income streams such as the 1170 initiative. We must ensure we have enough to cover our daily costs.

Roy said following the Funding our Future campaign there would be refresher in the next two weeks. All on the electoral roll would be given a letter suggesting they reconsider their giving. There will be one brochure with a different back page depending on the parishioners current situation, i.e.; those that currently don’t give anything will be asked if they are able to give something, those that currently give via blue envelopes will be asked to consider moving to electronic payments, and those that give electronically now, will be asked to consider increasing their donation and so on.

Roy explained that they just wanted to run the letters by Juliet at the Diocese before sending them out and are currently waiting for a response from her so it is likely they won’t be ready for this weekend now.

Jeff reiterated the importance of this exercise being done every year to keep on top of the level of donations.



17. Church Wardens

Katherine Tuck

Katherine welcomed the new PCC members and said she hoped they would enjoy their time on the committee.

All the Risk Assessments have been done and it had proved to be a very worthwhile exercise.

As a result, kick steps have been purchased for the Toddler cupboard and the Choir Vestry. A step ladder has been purchased for the Flower ladies and a hook and eye for the Toddler door as a safety precaution on a Friday morning to prevent “wanderers”.

The office is without a fire extinguisher which is a legal requirement so that will be investigated.

Also the possibility of obtaining some rubber mats to cover cables where necessary.

These Risk Assessments now done will be updated in March annually.

There is a Health and Safety policy on file in the office.

We are investigating a refresher in Defibrillator training and Wednesday 7th June in the evening seems to be the only available date so far. The training is open to all PCC members and anyone else wanting to undertake the training or refresh their knowledge. The confirmed date will be on the weekly sheet.

Katherine will be sworn in tomorrow evening at a service in Leatherhead. Mike Roberts will have his service at Claygate next Wednesday as he is currently away.

Antony Garstone

Nothing to report.

18. Rector's Business

Roy reported that there had been 7 applicants for the post of Young People's Minister which was very encouraging and following a shortlisting meeting 4 applicants had been invited for interview. There are 2 females and 2 males, 3 of the candidates are very young but all are strong on paper. They all have connections to Guildford Diocese and it will probably prove to be a difficult choice but Roy is confident we will make an appointment.

The interviews will take place on 19th and 20th May.

On Friday 19th, following a sandwich lunch with Roy and the Church wardens they will have a tour around the school and then be asked to lead a 15 minute assembly. Roy and the Deputy Head of the school will judge their efforts based on the Ofsted criteria.

Following that they will be given a tour around the village and then spend some time with Ian, Claire Oxborough and some of our young people from Ignite and ACTs.

They will each be asked to lead a session on the Prodigal son.

The evening will provide a bring and share supper at the Rectory at 7.30 pm and a chance to meet the PCC members (all invited and asked to bring a plate of fork food).

Any thoughts on any of the individuals following the supper to be emailed to Roy.

Then the following day, Saturday 20th they will have formal interviews in the morning when they will be asked to give a presentation on their vision for Youth Ministry at St Nicolas. Whoever is offered the post will start on September 1st.



The post is advertised with a pay scale of between £23,000 and £26,000 a year. The overall cost (at the higher end) would be £30,000 a year including national insurance, tax, pension contributions and salary. It is also stated that there may be help available with housing. Roy said he felt this wouldn't be necessary but asked that a ceiling be agreed with the PCC. Roy proposed a maximum of £3,000, seconded by Katherine, agreed.

Following the plea for help with the salary for the new Young People's Minister, Jeff reported that £15,000 a year had been pledged plus an additional £500.

19. Any other business

None.

The meeting closed at 9.05pm with the Grace.

Next meeting is at 7.30pm in the Church Rooms on Wednesday 14th June 2017

Fiona Cantelo

Acting PCC Secretary for Robert Isherwood-Crook

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