

# PARISH CHURCH OF ST MARY'S ALLITHWAITE

## MINUTES OF PCC MEETING HELD ON

Monday March 19<sup>th</sup> 2018 – at 7.30pm in the Mary Lambert Hall

1. **Opening Prayer:** Rev. Rachel read from Matthew 14, the tale of Jesus walking on the water, followed by prayers thanking God for the “Moving Mountains” event and encouraging us “not to lose sight of the goal”.
2. **Present:** Rev. Rachel Stavert (Team Vicar – Chairperson), Peter Hogan (Churchwarden), John Tindale (Treasurer), Elisabeth Arthurs, Michael Fieldhouse, Janet Buckler, Heather Smith, Pat Rowsell, Jean Bell, Kathy Haughton, John Arthurs (PCC Secretary). In attendance: Amanda Fogg (Safeguarding Officer).
3. **Apologies:** received from Ian Davey, Isabel Davey, Chris Jones, Alan Jones, Steve Bell, Michael Jackson.
4. **Minutes of Previous Meeting:** The minutes of the meeting held on 15<sup>th</sup> January 2018 were approved, and signed by the Chairperson.  
Matters arising:  
Item 6: JA confirmed that the County Council were responsible for maintenance of the Mary Lambert Hall and that they had conducted an initial survey of the roof.  
Item 11: A new portable projector has been purchased. The Saltmine Theatre Company visit will now be on May 21<sup>st</sup>.
5. **Safeguarding Update:** AF informed the meeting that new documentation had been received from the Diocese.  
The Church’s policy document showing Safeguarding contacts is to be posted in the Church porch together with AF’s photograph. **Action: AF**  
The new policy will require DBS forms to be completed for all church members who may be alone with children or vulnerable adults. This will include Sunday School leaders, Pastoral Care Committee members, and Music Group leaders.  
**AF to compile a list, get forms completed and report back to the PCC.**
6. **Treasurer’s Update:** JT presented a summary of the 2017 accounts (narrative review and accounts summary previously circulated). The year had produced a deficit on the current account of £1,238. The expectation is that 2018 will show an improvement due to increased Gift Aid receipts. The accounts for 2017 were accepted unanimously by the meeting; to be presented to the APCM. JT also presented the accounts to date for 2018.  
He suggested a restructure of the deposit accounts thus: Roof Fund £20K, Heating £10K, Contingency £10K, Audio Equipment £2K, General £4.9K. Such a restructuring requires PCC approval. This was proposed by JBe, seconded by KH and carried unanimously.  
  
JT asked if the PCC were planning to hold a Gift / Generosity Day. It was agreed that this would take place on Saturday 21<sup>st</sup> April, 10 – 12 noon.  
**JA to put notice in weekly sheet. PR to arrange a rota for church and provide refreshments.**
7. **Church Committee Reports:**  
Standing Committee: The minutes of the meeting held on March 15<sup>th</sup> were previously circulated  
Matters arising:

Item 12(i): Heating: PH stated that there were a number of possible solutions to the problem with the heating, but nothing positive. It was agreed that we seek a second opinion from Greg Brayshaw.

**Action: PH**

Item 12(iii): Away Weekend: The PCC were asked to approve the booking of an Away Weekend at Lancaster House Hotel on the weekend of January 11/12/13<sup>th</sup> 2019, at a cost of £150 per adult. This was proposed by PR, seconded by EA and approved unanimously.

**Action: PR and RSt to book this and set up a small organising group.**

Missionary Committee: The minutes of the meeting held on March 14<sup>th</sup> were received.

**8. Church Cleaning Rota:** As a number of people have withdrawn, it is becoming difficult to maintain the existing rota. It was agreed that before we consider the option of paying for church cleaning, we make an urgent appeal for more help, and to this end a specific flyer is to be handed out in Church on April 1<sup>st</sup>. **Action: EA to produce flyers.**

**9. APCM Preparation:** JA informed the PCC, that at the APCM on April 22<sup>nd</sup>, as well as 2 churchwardens, we would be electing 2 lay PCC members, Chris Jones and Heather Smith having served their term of office. (Note: HS remains on the PCC as an elected Deanery Synod member). The appropriate notices and voting forms would be available as per guidelines, leading up to the APCM.

**10. Correspondence:**

New Data Protection Act: JA informed the meeting that he had received information from the Diocese regarding the implications of the new regulations coming into effect on May 25<sup>th</sup>. It is likely that we will have to produce consent forms for e.g. people on our Electoral Roll. JA will report back to the next PCC meeting.

Review of Parish Offer System under Mission Communities: JA reported that he had received notice that there was to be a pilot phase for a new system, to be operated in a number of existing Mission Communities. JA will keep the meeting informed of any proposals as and when they affect us.

**11. Any Other Business:** RSt informed the meeting that Sue Wymer was taking over responsibility for the notice board at the bottom of the drive, and would be obtaining some new posters.

Church Roof: PH informed the meeting that an “intrusive survey” had been carried out, suggesting that significant work was needed. The next stage would be to carry out fully costed options, including investigating the possibility of improved insulation.

**Action: PH to convene a meeting of the Church Roof Group and acquire costed options.**

**12. Date of Next Meeting: May 14<sup>th</sup> 2018**

Rev Rachel closed the meeting in prayer

**Supplementary PPCC Meeting held on March 25<sup>th</sup> in Church after the 10.45 Service**

Present: RSt, JBu, JBe, SB, EA, PH, MJ, JA. In attendance: AF

**Safeguarding:** AF informed the meeting that she recommended that the Church adopt the standard Church of England Safeguarding Policy and that this needed to be approved before the APCM.

Acceptance of this recommendation was proposed by MJ, seconded by EA and passed unanimously.

**Action: AF to display the policy document on the Church notice board.**