**PARISH CHURCH OF ST MARY’S ALLITHWAITE**

**MINUTES OF PCC MEETING HELD ON**

**Monday January 21st 2019 – at 7.30pm in Church**

1. **Opening Prayer:** Elisabeth Arthurs opened the meeting with the song “King of Kings – we live to serve your majesty” and prayed that the word of the Lord would guide our meeting tonight.

1. **Present:** S Bell (Lay Chair), E Arthurs, J Bell, H Smith, A Sherwin, M Fieldhouse, M Jackson, J Buckler, A Jones, J Tindale, J Arthurs.

In attendance: James Bruce

**Apologies:** received from A Robinson, Isabel Davey, Ian Davey, P Rowsell, K Haughton, A Osmaston

1. **Minutes of previous Meetings:** The minutes of meeting held on November 12th 2018 were approved and signed by the Chairman.
2. **Matters Arising:**

The Memo of Understanding between the Church and the Parish Council regarding the installation of a Mini Library at the bottom of the church drive, has been signed and circulated to all members.

It was reported that the heating in the church is still a problem and will hold up further use of the church. It was agreed that the Churchwarden be given licence to investigate all possible options (including consulting the original architect) and report back to the PCC. **Action: Ian D**

AJ reported that the faculty relating to the footpathfrom the proposed new housing development was likely to be approved.

1. **Proposal for Lent Courses**

AO had circulated the plan for Lent Courses across the Cartmel Peninsula churches, to the PCC.

This will be widely advertised once the dates and venues are confirmed. **Action: JA**

1. **Services during Lent / Easter**

The themes for 10.45 services during Lent were circulated. JB reported that there were plans for team-wide events during Holy Week.

1. **Feedback from recent weekend away and the next steps**

Discussion took place around the summary feedback previously circulated. The meeting agreed that:

All decisions should be fed into a re-visit of our Mission Action Plan.

When the current Bible Course finishes, the Wednesday evening prayer meetings would be re-established. **Action: EA**

A special meeting of the PCC would be arranged to consider the way forward. **Action: SB**

The suggestion for a weekly “Rhyme Time” group was approved subject to ensuring that Safeguarding Procedures are in place. **Action: IsD and Amanda Fogg**

1. **Communications within and outside the church**

Following concern expressed at the last PCC meeting JA had circulated a paper. Following the discussion the meeting agreed that a small group (initially MJ, EA and JBe) would meet (or at least make contact) on a regular basis (say after the Sunday service) to ensure that all relevant parties are aware of things happening in the next 2 weeks or so. **Action: MJ to check this with IanD and then set this up**

JBr suggested that this might be a forerunner to the heads of different church groups meeting on a regular basis.

As regards the wider community, AJ indicated that we may have an opportunity to have a representative on the Parish Council. **Action: JA to seek interest via the weekly sheet**

1. **Treasurer’s Report**

JT led the meeting through the key points on the December 2018 accounts.

Following a discussion on our Parish Share, it was agreed that we should let the Diocese know that in our current situation we would be reviewing our Parish Share, in particular the expected increase in the next year. **Action: JT /SB**

It was also agreed to clarify our payment to the Team Office. **Action: JT**

The treasurer would present the budget for 2019 at the next PCC meeting.

1. **Preparations for Annual Parochial Church Meeting**

This meeting will take place on Sunday April 28th.

It was noted that **we are still in need of an Electoral Roll Officer**.

This year sees a complete revision of the Roll, Chris Jones to start the process and JA will complete it in line with the legal requirements.

We will use the ER revision to carry out our responsibilities under the new Data Protection Act. Everyone to be issued with our privacy notice and asked to sign a consent form.

AJ tabled the proposed Privacy Notice and Consent Form. These were approved by the PCC, subject to the provision to include more than one child on the Consent Form.

A number of other points / additions were raised in relation to section 12 of the GDPR paper presented to the meeting – paper attached to these minutes.

12a Data Audit – Baptism and Marriage records to be added under Churchwardens

12b, c and d - approved by the meeting – see above

12e – Subject Access Requests – a procedure to be established and approved at a future PCC meeting. **Action: JA**

12f – each PCC member to view the GDPR video.

<https://www.youtube.com/watch?v=AdIYr-grL9E&t=2s>

**Action: All**

12g – CCTV implications **Action: AJ to speak to the school**

12h – agreement to an annual review of GDPR implications at the (January) PCC meeting.

**Action: JA**

The meeting expressed great thanks to Alan for all his work on this subject.

1. **Mission Committee**

The minutes of the meeting held on January 15th were received. It was noted that we would be holding a social event on Saturday March 30th to hear from Doug Marshall.

The PCC approved the MC’s proposal setting out a framework to guide mission giving in the future.

(Proposal is detailed in the MC minutes)

1. **Any Other Business**

The dates of the proposed Team Boundary Prayer Walks were noted. **Action: JA to publicise final arrangements when available**

It was noted that additional help is required with the church grounds. **Action: AJ and AS to liaise**

AJ reported that all the CPTM churchwardens had recently met to discuss the unresolved situation in the team, and subsequently a meeting had been held with the Bishop.

(AJ has since circulated some notes from those meetings to PCC members.)

1. **Date of Next Meeting** Monday March 18th