

Minutes of St. Giles' PCC Meeting 26th February 2019

PCC members present: Fr. Mark Crowther-Alwyn (Chair), Angela Neale, Brian Legood, Claire Drabble, Jackie Steele, Jane Pomphrey, Jason Knighton, Martin Smith, Peter Steele, Sarah Higgs.
Also present: Bridget McCrae (Book-keeper).

Fr. Mark welcomed everyone to the meeting and began proceedings with a reading from Paul's Epistle to the Romans.

5/19. Apologies. Apologies had been received from Emily Brailsford, Gill Briggs, Jean Haines and Michael Amos

6/19. Minutes of PCC minutes:

The minutes of the PCC meetings held on 4th December 2018 and 15th January 2019 were agreed as a correct record and signed by Fr. Mark

7/19. Minutes of the Standing Committee:

The Minutes of the Standing Committee held on 29th January were agreed as a correct record and signed by Fr. Mark

8/19. Correspondence:

There was no correspondence to report

9/19. Financial Report:

Jane introduced the financial report. Finances were generally in good shape. 18 people were in the Parish Giving scheme and this brought in £1400 per month. A further 8 paid monthly by standing order or direct debit and this, plus the amount taken in 'on the plate' collections, brought the monthly total to around £2200. Jane instanced an offer she'd had from Green Energy to consolidate the utilities supplies into one contract. After some discussion it was noted that we were tied in to our gas contract for a further 2 years and so it was agreed we should take no action until that contract came up for reconsideration.

The finance report was approved.

10/19. Accounts 2018

Bridget circulated details of the accounts. She felt that the number of different 'funds' was excessive and suggested that some could be deleted. This was agreed in principle although we have to retain them for the 2018 accounts. The 2019 accounts can be done without some of the existing funds. It was agreed to dispense with the Choir and Organ fund, the Charities fund and the Roof fund. The Bell fund, Education fund and Barn fund are to be retained.

There were a number of queries about the accounts, e.g. the allocation of certain costs to the Barn, i.e. insurance, gas usage, purchase of new tables etc.

It was agreed that keeping the accounts was much simpler using the SAGE programme and this even included doing the diocesan returns. It will be even better when we develop a proper budgetary process and cash flow system as this will enable us to monitor expenditure more closely and also anticipate both expenditure and income trends. It was agreed that Fr. Mark, Angela and Jane should meet to consider budget/cash flow issues. Action: Fr. Mark, Angela and Jane.

Bridget was thanked for her work on producing the accounts.

Fr Mark suggested that, as the accounts were almost completed, the PCC might wish to approve them (subject to a formal audit), and so enable them to be presented to the APCM. Members of the PCC would be sent a copy of the approved accounts electronically. This was agreed unanimously.

Resolved:

To approve the 2018 accounts (subject to a satisfactory audit report), for presentation to the APCM and;

Each member of the PCC to be sent a copy of the audited accounts as soon as they are available.

11/19. Annual Parochial Church Meeting 9th April

The required official notices have been displayed and there is a copy of the notice in the March magazine. Noted that this year we need a new electoral roll and forms are available in the church or from Alison Grindrod or from the website. Again, details are in the March magazine. *(Note that only*

those people on the new electoral roll are entitled to stand for lay membership of the PCC and similarly the only people who can nominate or vote for PCC candidates are those whose names are on the new electoral roll).

Noted that Angela will not be available on 9th April to give the churchwardens' report. It was agreed that as the official notices have already been displayed the date of the APCM would not be altered and so Angela and Emily are to prepare the churchwardens' report and Emily will deal with the report at the meeting, assuming she is fit to do so. If neither churchwarden is available, the report will be delivered by one or other of the deputy wardens.

Reports are required from the various church organisations and these should be preferably be sent to the PCC secretary in advance, so that they can be printed and distributed.

Claire Drabble volunteered to organise refreshments after the APCM.

12/19. Safeguarding,

Joan's report had been circulated. It was agreed that Fr. Mark would have regular meetings with the children's work leaders especially now that Emily and Bridget (Caudle) have changed rolls.

Joan specifically suggested that we should undertake dementia training. This would be a scheme run by the Alzheimer's Society and could be open to people who were not members of the congregation.

This was felt to be a very good idea and the proposal was agreed. **Action: Joan.**

Joan also highlighted the formation of a deanery Parish Safeguarding Link group and asked that we host a meeting of the group at St. Giles. This was agreed. **Action: Joan to follow up**

The Safeguarding report was approved.

13/19. Mission and Social Committee Report.

Joan had circulated a report from the Mission and Social Committee Meeting of 19th February.

The report was welcomed and it was agreed that;

- Each of the proposed actions should have a nominated team leader and this should be decided upon at the next M&S Committee meeting.
- The number of posies need be no more than 100. **Action: Claire to arrange.**
- There should be a notice board near Lych gate. A cost of around £700 was quoted. The design should incorporate the regular service times, but have a 'window' to enable short term notices to be affixed. The location needs careful thought so that it is visible to passers-by, unlike the previous one at this site. As the notice board is a replacement it was not thought that a faculty was required. A 'mock up' is to be produced, measuring about 1.8metres by 1 metre (5'10" x 3'3" after Brexit). **Action Jason and Sarah to produce mock up and report back to next PCC or Standing Committee.**

Noted that Fr. Mark is planning to do 'Ashes to Go' in Crown Square with Fr. Brian. He is having difficulty obtaining necessary permission but is still hoping that the permit might be received and that this can go ahead from 10.30 am to noon on Ash Wednesday 6th March. *(NB Permission received 1st March)*

Joan also referred to the Bible Journaling events which she'd initiated. So far she had provided the various craft materials, but it would be useful if the PCC would agree a small sum to enable the purchase of pens, etc. Future events will be advertised through social media. Previous events had attracted people who were not regular church goers. The events are held in church, the next one being on 15th March. The expenditure was approved, but it was hoped that the project would become more or less self-supporting financially, rather like the St. Giles Fellowship.

The Bible Journaling expenditure raised the whole question of a budget for the M&S Committee. Joan had suggested a sum of around £200-250. The Secretary pointed out that the PCC had already agreed in principle to such a budget at the 15th January meeting (minute 3/19 refers). On that basis the sum of £250 was agreed as the discretionary expenditure limit for the M&S Committee

The M&S Committee report was approved.

14/19. Garden Party date 22nd June

Most arrangements in hand, including the booking of the band. It was confirmed that the tea urn has 'blown up' and is now useless. Brian has a working tea urn that only requires a cover for the heating element. John and Brian to examine whether the two urns can be made into one good one, failing which a new urn is to be acquired. **Action: John and Brian to try to 'repair' existing urns and report back to Angela.**

15/19. Hearing Loop

It was reported that the hearing loop is not working. Sarah agreed to check whether having a hearing loop is still a requirement given the introduction of the new digital hearing aids, which are much more effective. **Action: Sarah.** There was some discussion as to who fitted the hearing loop and when. It was thought that Audio Visual (0115 9395925) had been responsible. If it is established that a loop system is required, Angela to contact AV to find out cost of repair/new installation. **Action: Angela**

16/19. Choir Robes.

It was agreed that the ladies' choir robes were rather dated and not well liked. Claire had ascertained that new robes of a similar pattern to the men's cassocks could be made, but would cost around £700. It was stated that we probably already have sufficient material available to make cassocks. It was agreed that Fr. Mark would speak to choir members and ascertain what they would prefer and report back to either the PCC or Standing Committee.

Action: Fr. Mark

17/19. Tarmac.

Fr. Mark reported that the tarmac had been reinstated at the bottom of the driveway from the Barn/Wheatsheaf. Brian pointed out that he had patched various sections of the roadway using just readily available bagged tarmac and this had lasted three or four years. However, the whole of the surface really needs doing but there is the issue of who is responsible for the maintenance. It is clear that the occupiers of the properties in the grounds of the former Rectory are only responsible for the maintenance of their driveway as far as the gateway onto the public road. The question then is the position of the public highway boundary. **Action: Angela and Fr. Mark to try to ascertain the limits of the public highway responsibilities.** *(NB Examination of 1880 maps of the area show a large unobstructed space incorporating what is now Church Street, the walled triangular area in which our noticeboard sits and stretching right up to the boundary wall of the Rectory. The tree isn't shown on the 1880 map though it does appear on an 1860's print of the area. There's a small dotted section in front of the Wheatsheaf, roughly corresponding to the garden area that exists now. Otherwise the whole of the area in front of the Wheatsheaf is an open space.*

By 1899 the maps show the triangle marked out, but not walled, apart from the circular wall round the tree. Do we know when the tree was planted and for what purpose? It rather looks as if it could have been for one or other of Queen Victoria's jubilees.

By 1922 the maps show the triangle marked out and also walled, with the rest of the footways and roadways more or less as now.

We refer to the triangle as being 'ours', but on what basis? In 1880 it would seem that the whole area was open and presumably all public open space or highway. If it was highway then it's highway now, unless it was formally extinguished. It would be worth delving into this a bit further as not only would this affect a maintenance liability it would also affect things like parking restrictions. Does anyone have a photo of the area going back to the end of the 19th century?)

18/19. Flood Lighting.

Fr. Mark reported that one of the flood lights was not working. Brian agreed to sort it out, pointing out that sometimes the bulbs worked loose and all that was needed was for them to be screwed back into position. **Action: Brian**

19/19. Dates of next Standing Committee and PCC Meetings.

The next PCC meeting will follow the APCM (April 9th) and the next full meeting will be on 14th May. No date was fixed for a Standing Committee meeting