

DRAFT MINUTES OF PCC MEETING HELD ON WEDNESDAY 11 MARCH 2015

Present

Rev Jonathan Triffitt (in chair)

Lawrie Smithson	Clare Kent	Michael Porter	Doreen Hutton
Noel Woolrych	Mavis Hatt	Michael Bishop	
James Salter	Liz McAnaw	Alison Carter	Miriam Smith
Mike Wilmott	Becky Sedgwick (agenda items 1-5)	Rev. Jennifer Haynes (observer)	Diane Coleman (taking minutes)

1. The meeting opened with prayers led by Rev J. Triffitt.
The Chairman welcomed Becky Sedgwick to the meeting, to be in attendance for the first 5 items on the agenda
2. **Apologies for absence** received from: J. Davidson, C Merry, P. Billet, P. Walker, R. Gardner, J. Jones, T. Edmondson, J. Edmondson. A. Garland-King
3. **Kajo Keji proposal:**
J. Triffitt announced that since the last meeting the Archbishop of S. Sudan had officially suspended the link between S. Sudan and Salisbury. Jonathan had been in contact with Bishop Anthony, who desires that our partnership should continue. Bishop Anthony also said that should the Deanery link be suspended, the link between Kajo Keji and St James would continue because of the partnership with CRESS.

Prior to the meeting a proposal had been distributed to the PCC, outlining future support to Kajo Keji. Following Becky's visit to Kajo Keji last year she has been in regular contact with Francis Candiga who oversees significant work with children and young people within the KK Diocese, focussing on training and equipping Sunday School leaders. Progress had been made since the conference last year, which Becky led. Francis is now looking to the future and his desire is to set up and run 3 "Refresher" training events for existing and future Sunday School leaders. Jonathan and Becky explained the background to the proposal, and the meeting was then opened for more discussion and questions.

Discussion took place regarding the equipping of youth leaders, and it was suggested that conversations should be had with potential partner organisations, e.g Youth for Christ, about their ability to help resource the training of youth leaders in Kajo Keji. **Action:** *J. Triffitt/B. Sedgwick to pursue this further and report back to the PCC*

The possibility was raised that we invite Francis to the UK to further his training and development through working with Becky in our context for an approved period of time. J. Triffitt pointed out that currently there are significant issues in getting visas for South Sudanese residents. The PCC felt that this proposal should be given further consideration in 2016 particularly with a view to Francis attending New Wine or Soul Survivor.

Resolutions: Proposed by C. Kent, seconded by M. Wilmott

a) *"The PCC commits to supporting Francis Candiga to deliver the "Refresher" training across the Diocese of Kajo Keji. Finance Working Group will check and report back as to whether £3000 is viable for this year, and the impact of this on the Kajo Keji Fund. Funding for subsequent 2 years would be subject to a financial review and report back from Francis Candiga"*

Agreed: unanimous.

b) *Becky to return to Kajo Keji in September 2015 as part of the annual CRESS trip, to work specifically with Francis to observe the September "Refresher" training and to evaluate its impact; and to help Francis to plan effectively for the future.*

Agreed: unanimous

4. **Community Initiative:**

A document had been circulated to members prior to the meeting. The aim of the project is to establish a new way of serving our community that has the potential to grow and develop in the long term, and which has the potential to involve the entire St James community.

The proposal was to start by devoting one weekend in September to work on a number of small projects, identified with the help of local community groups, schools and individuals. The meeting discussed the proposal in more detail and were generally in favour of the idea. The Finance Working Group would need to be consulted with regard to budget, insurance etc. The weekend suggested was 26/27 September, having just a short service in Church on the Sunday morning and returning for a shared tea at the end of the day, however currently this is the date scheduled for Harvest Festival. J Triffitt to speak to the Flower Guild regarding changing the date of Harvest Festival. The PCC agreed the final decision regarding the date should be made by the Churchwardens and clergy. **Action: J. Triffitt/Wardens**

The PCC agreed that the Guiding Group should present an outline proposal for the weekend to the Standing Committee in April, when the issues of finance, dates, insurance and worship could be discussed. The Treasurer asked that he be kept fully informed at all stages to enable him to involve the Finance WG.

5. **Messy Church:**

A report had been issued prior to the meeting. Becky reported that for various reasons she felt that the time was right to move Messy Church from the Church to Southbroom St James Academy. Messy Church would then be run on the school premises with a 3-way responsibility - parents/school/church. Messy Church would transfer to the school in April and from September would only be open to pupils from that school.

Discussion was held and the feeling of the PCC was that they were very supportive but would like to find a way in which Messy Church could be open to children from other schools within the Parish. It was agreed that the move should be made and conversations had with the Headmaster regarding the opportunity to open it up to other schools. If the answer is negative further discussion will need to take place at the July PCC meeting.

6. **Minutes of Previous Meeting** held on 15 January were agreed and signed by the Chairman

7. **Matters Arising:**

7.1 removed from Agenda

7.2 Children & Young People's Leader

No applicants for the post. J. Triffitt reported that Becky needed support to enable her to undertake her new responsibilities, and suggested that as she is spending a lot of time on admin work, perhaps we should look at creating a Family Life administrator and co-ordinator role. After some discussion it was proposed that this item should be deferred to a future PCC meeting.

7.3 Relations with CRESS - J. Triffitt and A. Burholt would be attending the AGM. It is proposed that St James have a seat on the trustee body and Ideally CRESS would like this to be the incumbent. This is a conversation that will be needed with our incoming incumbent.

7.4 Social Media Guidelines - distributed and signed for by most of leaders

7.5 Extra storage space - storage shelves now built behind the altar. Permission given by Archdeacon to raise the level of the construction behind the Altar. Work progressing on changing the toilets in the Parish Centre, thus giving more storage space.

7.6 Bishop' visit to Deanery. A very informative evening. Further discussion required by the PCC - to be included on future agenda. **Action: PCC Secretary**

8. **Correspondence:**

Letter had been received from T. Strawson requesting financial help with a Distance Learning Package - 6 modules at a cost of £260 per module. The Secretary was requested to reply advising him that unfortunately the PCC is unable to give specific grants.

Action: PCC Secretary

9. **Vacancy in the Living:**

Documents had been circulated prior to the meeting, the Churchwarden emphasised that these are working documents for information as to what has been done to date on the factual profile. The working group would be meeting on 22 March, with Adrian Burholt, who has offered to run the Prayer and Vision morning. Input and comment, in the form of written responses, will be invited through the Connect Groups, and a draft document, including the feedback, will be presented to the PCC at the May meeting.

10. **Annual Accounts:**

The Annual Accounts and Financial Statements of the Parochial Church Council for the year ended 31 December 2014 had been circulated prior to the meeting, and were presented to the meeting by the Treasurer.

Resolution: Proposed by N. Woolrych, seconded by L. Smithson

"The PCC approves the Annual Report and Financial Statements for the year ended 31 December 2014"

Agreed: unanimous

11. **Financial Report:**

A report had been circulated prior to the meeting. The Treasurer reported that there was still £1421 currently unallocated in the outward giving fund and proposed that a donation be made to CAP of £625 (5%) and the balance be transferred to the Kajo Keji fund in view of the Resolution in item 3. Any emergency can be covered by 2015 outward giving.

The Treasurer drew the PCC's attention to the fact that the Parish Centre caretaker is currently not paid a Living Wage, the Finance WG recommended that this wage will be increased to the recommended rate from April.

The Giving in Grace cards distributed at recent services have resulted in around 30 people enquiring about pledging, and there were also some increases in existing pledges.

12. **Annual Report:**

A draft copy of the Annual Report was circulated prior to the meeting, a few reports were still outstanding.

Resolution:

Proposed by N. Woolrych, seconded by J. Salter

"The PCC approves and adopts the Annual Report for 2014, subject to corrections"

Agreed: unanimous

13. **Churches Together in Devizes**

AGM would be held on 28 April. The Parish is requested to complete a pro forma, it was agreed that L. Smithson and B. Hutton should undertake this. **Action:** *L. Smithson/ B. Hutton.*

It was reported that the Pentecost party is likely to be cancelled.

Good Friday - one service would be held in St Mary's for all Churches to attend, and then process to the Market Square.

14. **Safeguarding:**

Ruth Edwards now has everything in hand and up to date. With regards to training, it is suggested that currently volunteers should sign into Diocesan events. The Diocesan Safeguarding Advisor is planning to adopt e-learning, which should be available from this summer. This could be accessed by a group in Church. From April, any volunteer or worker without the correct level of disclosure will not be able to continue.

15. **Southbroom St James Academy School & Trinity School:**

Trinity School still waiting to join Academy Trust - probable date - July.

Southbroom - Deputy Head will be leaving at the end of the term

16. **Other Reports:** Non received

17. **Future Meetings:** The May meeting will now take place on Saturday 9 May at 09.00

The Church will be open for prayer from 08.30.

NB: July meeting to be rescheduled

APCM will take place on Sunday 26 April following a joint service at 10.00

18. **AOB:**

Flower Guild are organising a coffee morning to raise funds. Donations and dedications have been invited towards the Easter flowers; the Flower Guild suggested that this idea could be offered generally throughout the year, allowing members of the congregation to donate flowers to mark anniversaries etc.

Mexico: a local company have offered to sponsor St James Group with T shirts, rucksacks etc. J. Triffitt to check the background and ethical values of the company.

Christian Aid: C. Kent announced that there would be no house-to- house collections by the Parish this year. Fund Raising would be in the form of a coffee morning in May, and Beth Hutton was raising money by abseiling. It was also planned that a speaker from Christian Aid would be coming to the Church.

Coffee - C Kent is looking at the possibility of only serving coffee between the 2 services on a Sunday, with the aim of encouraging fellowship between church members.

There being no other business the meeting closed with prayer.