

**ST. JAMES' CHURCH
SOUTHBROOM**

MINUTES OF PCC MEETING
Held on Wednesday 13 March 2013

Present:

Noel Woolrych (in chair)

Rev. Jonathan Triffitt

Rev. Chris Spencer

Miriam Smith

Rachel Gardner

Doreen Hutton

Tony Crudge

Rev. Jennifer Haynes

Pat Billett

Lawrie Smithson

Mark McGuire

Andy Muckle

Amanda Garland-King (observer)

Clare Kent

Michael Porter

Alison Carter

Liz McAnaw

Mavis Hatt

Diane Coleman – taking Minutes

1. **Prayers:** The meeting opened with prayer led by J. Triffitt
2. **Apologies:** M. Wilmott, J. Jones, M. McGuire
3. **Resignation:** The Secretary announced the resignation of Sam Mackwell.
The Chairman gave a vote of thanks to Sam for all his work both on the PCC and within the Church
4. **Minutes of Meeting held on 9 January 2013** were agreed and signed by the Chairman as being a true record
5. **Matters Arising**
 - 5.1 Contracts of Employment:
 - Office Administrator – ready for signature
 - Director of Music – awaiting job description
 - Children & Families Worker – postponed until September when current funding ends.
 - 5.2 Skills Audit – nothing to report
 - 5.3 Safeguarding – Guidelines for Vulnerable Adult protection had been circulated to PCC members.
A training evening is being organised on Monday 8 April for people working with children. In future all people working with children will be requested to attend a training event -ideally every 3 years
Jonathan expressed thanks to Clare and Sheila for dealing with this complex issue and ensuring that the Parish is up-to-date'
The Churchwardens will be required to sign a declaration that we have policies in place and are adhering to them.

Resolution:

Proposed by C Kent, seconded by N. Woolrych

“The PCC adopt the Vulnerable Adults Protection Guidelines”

Agreed: unanimous

As previously advised, the PCC were reminded that Sheila Mitchell

would like to stand-down from the position of Parish Safeguarding Representative, and therefore a replacement was being sought.

- 5.4 Start Course – Chris Spencer reported that there had been 5 or 6 guests each week. Although a smaller than anticipated group they had been able to invest more time with the participants. A vote of thanks was given to Paul Smith for organizing this group.
- 5.5 Safe Places: - The scheme is now underway in Devizes and will be officially launched on Thursday 21 March. Approx 30 organisations around the town have signed-up. The scheme will be explained to the congregation on Sunday
- 5.6 Lets Talk - ongoing
- 5.7 Southbroom School – Following the recent OFSTED inspection the school had been placed in special measures. The school was now moving towards becoming a sponsored academy (Salisbury Diocese), and it was hoped that a new Head Teacher would be in place for the beginning of September.
Trinity School – have now appointed a new Head Teacher

Action:
N. Woolrych

6. **Correspondence:**

D. Hutton reported receiving a letter from HMRC Charities Division regarding changes to Gift Aid.

M. Porter had received the following communications:

Deanery Treasurer – re annual accounts

Diocese – re share count

Revenue – re new payroll system

7. **Annual Accounts:**

The Annual Reports and Financial Statements of the Parochial Church Council for the year ended 31 December 2012 had been circulated prior to the meeting.

The Independent Examiner's Report was included with the other reports and statements.

The Treasurer apologised that since circulating the reports a small error had been found requiring an adjustment of £1.00.

The report was explained in detail to the meeting.

The Chairman thanked the Treasurer (Michael Porter) and his team for the phenomenal amount of work that goes into producing this annual financial report.

Resolution:

Proposed by M Porter, seconded by N. Woolrych

“The PCC accept and approve the Annual Reports and Financial Statements for the year ended 31 December 2012 – subject to the amendment of £1 to the figures”

Agreed: unanimous

8. **Annual Report:**

A draft report had been circulated prior to the meeting, but reports for Worship Group and Property were still required. It was also noted that reference to “Vision for Mission fund” should be removed.

Resolution:

Action:
L. Smithson

Proposed by L. Smithson, seconded by N. Woolrych
“ Subject to amendments the Annual Report be accepted”
Agreed: unanimous

9. **3 Es project (Education, Evangelism & Empowerment)**

C. Kent paid tribute to Clare Dixon who had contributed a lot of work, and had given the presentation in Church. We now need to get the project underway and the momentum going. Currently the following events have been organised:

Coffee morning with cakes and bring & buy – 27 April

D. Hatt & C Spencer sponsored cycle ride – 15 May

African themed big lunch – 8 June

St James picnic and fund raising – 28 July

£2356 had been donated to date.

A list of items for people to donate would be available within the next month.

10. **APCM:**

The meeting will be held on Wednesday 17 April in Church. The Secretary reminded the meeting that as from this APCM there could be up to 15 representatives of the laity on the PCC. Including those members who have completed their term and may wish to be re-elected there are therefore, 8 places available.

11. **Mission Statement:**

Prior the meeting a discussion document had been circulated.

Jonathan reminded the PCC that at the last ‘away day’ there had been a desire to focus on discipleship. The circulated document was putting in place a framework to help us get to where we want to go. The Mission Statement “Transforming Lives Through Christ” will help us on our journey.

If we are going to fulfil our commitment to this Statement we need to grow as a community, and need to create a culture in which we can grow.

Nine core values were defined which would sit under the headings:

Radical Dependence on God

Radical Devotion to each other

Radical Outreach to the world

Jonathan expressed a belief that in order to fulfil our potential and to live as Christ instructed he felt that small groups are the primary vehicle through which we are able to grow disciples and release a Kingdom movement. Each small group would be characterised by three distinct dimensions: Upwards, Inwards and Outwards.

Amanda Garland-King, who attended the meeting as an observer, had helped Jonathan prepare the discussion document and after she and Jonathan had presented the document there were then questions and clarifications from the meeting.

It was agreed that Jonathan should work along the lines set out in the document with a view to the PCC adopting the proposal at the next meeting on 8 May 2013 in readiness to implement in the Autumn.

12. **Other Reports:**

Finance:

A report had been circulated prior to the meeting.

The Treasurer had reported that although we had agreed to commit £1500 towards the conference in Kajo Keji the numbers attending the conference had increased and we were being asked for substantially more money. After discussion it was agreed that in the first instance we should respond that we would pay the agreed £1500.

Resolution:

Proposed by M. Porter, seconded by N. Woolrych

“The PCC contribute £1500 towards the funding of the women’s conference in Kajo Keji”

“The PCC agree that The Children & Families Worker’s contract be extended for a further 2 years from September 2013 to August 2015”

“The PCC agreed the purchase of 2 sofas for the crèche room costing about £725; work to the sound system – for which quotes will be obtained; and the purchase of a defibrillator - for which some donations had been received”

Agreed: unanimous

13. AOB

Partnership – L. Smithson proposed that Juliet Bennett should become one of our representatives on the Partnership

L. Smithson proposed the purchase of some Christian books for schools which would be purchased with a donation but given to the schools in the name of the Church. Jonathan Triffitt accepted with thanks.

Crèche – Concerns were raised that some children aged over 5 were being left in the crèche, it was agreed that this was not acceptable as the facilities are intended for very young children. Jonathan agreed to raise this issue with Becky.

Action:
J. Triffitt

There being no other business the meeting closed with prayer at 21.50