

**ST. JAMES' CHURCH
SOUTHBROOM
MINUTES OF PCC MEETING
Held on Wednesday 8 May 2013**

Present:

Noel Woolrych (in chair)

Rev. Jonathan Triffitt

Chris Spencer

Amanda Garland-King

Rachel Gardner

Mavis Hatt

Tracey Edmondson

Rev. Jennifer Haynes

Pat Billett

Mike Wilmott

Lawrie Smithson

Andy Muckle

Jonathan Edmondson

Clare Kent

Jenny Jones

Michael Porter

Alison Carter

Liz McAnaw

Diane Coleman – taking Minutes

1. **Welcome to new members:** This being the first meeting of the new PCC, N. Woolrych extended a warm welcome to new members. Chair of the meeting was then given to Rev J. Triffitt

2. **Prayers:** Rev J. Triffitt opened the meeting with a time of reflection and prayer

3. **Apologies:** D Hutton, M Smith, M. McGuire

4. **Resignation:** The Meeting was informed that Tony Crudge was unable to remain a member of the PCC. The meeting recorded their thanks and gratitude to Tony for the service he had given. J. Triffitt to purchase a token gift in thanks

*Action:
J. Triffitt*

5. **Correspondence:**

- The Secretary had received a form to be completed and returned to the Charity Commission
- The Treasurer had received a letter from the Council regarding the number of waste bins at the Parish Centre

*Action:
L. Smithson*

*Action:
M. Porter*

6. **Elections:**

6.1 It was reported that although Jonathan and Tracey Edmondson had been elected to the PCC at the APCM it was later discovered that they had not been on the Electoral Roll for the required 6 months. It was therefore proposed that they be co-opted as members of the PCC this year and at the end of the year would be elected formally.

Resolution: Proposed by N. Woolrych, seconded by L. Smithson
"Jonathan and Tracey Edmondson be co-opted to St James Southbroom PCC"

Agreed: unanimous

6.2 **Officers:**

Vice Chairman: Noel Woolrych – proposed by L. Smithson, seconded by L. McAnaw

Treasurer: Michael Porter: proposed by M. Wilmott, seconded by L. Smithson

Assistant Treasurer: Doreen Hutton – proposed by J. Triffitt, seconded by A. Carter

Secretary: Lawrie Smithson: proposed by L. McAnaw, seconded by J. Jones

All of these nominations were agreed unanimously

M. Porter (Treasurer) drew the meeting's attention to the fact that it is important that we give thought to a succession plan.

6.3 **Standing Committee:**

It was proposed by N. Woolrych, seconded by J. Triffitt that the Standing Committee should comprise:

Vicar, 2 Churchwardens, Secretary, Treasurer plus 2 representatives from the PCC (Liz McAnaw & Rachel Gardner)

Agreed: unanimous

6.4 **PCC Vacancies:** 2 vacancies, 1 for 3 years, 1 for 1 year

At this point J. Triffitt passed chair of the meeting to N. Woolrych

7. **Minutes of Meeting held on Wednesday 13 March 2013** were signed as being a true record of the meeting

8. **Matters Arising:**

8.1 5.1: The Office Administrator's Contract of Employment will be signed this week

8.2 5.3: Parish Safeguarding Representative – J. Triffitt reported a positive conversation with a possible replacement

8.3 The Churchwardens had signed the declaration with a note that the Parish is in the process of training all those working with children, and that this would continue on a rolling basis.

8.4 12: The sofas had now been purchased for the crèche room at a cost of £150.

8.5 13: Concerns had been raised with Becky regarding the age of children going into the crèche – now in hand

8.6 Christian books for schools – the schools have been asked to make a selection; J. Jones confirmed that this is in hand at Trinity School.

9. **LPA Training:**

J. Triffitt announced that the Deanery is embarking on a new training course, to take place on 3 Saturdays, commissioning to take place at the Deanery summer service. Five people from St James had been nominated to undertake this training; payment of their fees was requested.

Resolution:

Proposed by J. Triffitt, seconded by P. Billett

“The following members of St James will receive full support in training in terms of course fees and support by prayer”

Mavis Hatt, Emily Spencer, Christine Merry, Tracey Edmondson, Jonathan Edmondson

Agreed: unanimous

10. **Children & Families Worker Evaluation:**

We are now in the 5th year of the appointment of a Children & Families Worker, and the Diocesan Secretary has approached Jonathan with a request to evaluate the role. Various comments were made with regards as to how the role had originally been foreseen in the Partnership, and how in fact it had developed.

In September we take ownership of the position, and therefore we need to think carefully as to how we see the future development of this role.

11. **Financial Giving:**

J. Triffitt thanked the Financial Team, particularly M. Porter and D. Hutton for all the work that they undertake.

A point was raised at the APCM regarding the giving at each of the Sunday services, therefore the PCC need to address this issue. It was felt that we do not make it easy for people to give.

The meeting discussed introducing, on a trial basis, the taking of a collection during each service, preferably using bags. It was felt that if this happened, the timing of introducing it would have to be judged wisely. The offering should be part of our worship, central in the service, and it needed to be stressed that this was voluntary, particularly for visitors. Another option was to hand out gift-aid envelopes with the service books.

After much discussion it was decided that the Finance Working Group should be consulted, and their observations brought to the next PCC meeting.

Action:
J. Triffitt/
M. Porter

12. **Mission Statement:**

This item had been fully discussed at the last PCC meeting, and a few slight alterations had now been made to the document which had been circulated prior to this meeting.

It was proposed that during the Autumn term we would be discussing the 9 Radicals, both in the Sunday sermons, and in our Groups. Existing Home Groups would become known as Connect Groups. Connect Plus would also commence in September and would be led by J. Triffitt, supported by the Connect Group Coordinator. Existing Home Group leaders would be invited and encouraged to join Connect Plus.

It was suggested that the proposal is introduced to each of the current Home Groups.

Resolution: Proposed by J. Triffitt, seconded by N. Woolrych

“The PCC adopts and supports the document and recommends that planning and preparation should proceed”

Agreed: unanimous

13. **Kajo Keji update**

C. Kent said that she was very encouraged by the support the project was receiving. To date approx half of the target amount had been raised.

Various other events are planned: African Lunch (15 June), Learn a musical in a day (22 June), St James Picnic (28 July), concert (28 September) Proposed parachute jump (late July or Aug). Cress is getting school sponsorship forms printed.

The Diocese is celebrating the 40th anniversary of the link with the Sudan and each Deanery has been asked to contribute towards the cost of the 14

Bishops coming to the celebration from Sudan (cost of £2000 each).

Resolution: Proposed by L. Smithson, seconded by J. Triffitt

“The Parish pay £100 towards the costs of Bishops attending the celebration”

Agreed: unanimous

J. Jones reported that the summer fete at Trinity School (13 July) was to have an international theme; this could perhaps be a good opportunity for publicity.

14 **Status of St James’ organisations:**

Following a query regarding insurance, it was agreed by the PCC that all groups connected to the Church, or operating under the name of the Church, should be validated by the Churchwardens and Clergy.

15. **Reports:**

Financial Report: A reports had been circulated prior to the meeting. The Treasurer drew attention to the fact that under the ‘Restricted Fund’ there were in fact 16 headings.

Share Category for 2014

Resolution: Proposed by N. Woolrych, seconded by M. Wilmott

“The PCC approves Share Category B for 2014”

Agreed: unanimous

The Treasurer commented that the number of people being able to gift aid was dropping, this fact should be noted for any future discussion regarding share category.

A vote of thanks was given to those involved in the ‘count’ particularly D. Hutton, who carried out this task so patiently and rigorously.

Fabric Report: The carpet in the Church had now been cleaned.

J. Triffitt pointed out that a number of hooks on the chairs are broken and need attention as they are causing injuries.

Kneelers: A decision will need to be taken as to the future of the kneelers.

Partnership: AGM had taken place.

A coach is being organized from Devizes to the G8 demonstration in London on 8 June. More information to be distributed.

19 **AOB:**

A request had been made to re-issue the booklet on the history of the Church. N. Woolrych said the information is available on the website, but he would look at practicality of re-printing the book.

There was also a query regarding the stained glass windows, but no information is available.

Action:
N. Woolrych

20 There being no further business the meeting closed with prayer at 21.50.