

**ST. JAMES' CHURCH  
SOUTHBROOM**

**MINUTES OF PCC MEETING**

**Present:**

Noel Woolrych (in chair)

Rev. Jonathan Triffitt

Mavis Hatt

Tony Crudge

Miriam Smith

Rev. Chris Spencer

Pat Billett

Mike Wilmott

Lawrie Smithson

Andy Muckle

Clare Kent

Jenny Jones

Michael Porter

Alison Carter

Diane Coleman – taking Minutes

1. **Prayers:** J. Triffitt opened the meeting with prayer
2. **Apologies received from:** D. Hutton, J. Haynes, R. Gardner, L. McAnaw, S. Mackwell
3. **Minutes of Meeting held on 14 November 2012** were adjusted to show that C. Kent had taken responsibility for item 4.1 (Contracts of Employment) and then signed by the Chairman as being a true record.
4. **Matters Arising**
  - 4.1 Contracts of Employment: making progress but not finalized
  - 4.2 Skills Audit: nothing further to report
  - 4.3 Audio System: all working ok, rota in hand
  - 4.4 Safeguarding: C. Spencer made a formal apology to the meeting regarding his vote against the Safeguarding Proposal at the PCC meeting on 14 November and reported *“Since then I have signed the Parish policy declaration in agreement with the policy in the light of the fact that I now know that a thorough documentation of the policy exists with regard to safeguarding vulnerable children and adults in our church”*

C. Kent announced that a training evening was in the early stages of planning, and guide-lines were being drawn up with regard to vulnerable adults, when prepared the document would be presented to the PCC. **Action:**  
*C. Kent*

There was discussion as to the advantages of having an extra Parish Safeguarding Representative for Vulnerable Adults, alongside the Safeguarding Representative for Children, and J. Triffitt expressed his wish that this should be the case
  - 4.5 **Cress:** J. Triffitt announced that following Caroline Lamb's presentation in November Clare Kent and Rachel Gardner would be attending the Women's Conference in Kajo Keji in September. Bishop Anthony is currently in the UK on a sabbatical and would be visiting Devizes 22-24 February. Thought was being given to raising money to supply the Evangelistic Kit requested by Bishop Anthony.

4.6 “Introduction to Christianity”: Paul Smith will be running a basic introduction to the Christian Faith, this would be a 6 week course February – April. Late spring it was proposed there would be a couple of social events and the course would be followed-up with an Alpha course in the autumn

4.7 Safe Places: N. Woolrych reported that he had attended a further meeting and it was hoped that the pilot scheme could be introduced in Devizes in April, if successful it would then be taken wider as part of a national scheme

**Action:**  
*N. Woolrych*

5. **Correspondence:** none

6. **Finance:**

A report had been circulated prior to the meeting. The Treasurer announced that December had been a good month and it was hoped that the deficit would be lower than the current forecast of £2k. Following “Money and Giving Sunday” there had been an increase in pledged giving of just over £3k, but it was recommended that the budget for 2013 should not be amended.

The Christmas post box had raised £280 for Kajo Keji.

M, Porter informed the PCC that he had several boxes of the Parish Recipe Books in his loft and now needed the loft space. A. Carter offered to talk to Sue Hussey, who had produced the book, to see if she was willing to promote these once again.

**Action:**  
*A. Carter*

D. Hutton was concerned at the cost and wastage of coffee in the Church, and was currently investigating the costings.

**Resolution:**

Proposed by N. Woolrych, seconded by L. Smithson  
“*The 2013 budget to remain as agreed in November*”

Agreed: unanimous

7. **Other Reports:**

Property:

N. Woolrych reported that rain had been coming into the Church over the Christmas period. The gutters had now been cleared and lead flashings put back into place where they were slightly out, and the problem now seemed to have been resolved.

A leak had appeared in the Parish Centre due to a cracked roof tile, it was thought that there may be some spare tiles stored on site

**Action:**  
*N. Woolrych*

J. Triffitt informed the meeting that in an effort to create more working space the clergy team were going to clear up the office on Friday 11<sup>th</sup>, and for a trial period, had the intention of using the crèche room as additional office space during the week. It is hoped that in the future the crèche room could be furnished with some comfortable furniture to make it a useable area for meetings etc.

“Let us Talk” (see item 5 Mins 14/11/11)

The PCC had been requested to view the video message from the Bishop prior to the meeting.

The PCC felt that many of the questions asked had been discussed at

the PCC Awayday and that information could be summarized and J. Triffitt would make a response to the Bishop on our behalf. It was suggested that the questions should be put to the congregation, although timing would not enable such a survey to be included in the response.

**Action:**  
*J. Triffitt*

8. **AOB:**

1. Dates for future meetings as given on the Agenda, with the addition of the APCM – Wednesday 17 April. It was also suggested that the January meeting in 2014 should be a week later i.e. 15 January.
2. Lent – J. Triffitt outlined plans for a centralised Lent course based on the film “Les Misérables”. The course would be run both during the day and the evening and on Monday and Thursday to accommodate everybody. The plan is to commence with a Parish visit to the cinema, on a Saturday morning, to see the film and this would be followed by lunch at Church.
3. The Partnership are also planning to organise a Lent course, run by Paul Richardson
4. Jonathan and Becky are currently planning a ‘Families in Faith’ course to be run in the autumn
5. J. Triffitt asked that Southbroom School (pupils and staff) be held in our prayers this week as they undergo an OFSTED inspection
6. It was announced that the group of people manning the Prayer Station was getting smaller and this issue would need to be addressed

**Action:**  
*Secretary*

There being no other business the meeting closed with prayer at 21.00