

Minutes of St Sampson's PCC meeting held 20th November 2019 at 8pm

Present: K Bell (chair), A Coleman, I Wallis, M Smith, R Masters, S Danby, R Evans, J Valpy (minutes)
Apologies: N Massey, A Grace

1. KB welcomed everyone and began with a reading (Colossians 1: 11-20) and prayer.

2. Apologies from NM and AG were recorded.

3. Minutes from 11th September 2019 were approved by all.

Matters arising:

- Harvest Festival - plenty of positive feedback about the Harvest service and lunch afterwards.
- Pew Bibles are now being used and appreciated by congregations. There is money to order extras if needed in future. It was noted that readers should give out the page number of the reading before the reference as this is the easiest way for people to find the reading quickly. This request to go into the December newsletter. **Action - JV**
- No further news or information on PB's suspension at present.

4. Policies/current arrangements

PCC discussed the need for a Health and Safety policy. Ecclesiastical Insurance and Draycott Benefice have policies that we could use as a model - a work in progress. More important is to have risk assessment procedures and to carry one out for the Christmas Tree Festival. SD to circulate Draycott documents.

Action - SD

Charges for lettings - no further progress as yet.

UTG fees for weddings and funerals - still waiting for CofE 2020 recommendations.

Contact arrangements - SD now has Theresa's mobile, in her absence, and answers any incoming calls. Messages are also checked on the office answerphone. SD's contact details are on website and people are getting through eg. for wedding/baptism bookings.

Update on sick leave - Theresa Dodd (parish administrator) has another month of sick leave. PCC adopted Absence Policy at last meeting (11/09/19) and SD will liaise with Alison Beadle from Ashton Keynes who has HR experience. **Action - SD**

Use of Parish Office in Jenner Hall - now open for photocopying.

Support for AG - Ruth Evans will support Adina with Church Warden duties for the foreseeable future. The PCC thanked Ruth for all she is doing.

Jobs rota - this will be circulated once again. A rota covering 2 or 3 months at a time would be better in future to enable people to plan ahead, especially when swaps are needed.

Monthly newsletter - Sharon Smith gathers the information and then Sarah Smith circulates it via email/paper copies. Sarah also sends out individual notices as needed on email. Our thanks to Sarah for being so good with lots of extra communications.

5. Finance

No monthly report.

AG notified Diocese of PCC's agreement for Parish Share 2020.

PCC recognised that with both PB and AG currently out of action we have no access to finances, for information or otherwise. Paul Fray counts collection and he will also be out of action for a while. RE to get in touch and help out. **Action - RE**

Discussions are ongoing about whether a finance committee would be sensible so that one or two others have this oversight.

Building group asked whether PCC would agree certain spending requests in between meetings. The PCC held the view that this is a possibility and would try to find the right way to respond to each request so that works are not held up. Requests should be sent to JV for circulation.

6. Youth and Children

MS went to a meeting for youth and children's leaders in the area at Malmesbury Abbey. He will continue to be involved with Dynamo - this is the youth and children's group for the Mission Area, looking at all aspects of Y&C work across the area.

7. Together we are Stronger

Christmas Tree Festival is planned and will be set up during the afternoon on 29th November. We need more welcomers on the door at the festival. A request has gone out in the newsletter. Risk assessment to be carried out. **Action - RM**

Cricklade Food Bank is up and running and is being used. Volunteers are from all areas of Cricklade community, including churches. Storage is still in Malmesbury, some local possibilities being pursued.

Action - RM

8. Building/Roof project (report previously circulated)

The group have put up an information display in church and PCC agreed the heading and strapline to be used on all communications.

Sarah Smith and Barry Hammond met with the architect and an energy consultant. There are many good suggestions, more info to follow.

Architect has submitted cost estimate for next steps and PCC has requested breakdown for this.

JV to find out whether donation envelopes and gift aid info is in church now. **Action - JV**

Fabric - Lighting repairs are complete, our appreciation to Barry. One sodium light left to replace when it stops working. New aluminium frame for tower cross is ready and lights are being attached ready for Advent.

9. Churches Together (report previously circulated)

Various dates for 2020 diary have been set, but query about Christian Aid service taking place well before Christian Aid week itself (because of VE day service next May). SD to clarify. **Action - SD**

CAREC - the Syrian family are well settled in Cricklade with plenty of support.

10. Jenner Hall

Barry reported that investments are being monitored.

11. Deanery Synod

KB circulated information from the last meeting on Education. JV to email minutes to everyone for info.

Action - JV

12. Correspondence

None

13. AOB

PCC agreed to mark Pauline Loveday's licensing and ministry with a gift. **Action - SD/RM**

Archdeacon's Visitation to be held at St Sampson's 24th June 2020 at 7.30pm

SD reported that the CPAS Thrive course has ended. Different people attended over the 2 year period from Upper Thames churches and there is the possibility of continuing a group locally.

KB and Pauline Loveday attended a conference on different ways for churches to respond during a national crisis eg. providing condolence book/candles/place to reflect. More info to follow from the Diocese.

PCC agreed for 4pm Informal Worship to have their own vestry key and for another bin key to be in use.
RE to get 2 new keys cut. **Action - RE**

14. Date of next meeting

15th January 2020, 8pm at Red Lion