



Minutes of the Parochial Church Council

Tuesday 28th February 2023 at 19.30

Committee Room

In the chair: Joan Ridgway (JR)

Minutes: Tim Bayton, on behalf of Jill Mather

Present: Caroline Adams (CA), Anita Atherton (AA), Tim Bayton (TB), Susan Coombs (SC), Rachel Martindill (RM), Andrew Mimmack (AM), Mike Payne (MGP), Marilyn Pegg (MP), Fr Henry Pryse (Fr H), Pat Read (PR), Joan Ridgway (JR), Nigel Ridgway (NR), Louise Spencer (LS), Nigel Williams (NW – present from item 7)

1. **Opening prayer** and welcome

Fr H opened the meeting, holding in prayer various places in the world. He also prayed in particular for Mark and Grace Davie before praying the Collect for First Sunday of Lent.

2. **Apologies** for absence: Mark Davie (MD), Fr Martin Poolton (Fr M), Stuart Macwilliam (SM), Jill Mather (JMM), Jim Weeks (JW)

3. **Correspondence** (previously circulated by email) was received.

- i. Fr H mentioned correspondence from the Archdeacon, thanking for St James' for the welcome he received at the recent Celebrate Together and noting that will be happy to preach at St James' for our patronal festival.
- ii. AM requested permission from the PCC to complete form for the burial ground survey. He suggested that St James' need not take a paid subscription; there will therefore be no cost from participation in the survey. Approval proposed by LS, second by MGP, agreed unanimously.

4. The **Minutes** of the PCC meeting (23.11.22) were approved and the notes from the Standing Committee were received. Acceptance proposed by RM, seconded by NR, approved unanimously, subject to a correction in minute 11 iii a: emendation of "in" to "is" in the penultimate sentence.

5. **Matters arising** from PCC Minutes and SC notes

- i. The welcome tea party (minute 5i) was enjoyed by all and well attended. Fr H thanked all involved with the organisation of this event.
- ii. NR reported that John Snell had agreed to deal with the white lines in the car park (minute 5ii), either by getting someone else to paint them or by doing it himself.
- iii. NR had not yet spoken to Gary Stone about the Hall Master booking system (minute 5iii).
- iv. The meeting with Mike Clark about the parish profile and vision (minute 5iv) was scheduled for 22nd March. NR had found parish profiles for similar churches to St James' and suggested that these might be used as a basis for compilation our own profile.
- v. The contactless giving system (minute 9iv) is now in use, mainly for one-off gifts (towards specific campaigns as well as for Lent Extra magazines and similar). An electrician had been booked to fit a socket below the wall safe, so that the terminal need not be moved so frequently.
- vi. As per the correspondence circulated, the reply from Lance Foy about the organ repairs (minute 11iii) was very clear and confirmed that all necessary actions were included. The quote was therefore accepted and the work was undertaken in January. TB reported that the result is very satisfactory indeed: it has made a fantastic difference to the overall sound, function and playability of the organ. A grant application had not yet been submitted to the Deanery Synod (minute 11iii d). MGP agreed to pursue this in time for the Deanery Synod meeting on 16th March. TB had initiated a grant application to the ON Organ Fund, which would decide on the application in May.
- vii. The rough sleeper (minute 11iv) had returned once since the last meeting but appears to have moved on at present, assumedly to his girlfriend's house, where it is believed that he is currently safe.
- viii. Fr H reported Sue Parks has suggested Saturdays in September or October for the quiet day (standing committee notes 1iv), e.g. at Mill House Retreats, and she has some speakers in mind. The day could be opened up to neighbouring churches if spaces are available.

6. Questions and matters arising from the Rector's report

The PCC received with thanks the report previously submitted by Fr H (see file).

- i. He also mentioned the Sunday when the children presented the eco-cross and congratulated them on producing it. He also thanked all who had been involved in the postponed harvest supper.
- ii. It was clarified that Joan Mundy (not Ridgway) had turned 104.
- iii. TB asked what was happening now to build on the reported visit to Stoke Hill School. Fr H reported that the school had initially approached the Rev Sarah Cummings, who had suggested involving clergy from St James'. After the visit, Fr H had invited a visit to the church from the school. He will meet with the new head of the Infant School soon, following an approach of 'gently keeping in touch'.

- iv. TB also wondered whether many people coming to the coffee mornings and whether they were attracting newcomers. It was stated that they meet a social need for the people who come but no particular growth had occurred yet. However, the hours were soon to be extended. NR noted that a prospective hall hirer operating a craft group for older people may be able to come at the same time as the coffee mornings, which would offer growth to the coffee mornings as well as providing a space for the craft group
- v. NR informed the PCC that the Orthodox Church would use our facilities again this year for their Easter celebrations, which occur the week after ours.

7. Questions and matters arising from the treasurer's report, including charity giving

The PCC received with thanks the reports and financial statements previously submitted by NR (see file).

- i. The independent examiner had raised a number of queries and pointed out several errors, which NR had corrected. Members of the standing committee should be identified in the annual report. The electoral roll had closed at end of February with a total of 162 members. It had been noted that annual report omitted a volunteers' policy; NR had therefore added an appropriate statement, which he read to the PCC. CA noted that AM's name should also be listed as a safeguarding representative. An appropriate statement regarding a financial worst case scenario for St James' was proposed by NR and agreed subject to a minor amendment. Furthermore, the correction of comparative figures in the financial statements was required, as well as correction of spelling. Subject to the aforementioned amendments, acceptance proposed by PR, seconded AM, approved unanimously.
- ii. NR proposed that charities and amounts to give to them should henceforth be decided annually at the November meeting, rather than in February. Proposed by NR, seconded by PR, approved unanimously.

8. Questions and matters arising from the safeguarding report

The PCC received with thanks the report previously submitted by CA (see file).

It was noted that the Action Plan showed only one red area, indicating that two members of the PCC had yet to complete the training. There were no other major concerns; the presence of some orange areas is to be expected, as ongoing renewals arise. The Diocesan Safeguarding Advisor and Assistant had been invited to come to St James' on 12th March, when they would be introduced to the congregation, and when the role of CA and AM as safeguarding representatives would be highlighted to the congregation.

For groups specifically of children or vulnerable adults that meet on our premises, PCC approval is required annually. At present such groups include: Rainbows, Brownies, Guides, Beavers, Cubs, Scouts, and Isca Voices. Approval of continued hall use by these groups was proposed by CA, seconded by NW, approved unanimously. CA agreed to review the safeguarding forms issued to

the leaders of these groups who hire the hall, to ensure they are up to date. NR noted in addition that a safeguarding form is always completed by other hirers when children are present who are not accompanied by their parents, e.g. at children's parties.

9. Questions and matters arising from the churchwardens' report

The PCC received with thanks the report previously submitted by the churchwardens (see file). In addition to approval of the annual accounts, acceptance of the complete annual statutory report was proposed by RM, seconded by CA, approved unanimously.

10. Committee reports

Health and Safety

The PCC received with thanks the report previously submitted by CA (see file).

Fabric Report

The PCC received with thanks the report previously submitted by NR (see file).

Young People

The PCC received with thanks the report previously submitted by JMM and CA (see file).

Communications

Subject to a spelling correction, the PCC received with thanks the report submitted by AM (see file). TMB added that more volunteers are needed to help with delivery of the forthcoming issue of *Contact* magazine.

11. Any other business

- i. A concern had been raised by a congregation member about the availability of gender-neutral toilet facilities. It was suggested that a sign should be provided to indicate that a single, separate toilet is available outside office, so that visitors to St James' are aware of it, in case they are uncomfortable sharing single-gender facilities. LS will produce an appropriate sign, which will be laminated and affixed to the toilet doors in the hall porch.

12. Date of next meeting: APCM on 26.03.23 at 12.00 noon in the hall.

13. Closing prayer

The meeting closed with the Grace at 20.40

Tim Bayton
On behalf of Jill Mather
Secretary to the PCC