

## Minutes of St Sampson's PCC meeting held 15th January 2020 at 8pm

Present: K Bell (chair), A Grace, A Coleman, I Wallis, M Smith, R Masters, S Danby, N Massey, J Valpy (minutes)  
Apologies: None

1. KB welcomed everyone and began with a reading (2 Corinthians 13.11) and prayer.

2. No apologies

3. Minutes from 19th November 2019 were approved by all.

Matters arising:

- Suspension of Rev'd Phil Bradley continues until end of February.
- Parish Administrator, Theresa Dodd, remains off sick. Diocesan HR are now managing this situation. Someone has been found to cover the role for 6 hours a week.
- The Christian Aid service for 2020 will take place at the United Church on Sunday 3rd May. The following week, 10th May will be a VE day service at St Sampson's (not communion). Possibility of a short 'said' communion service at 9.45am - to be confirmed.

4. Policies/current arrangements

Health and Safety policy - we do not need a H&S policy, but AG will continue to carry out an annual risk assessment. Extra risk assessments will take place, as appropriate, for specific events eg. Christmas Tree festival.

Fire safety assessment took place earlier in the week and we are advised to install emergency lighting, at the East and West ends of church, to provide enough light for people to make their way to fire exits. BH has asked electrician for quote.

Safeguarding - we will begin to use the Diocesan Safeguarding Dashboard to keep track of our safeguarding procedures. This replaces the annual safeguarding audit. It should be easier to use and will be a continual process of checking, improving and reporting our procedures to the Diocese. Avril Fray will continue as our Safeguarding Officer. AG will continue to help and JV has volunteered to help too.

Charges for outside groups using the church - still to be decided. **Action - AG**

UTG fees for weddings and funerals - in line with the 2020 CofE recommendations the PCC agreed that a charge of £560 for a wedding was appropriate. SD will take this recommendation to AK, Latton and Leigh PCCs before final agreement. This amount will apply to all weddings currently booked. For weddings booked in the future we recommend increasing the charge to £600. Charges to be reviewed annually.

**Action - SD**

Communication - Rotas are sorted and internal communication is working well with regular emails/notices/paper copies etc. KB to pass on dates for one or two upcoming events to Sarah for email circulation. A weekly 'what's on' sheet/email would be very handy to ensure that everyone knows about regular activities as well as special events - something to aim for when admin help is restored. **Action - KB**

Admin processes - in carrying out various admin jobs recently, Sarah Smith has researched and recommended swapping from Churchsuite database system to Iknowchurch. This has been set up specifically for anglican churches and would be of benefit to us. The PCC liked the idea in principle, but it needs further understanding (especially for finance records). It is also more expensive and a challenge for us to meet this cost at the moment. SD to raise it at AK. **Action - SD**

Support for AG as Church Warden - Ruth Evans, Barbara Smith and Paul Fray will continue to support Adina with Church Warden duties for the foreseeable future.

## 5. Finance

Current balances:

Main account: £ 5,369

No2 account: £ 32,423 broken down as follows:

Vicar's discretionary fund:	£	0
Organ fund:	£	3,820
Fabric:	£	4,949
Regeneration (includes roof):	£	19,154
Children's Educational charity:	£	4,182
Funeral Donation:	£	318

The main account is very low and the 2020 budget predicts a deficit of £9,202. A drop in income (mainly through giving) over the last year has had significant impact. Collection at last month's carol service was a third of what it has been. There is an urgent need to increase our income if we are to meet regular expenditure (eg. heating costs, Parish Share commitment). Various ideas under discussion, including organising a gift day and introducing contactless donation system. Meanwhile, KB and RM to draft an item for the February newsletter and will keep the Archdeacon informed. **Action - KB/RM/AG**

In the short term, monies can be moved from fabric to cover essential costs, if necessary. Setting up Friends of St Sampson's still a work in progress.

## 6. Fabric/Building project (report previously circulated).

Five-year mandatory electrical survey has been carried out, with a 'satisfactory' overall judgement. BH carrying out relevant actions in response.

Building project team continue to meet once a month. Next step is to scope out timescales for different elements of the project. The Awards for All application has been submitted with an outcome expected towards Easter. An illustrator has produced a logo for the project and further information will be presented to the wider congregation to make everyone aware of the plans. A fundraising band concert on 25 April is in the process of being organised. Gift Aid envelopes marked 'roof' are now in church on the project notice board.

## 7. Youth and Children

MS to attend next meeting of Dynamo at Malmesbury Abbey.

## 8. Together we are Stronger

Christmas Tree Festival was a huge success with over 800 people coming along. Profit raised of approx £1,200 for roof fund. Many thanks indeed to all involved in organising it.

Cricklade Food Bank continues and the team are communicating with all of the referral agencies to ensure that as many people in need as possible are directed to Food Bank.

## 9. Churches Together

An open meeting is planned for 30th March at the United Church, all welcome. The group is now made up of churches in Cricklade and Latton. They will be planning the VE Day service.

## 10. Jenner Hall

Nothing to report

#### 11. Deanery Synod

Whilst the Deanery Synod has not met since our last meeting, the North Wilts Mission Area has appointed Catherine Price as Associate Minister for Malmesbury and Upper Avon, and Mission Enabler for the North Wilts Mission Area. This is a full-time salaried post, split 50:50 between the Abbey and the Mission Area, funded for three years by the Diocese from the Strategic Development Fund. She hopes to be out in the Mission Area one or two Sundays a month, so we are to feel free to invite her to lead a service or preach, especially if we are short-handed. At least some of the time she will have Oliver Ross with her (or a PTO priest), so will be able to celebrate communion if that is the need. She is also hoping to spend a bit more time in individual parishes understanding what is going on midweek as well as on Sundays. Worship service to be held this Sunday at 4pm in the Abbey to celebrate the appointment.

#### 12. Correspondence

None

#### 13. AOB

Denise Prosser has stepped down from her role as a 'Welcomer'. JV has written to thank her on behalf of PCC.

More people are needed to lead intercessions at the 10am service.

Mothering Sunday is on 22nd March and there will be a joint service for all congregations at 10am. No 4pm that day.

Carol Service 2020 will be on a Sunday once again - attendance for Saturday has been much lower.

KB proposed date 13/12/20, all agreed.

The PCC agreed that we should take a neutral stance and not ring the church bells on 31st January to mark Brexit.

#### 14. Date of next meeting

11th March 2020

APCM 26th April 2020