

Minutes of a meeting of St Buryan Parochial Church Council Meeting held on Monday 10th June 2024 at 5pm

Present:			
Caroline Amos (Lay Chair) Local Worship Leader Deanery Synod Rep . Fund Raising Coordinator	CA	Carrie Snaden (Safeguarding Officer)	CS
Linda LaRoche (Churchwarden)	LL		
Fiona Vinnicombe (Churchwarden) Deanery Synod Rep	FV	Mary King, Director of Music, Local Worship Leader	MK
Julia Dodge (Treasurer)	JD	Janet Standing (Clerk)	JS
Prayers:		Apologies;	
CA opened the meeting with a prayer		None presented	

No.		Action
1 1.1	Minutes of the last meeting; The minutes of the last PCC meeting of 13th May 2024 were approved and signed as an accurate record	
2	Matters Arising; There were no matters arising. An update was given on the Bell Tower and Ropes. It was noted that the water ingress further up the tower has not occurred over the last couple of months due to the drier weather. New ropes are due to be installed at the end of June.	
3	Safeguarding; <ul style="list-style-type: none"> • No specific report presented • The Risk Assessment for Menwinnion had been sent to Mike Hersant. He had nothing further to add. The document will be forwarded to the PCC for approval and retention. Third part of Diocesan Dashboard: • Everyone agreed that they were happy that safeguarding procedures are being followed. Any issues should be reported to the Safeguarding Officer. • Social Media; A discussion took place concerning social media and posting information particularly in the church context. Members aware of the guidance and there should be a named person with regards to Social Media contacts • The PCC was happy that x (twitter) and facebook be used to advertise events in accordance with the approved guidelines FV and CS agreed to be the named persons for Social Media and it was agreed that any comments made concerning the church on social media should be made in a positive way . All church officers are bound by rules of confidentiality • Named Offenders: Information is circulated by the Diocese if known offenders are in the vicinity. A written agreement is needed if a named offender has been brought to the 	FV CS

	<p>attention of the PCC. The Safeguarding Officer was aware of the requirements for known offenders and will comply if required</p> <ul style="list-style-type: none"> ● Photographs for social media use; written consent must always be received ● Data Protection: It was noted that all safeguarding records comply with GDPR and was agreed that as there was no incumbent, records were kept in a locked cabinet by the Safeguarding Officer ● DBS checks; It had been agreed with the Diocesan Safeguarding Office that nothing further needed to be added to the website. It was noted that DBS checks were all in place but would need to be renewed in 3 years 	
4	<p>Church warden's report;</p> <ul style="list-style-type: none"> ● Sea Sunday: July 14th arrangements for this service had now been made. ● Arrangements for Lammas were being discussed ● Harvest Festival; date agreed 22nd September 2024 This will be a Eucharist service followed by a Bring and Share Lunch in church . ● New box required for postcards and CS agreed to arrange this ● Churchyard; concern was expressed that it was difficult to maintain this during the summer with the speed at which the grass grew. ● Church cleaning; it was suggested that a working party be set up to clean inside the church on a Saturday morning on a bi-monthly basis. ● Arrangements for St Buryan Rally were discussed ● The organ will be tuned shortly and there may be more work required. MK would keep PCC informed 	
5	<p>Finance;</p> <ul style="list-style-type: none"> ● The Card Reader has now been installed in at the back of church. The Reader has not been set up to allow donations to be gift aided; since other methods such as the QR code and website are available if necessary. Following discussion as to the best site for this, it was decided to leave it at the back of church and monitor its use. Signage as to its location would be made. ● The situation with regards to Gift Aid was explained and the invoices were presented for clarification ● The money from the Christmas Lights committee had been received and banked. Thanks would be sent along with a request to be involved in decision making as regards use of the Church electricity and to ensure that the system was not overloaded ● The Church finances are in a healthy position, it was proposed and seconded that more money be paid to the Diocese, £2,000 had been paid to date, a further £3,000 to be paid but the PCC 	

	<p>did not feel that the whole £11,000 should be paid as the Church had no incumbent. This was unanimously agreed</p> <ul style="list-style-type: none"> • The Deanery plan is now being implemented so things are moving forward • Julia reiterated that all monies collected at fund raising events should be counted by the individual in charge of the stall, and the details be included on the petty cash note along with the “counter’s” signature prior to handing over to the Treasurer. This provides a secure tracking system All in favour. 	
6	<p>Worship;</p> <ul style="list-style-type: none"> • CA is liaising with family who had requested a baptism in August • The rota for services was being drawn up once support was clarified • Any changes to current service booklets must be approved by the PCC in the first instance. • It was noted that choral evensong booklet provides words of only a few psalms. MK would like a wider range of psalms to be sung and has produced a separate music folder for the choir. This means that the words of psalms not in the service booklet will need printing separately for the congregation. • A discussion took place with regards to the singing of the Agnus Dei and an anthem during communion. It was suggested that the choir receive communion before singing the Agnus Dei followed by the anthem. The congregation, after receiving would likely have returned to their pews and would be able to sit quietly and listen to the anthem being sung. Mary agreed to trial this change. • A new incumbent once appointed may change the order of service 	
7	<p>Parish Profile; It was suggested that the PCC look at the previous parish profile focusing on the St Buryan section to agree any amendments. The one addition suggested was the regular monthly communion service being held at Menwinnion, the local care home.</p>	
8	<p>Correspondence; None presented</p>	
9	<p>Annual Parish Council report of meeting; JD reported on her attendance at this meeting</p>	
10	<p>Date of Next meeting; 8th July 2024 at 5pm</p>	

Signed:

CAROLINE AMOS (LAY CHAIR)

Dated: