

Benefice of BCMU: *Church Management PCC Meeting - Zoom*

A Community of Spiritual Disciples Leading our Benefice through Worshipful Working

MINUTES

Date: Monday 18 Jan 2021

Time: 7:30pm

Venue: Zoom

Who is Gathering

Roles	St Andrew	St Bartholomew	St Michael	Co-opted
Priest	Simon Lewis ✓			
Reader	Gene Joyner Apologies			
Churchwarden	Margaret Speirs ✓	Judith Longhurst ✓	Kate Reynolds ✓	
Churchwarden		Diana Coles ✓	Jonathan Reynolds ✓	
Deanery Synod	Penny Crawford ✓	Nigel Crocker ✓	Jean Lockett ✓	
Deanery Synod	Helen Barnes ✓	Helen Fenn ✓		
Elected	Ben Wiggins ✓ (left 7:50pm)	Muriel Cole ✓	Gill Durbin ✓	
Elected	Lynsey Hatherall - Apologies	Gerald Coles ✓	Lucy Hemsley ✓	
Elected		Charlie Fenn - Apologies	John Allen - Apologies	
Notetaker				Laura Williams ✓
Secretary			Sue Owst ✓	vacancy
Treasurer				vacancy
Quorum	Y	Y	Y	

7.30pm: We Gather in God's Name

1. Welcome

Chair

2. Declaration of Quorum for each Parish

- *An evening prayer*

SL

7.45pm: We Celebrate Our Past

Chair

3. Communication and Correspondence - None

4. Approval of past Minutes

Proposed SL, Seconded NC, passed unanimously

SL to add amendments

5. Matters arising

Family services: Worship steering group will be reconvening as we prepare to exit from the pandemic. A zoom family service has been discussed following the success of the Zoom Christingle.

Women's World Day of Prayer: PC mentioned this would be on the first Friday in March and asked if the Benefice would be marking this. Mary Serle has the details.

6. Progress updates from last meeting

Chair

a) Safeguarding

Following appointment at December's PCC meeting, Kate Reynolds has been reading the safeguarding material provided by the Diocese. The website has been updated with new contact details (same email address to be used as this is role specific) and the posters are being updated and will be replaced in each church.

Kate has been working through the safeguarding spreadsheet and will be contacting everyone who needs to update their training. Thank you to those who have already done the Basic and Foundation training online. Currently the Diocese is only able to offer the Leadership level to clergy and safeguarding officers, so we will have to wait for the higher tier of training until the end of the pandemic.

b) Money matters

The bookkeeper who had originally agreed to take on the role for the Benefice has pulled out for personal reasons. The job is complicated and requires time to be spent every week. Simon is in touch with the Diocese and with a former PCC treasurer from outside our Benefice to discuss support available and the way forward. Margaret expressed her anxiety about the burden currently facing churchwardens whilst we have no treasurer or bookkeeper. Contrary to the resolution passed, Helen Thorne will not be going on the banking mandates for any of the church accounts.

Record of Account balances:

CAF account:	£3800
St Andrew's Natwest:	£4656
St Hugh's Natwest:	£5027
St Bartholomew's:	c.£14,000 at the beginning of December
St Michael's:	£55,466

8.00pm: We Dwell in God's Word

SL

- *A prayer of Confession*
- *Lectio Divina:*
 - *We hear the Good News - Colossians 3:12-17*

7. A Time of Learning

SL

8.30pm: We Present Our Offering

This section was done as a separate meeting only for St Andrew's PCC members, with occasional attendance from SL.

Chaired by Margaret in his absence.

8. Consent Agenda - No resolutions for this meeting

9. Discussion Agenda - Minutes of St Bartholomew's PCC January 2021

Finance

Appointment of a Cash Handler

Jonathan Longhurst has agreed to be the cash handler for St Bartholomew and grateful thanks were expressed to him via Judith for his kind offer.

Honorarium to Charmian for January and February 2020. She received £450 for full year 2019

Discussion took place regarding the future of Charmian playing the organ in the future, HF proposed and NC seconded and it was agreed unanimously that as she had played the organ at the beginning of 2020 and to show our continued appreciation of her services that we should pay her £100 for 2020.

Reduction in Parish Share

It was noted with gratitude that, in recognition of the difficulties experienced by all churches in 2020, the diocese has offered a reduction in Parish Share of approximately £1,800. The full amount should have been £15,847.88 which has been reduced to £14,005.74 for 2021

Discussion of Treasurer's Interim Report:-

Unfortunately, it was not possible to obtain precise figures for the end of year balances on the General and Designated bank accounts so it was agreed that we should defer any decision on Charitable giving to the next St B PCC in April.

How to address deficit and low level of reserves.....fund raising appeals

It is however, a given that there will be a deficit for the year end 2020 so it was agreed that the Churchwardens should be asked to draft a letter to our regular standing order givers and electoral role members asking them to consider their regular giving especially having regard for the lack of collections at Sunday worship.

Fabric

Report of meeting with Ecclesiastical Insurance rep.....NC

The current cover for buildings and contents is £8,400,000 and would have been renewed by direct debit on 31 October 2020, although NC had not seen the renewal confirmation which was presumably with the treasurers papers that have yet to be handed over by Claire Pearson.

Four areas in the inspection report were highlighted for action or caution:

- 1. We need to prepare a fire risk assessment which entails completing a 25 page document which NC will be working through**
- 2. It was noted that there is no prescribed fixed period of time for the inspection of portable electrical appliances, however, an occasional visual check should made of the condition of**

wiring etc. with a professional check probably every so often. We have requested a professional check every 3 years in the past, but we might be able to extend this to 5 years which would put the next inspection in 2022.

3. We are asked to be aware of our responsibility for asbestos should it be discovered that there is any present in the church. At present there is no such knowledge.
4. There should be a regular review of health and safety aspects relating to the church and it was agreed that these should be notified to NC where currently known, but that a full inspection would be made when the church is able to be fully opened once more. (DC informed the meeting during AOB that action was required in relation to the enclosure and padlocking of the bell rope holder which prior to this being actioned is one such H&S risk)

Other fabric issues

JL reported that she had met with the inspector from the fire extinguisher company who had carried out a test and confirmed that all was in order.

NC had met with Ian Morgan regarding the leak in the north aisle and Ian had agreed to carry out the remedial work once there was a period of dry weather.

Churchyard plan Report from Jonathan

Jonathan has now all but completed the churchyard plan which will be far superior to any plans which it supersedes. NC suggested that we should ask Judith to convey our most grateful thanks to him and that it should be formally minuted here.

Churchyard maintenanceworking party?

It was suggested that, if conditions permit a churchyard working party should take place on 17 April.

In the meantime:

- Western Power Distribution will need to trim some branches from the yew which overhangs the eastern boundary
- MC informed the meeting that Andrew had been cutting the grass in the new part of the churchyard, for which we extended our thanks and suggested that:
 - some additional soil, which they have, should be added to that area to level the ground (consecration will be an issue to be covered)
 - the remained of the dividing hedge should be removed with retention of the holly tree
 - the Jubilee tree by the noticeboard should be trimmed

9.25pm: We Give Thanks to God

SL

The Awareness Examen - We shared an affirmation of Faith

9.30pm: End of Meeting

Next meeting - One Church PCC, Monday 15th February (via Zoom)

Next Church Management PCC Meeting, Monday 19th April