

**MINUTES OF THE WEST DEEPING PCC COMMITTEE MEETING
HELD AT CROMWELL HOUSE WEST DEEPING ON 15th OCTOBER 2019**

CB opened the meeting with a reading from 'Our Daily Bread' titled 'Just the Right Amount' (Matthew 6:5-15 refers).

Item 1: Members Present

Fr Aran Beesley (Fr Aran)	Rector	Chair
Susanna Aldred (SA)		
Allan Crowson (AC)		
Howard Jones (HJ)		
Elizabeth Noble (EN)	Safeguarding Officer	
Joy De Toney (JDeT)		
Colin Blagrove (CB)	Churchwarden	Secretary

Apologies: There were no apologies.

Item 2: Minutes of Last Meeting

The Secretary confirmed that he had circulated to PCC members a draft of the minutes from the meeting held on 16th July 2019 and had included comments received. The meeting confirmed that the minutes were an accurate record. EN proposed that the minutes be approved and this was seconded by AC. The minutes were duly approved by the Chair for retention by the Secretary and inclusion on the Parish website.

Item 3: Matters Arising

Fr Aran raised the matter arising from the last meeting regarding 'how big an issue is the 11:00 am start time for Sunday services?' Fr Aran said that he could not get a sense of it being a fundamental problem, or a problem associated with change. Discussion continued into other times that services could take place that would fit with a shared rota and Fr Aran's aspiration for future services at St Andrew's. CB had circulated to PCC members an email from Fr Aran (dated 01/10/2019) describing his views. It was agreed that a separate informal meeting should be arranged to discuss this topic aside from the decision-making nature of a formal PCC meeting.

Action Oct 19-1: CB to arrange an informal meeting to discuss Fr Aran's email dated 01/10/2019 regarding his proposals for future services at St Andrew's Church.

There were no other matters arising.

Item 4: Safeguarding

EN reported that a meeting of the Uffington Group Safeguarding Officers chaired by the Safeguarding Co-ordinator (Liz Bender) had been held on 09/10/2019. The main topic was the Church of England Parish Safeguarding Handbook¹ where the following points were highlighted:

- The key message was that *safeguarding is the responsibility of us all*. The Handbook states that 'safeguarding is part of our core faith and an integral feature of Christian life in our parish churches'.
- Roles and Responsibilities. EN confirmed that PCC members had all signed as having read the booklet 'A Safer Church' displayed on our church porch and vestry noticeboards.
- Disclosure and Barring Service. The meeting highlighted that all PCC members are required to complete a DBS check (at no cost). Following discussion, only CB and HJ were out of date.

Action Oct 19-2: EN to send the web link for CB and HJ to initiate their DBS application.

¹ Secretary's Note: the Handbook is available at: <https://www.churchofengland.org/sites/default/files/2019-03/Parish%20Safeguarding%20Handbook%20March%202019.pdf>

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- Training. EN stated that she had attended a Leadership Safeguarding Course on 18/07/19. PCC members are required to undertake core safety training at Basic Awareness Level, Churchwardens at Foundation Level and lay ministers or those who hold a PTO at Leadership Level. EN will provide further advice on how we undertake the required training in due course.

Action Oct 19-3: EN to maintain a register of DBS and training for the PCC.

- Risk. We need a risk assessment in the context of a safe environment and activities.

Action Oct 19-4: EN to provide advice on PCC requirements for a risk assessment.

Item 5: Treasurer's Report

Financial Report. CB had circulated to PCC members prior to the meeting the receipts and payments for this year (Attachment A). The PCC recorded their thanks to Ian Aldred for preparing the figures and continuing to act as Treasurer until a successor could be found. CB explained the receipts/payments to the meeting including the itemised receipts and payments for the toilet/servery project. CB highlighted that forecast receipts until the end of this year included the grant award from Allchurches Trust for the roof security alarm (£2,250) and forecast payments until the end of this year included the second instalment of the parish share (£1,750), insurance monthly payments (£1,150), monthly utility bills (estimated to be £200), Architect fees for the Quinquennial inspection (£250) and the roof alarm (£5,422.48). The current balance would be sufficient to cover these payments. CB explained how, in future accounts, for transparency, a separate column will be included to itemise the facilities project payments and receipts. To that end, CB asked the PCC for permission to transfer receipts from 3 coffee mornings in 2017 and 2018 to the facilities project as stated in the Restoration and Improvement Strategy document. The resolution was unanimously approved.

Parish Share. CB reported that the second instalment (£1,750) of the £3,500 agreed by the PCC at the meeting on 7th March will be paid to the Diocese by the end of December. Fr Aran highlighted that a meeting to talk through the new Parish Share figures and discuss any concerns with the Diocesan Trustees and officers will be held at St George's Church Stamford on Friday 8th November 6-7 pm to which all PCC members are invited. CB is co-ordinating a reply to the Diocesan Secretary PA.

Lolham Field. CB updated the meeting on continuing progress regarding sale of the Lolham Field. Following further consultation Chatterton's solicitor (Jonathan Blythe), the contract of sale transfer documents were signed on 29th September 2019 and returned to the solicitor for completion. CB stated that he would advise PCC members when the sale is completed.

Treasurer Succession. The Secretary reminded PCC members that since Ian Aldred had stood down as Treasurer at our Annual Meeting, despite best endeavours, we have been unable to identify anyone to replace him. We are indebted to Ian for his continued efforts to provide us with continuity in PCC financial management; however, we need a plan as to how we manage our finances in the longer-term. CB reported that he had approached potential candidates identified by PCC members to ask if they would like to become Treasurer and, in parallel, consider the viability of sub-dividing the Treasurer role. No volunteers had been found willing to take on the role. In consultation with Ian Aldred and the Diocesan Finance Director, CB stated that they would advise not to sub-divide the role in our case. The Diocesan Finance Director suggested that we could ask Treasurers across the Uffington Group if anyone would be willing to take on the West Deeping Treasurers role. Fr Aran stated that he would enquire about this option in his forthcoming Group message. Alternatively, CB had discussed with Ian a plan to handover the Treasurer role to tie in with his availability before the end December. CB proposed that he would be prepared to take on this role but to do so he would stand down as Churchwarden and PCC Secretary at the next Annual Meeting. Following discussion of options, HJ offered to liaise with Ian Aldred to take over his duties as best as possible. Action July 19-1 was closed.

Action Oct 19-5: HJ to liaise with Ian Aldred to take over the Treasurers role by the end of December.

Item 6: Synod Report

Fr Aran provided feedback on the Deanery Synod meeting held at St George's Church Stamford on 16th September at which there was a talk on how PCCs operate. A handout from the meeting is at Attachment C.

Item 7: Rector and Churchwarden Reports

CB had circulated the Churchwarden's Report dated 30/09/19 to PCC members prior to the meeting (Attachment B). There were no points arising.

Item 8: Fabric, Facilities & Events

The Churchwarden's Report (Attachment B) summarised the status with the church fabric, facilities and events. The main points arising were as follows:

- **Repair to Tower/Nave Abutment.** CB confirmed that the extension of the tile crease course to the Nave/Tower, repair of the south aisle roof and clerestory windows had been completed satisfactorily. However, there was a further small leak coming from the north side of Nave/Tower. The PCC unanimously agreed for CB to initiate action to stop the leak.
Action Oct 19-6: CB to consult with architect regarding the leak coming from the north side of the Nave/Tower, seek a faculty (List B) approval for the work and arrange for a contractor to carry out the repair.
- **Church Roof.** CB confirmed that the PCC had approved the resolution to install a church roof alarm in accordance with the E-Bound AVX Ltd quote (see responses to email dated 31/08/2019). The Faculty (List B) was approved on 07/10/2019. The system would be installed on 24th October following which a 'teach-in' would be given by the contractor on the same day on completion of the installation. CB briefed the meeting on the options for a call-out plan through the Alarm Response Centre (ARC) as detailed in the email from E-Bound dated 11/10/2019. As detailed in the quote, the cost of this service was included for one year and the future annual renewal cost would be £298 for the guard response and £146 for the ARC subscription. Following discussion of the call-out options, the PCC resolved to contract for the 24 hour guard call-out service. CB would co-ordinate arrangements with E-Bound.
- **Toilet/Servery Project.**
 - CB briefed the meeting on the latest status regarding the faculty application, Friends' Group activities and grant submissions (see briefing note at Attachment D).
Secretary Note: The faculty was approved on 17/10/2019.
 - The PCC recorded their thanks to the Friends' Group Management Team for all their work in increasing membership, fund-raising and co-ordinating a successful social event on 13th September.
 - The summary report from the social was circulated to PCC members by email dated 14/09/2019.
 - CB noted his thanks to the Diocese Church Buildings Team (Fran Bell and Matthew Godfrey) for their support and advice in compiling the grant submissions.
- **Forthcoming Events.** The meeting discussed the events being planned up to the end of this year:
 - **'Noteables' Concert.** AC described the arrangements for the 'Noteables' Concert to be held in the church on Friday 6th December.
Action Oct 19-7: AC to co-ordinate 'Noteables' Concert to be held on Friday 6th December 2019.

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- **Molecey Mill at Christmas.** Graham Magee and Glenn Fuller had kindly offered to host 'Molecey Mill at Christmas' on Saturday 14th December in aid of the church facilities project. The event would be co-ordinated by Graham and Glenn with the Friend's Group Management Team (publicity, ticketing, refreshments, raffle and a 'Christmas Stocking' competition). For security reasons, the event would be ticketed and only publicised within the Uffington Group.

Action Oct 19-8: CB to co-ordinate with Graham Magee planning for the 'Molecey Mill at Christmas' event to be held on Saturday 14th December 2019.

Item 9: AOB

CB thanked all those who participated and supported the Lincolnshire Churches Trust (LCT) 'Bike Ride & Stride' event on Saturday 14th September. We raised approximately £350 divided equally between church funds and LCT.

CB highlighted that two village Coffee Mornings are planned for November: one organised by the Village Hall Committee on Saturday 9th November and our own on Saturday 16th November. Following discussion, it was unanimously agreed to cancel our Coffee Morning.

Secretary Note: CB has updated our input to November Towers & Spires to reflect this decision and Tricia, Steve & Roy who were co-ordinating the event have been notified.

EN stated that she had asked the Jubilee Fund Committee if they would be willing to co-ordinate the planning of a children's Christmas Party this year. EN had not been able to attend a recent Fund Committee meeting so agreed to check on the outcome of the discussion.

Action Oct 19-9: EN to liaise with the Jubilee Fund Committee to decide on whether it would be possible to hold a village children's Christmas Party this year.

Item 10: Dates of Future Meetings

The following dates were proposed for future PCC meetings:

- Tuesday 18th February 2020 starting at 3:00 pm (venue to be confirmed).
- Annual Church Meetings for Uffington Group will be held on Palm Sunday 5th April 2020 at 12:00 noon (Uffington).

The Secretary would promulgate a calling notice and agenda for the next meeting.

A summary of PCC open actions is at Annex A to these Minutes.

The meeting closed with a prayer from SA.

Colin Blagrove

C N BLAGROVE
Secretary

Drafted: 18th October 2019

Certified Approved Version:

Aran Beesley

Fr Aran Beesley (Chair)
Rector Uffington Group of Churches

Dated: 28th March 2020

Annex: Summary of Outstanding Actions from PCC Meetings at 15th October 2019.

Approved electronically by PCC 28/03/2020

Attachments:

- A. Financial Report to 30th September 2019.
- B. Churchwarden's Report dated 30th September 2019.
- C. Handout from Deanery Synod meeting held at St George's Church Stamford on 16 September.
- D. Grant Applications Summary for PCC Meeting dated 15th October 2019.

Distribution:

All PCC Members

Carole Martin

WDPC Website (<http://parishes.lincolnshire.gov.uk/WestDeeping/section.asp?docId=120639>)

**ANNEX TO WEST DEEPING PCC COMMITTEE MEETING
SUMMARY OF OUTSTANDING ACTIONS AT 15th OCTOBER 2019**

No	Action	Status
Jul 19-1	CB to approach potential candidates identified by the PCC to ask if they would like to become Treasurer and, in parallel, consider the viability of sub-dividing the Treasurer role.	Closed (see Item 5)
Oct 19-1	CB to arrange an informal meeting to discuss Fr Aran's email dated 01/10/2019 regarding his proposals for future services at St Andrew's Church.	Open (see Item 3)
Oct 19-2	EN to send the web link for CB and HJ to initiate their DBS application.	Open (see Item 4)
Oct 19-3	EN to maintain a register of DBS and training for the PCC.	Open (see Item 4)
Oct 19-4	EN to provide advice on PCC requirements for a risk assessment.	Open (see Item 4)
Oct 19-5	HJ to liaise with Ian Aldred to take over the Treasurers role by the end of December.	Open (see Item 5)
Oct 19-6	CB to consult with architect regarding the leak coming from the north side of the Nave/Tower, seek a faculty (List B) approval for the work and arrange for a contractor to carry out the repair.	Open (see Item 8)
Oct 19-7	AC to co-ordinate 'Noteables' Concert to be held on Friday 6 th December 2019.	Open (see Item 8)
Oct 19-8	CB to co-ordinate with Graham Magee planning for the 'Molecey Mill at Christmas' event to be held on Saturday 14th December 2019.	Open (see Item 8)
Oct 19-9	EN to liaise with the Jubilee Fund Committee to decide on whether it would be possible to hold a village children's Christmas Party this year.	Open (see Item 9)