



## St Michael's Church Minutes of the PCC Feb 13<sup>th</sup> 2017 in the WCC at 7.45m

Attendees: Revd Derwyn Williams (Chairman), Peter Mannings, Philip Smith, Mike Ashwood, Alasdair Evans, Peter Rixson, Graham Savage, Chris Hooper, Terry Pigram, Margaret Fox, Roger Sudbury, Angela Barton, Margaret Webb, Heather Johns, Graziana Maddalozzo, Rosemary Thomson, Ailsa d'Almeida (Minutes Secretary)

### **1. Apologies**

Revd Emily Davis, Rob Klincke, Vivienne Emmett

### **2. Minutes of previous PCC**

Minutes from meeting held on 21<sup>st</sup> Nov 2016 were reviewed, approved and signed. Thanks given to Rosemary for covering in Minutes Secretary absence. One correction noted to the spelling of Duckett Tomb.

### **3. Matters Arising**

Phil confirmed that the Holly Fair banner was located

### **4. MAP (Mission Action Planning)**

- a) Stortford North - Archdeacon Janet is to meet with the Vicar and visit the new site to discuss what resource might be needed e.g. a house and pioneer minister in the Parish  
**ACTION** : Meeting set for 13 March.
- b) Baptism Matters – at a meeting in Jan 2017 it was decided to amalgamate the Baptism party with the welcome to newcomers. New literature and books have been purchased to give to Baptism families and godparents. There will also be a Godparent focus 10am service at the end of April
- c) Away Day 6<sup>th</sup> May – all PCC and wider Church family are welcome to attend inc committee members and also families as entertainment and care on the day will be provided which the Church Wardens are arranging  
**ACTION** : Flyers and a response form to be created and distributed
- d) Church Management System – Roger confirmed that no progress has been made as yet as date needs to be arranged to discuss further  
**ACTION** : Meeting to discuss with other Churches to be agreed – Roger
- e) From Evidence to Action - breakout sessions held to take each statement and complete forms as a consensus

### **5. Safeguarding**

It was confirmed that no safeguarding incidents have arisen since the last PCC. Bill Macdonald met with the Vicar to review guidelines. PCC has a need to comply with House of Bishops guidance on safeguarding and certain members will need to complete a 2 hour Diocesan training course

There are two new roles that need appointing:

- a) PCC Safeguarding Rep
- b) Children's Advocate



Peter Rixson noted that it was important to realise the breadth of the definition of a 'vulnerable adult'. Chris fed back that paragraph 4 on the comment around preliminary investigation would benefit from a time frame being added e.g. within 48 hours). Alasdair noted that a conflict of interest would exist for any member already working in a children/vulnerable adult facing role such as himself

**ACTION** : The Vicar to share feedback and re-draft with Bill Macdonald and re-share at the next PCC meeting. All PCC members to consider if they are able to fulfil either of the required roles required. Training of the Church Wardens, Leaders of activities and PCC Safeguarding Rep (yet to be appointed), to be arranged.

**Post** –Meeting note: training session arranged for 8.8.17.

## **6. Appointment of Architect**

Phil informed the PCC that due to the retirement of Tony Redman the current architect, the DAC sent a list of approved architects. 6 were initially shortlisted of whom 4 showed interest. Letters were then sent at which point 1 rejected, leaving 3 possible replacements. Details and CVs were then submitted and around 5 weeks ago they were taken around the Church. After questions from DAC, Revd and Church Wardens, all parties voted for the same person. Iain Frierson has been proposed as the new architect. Questions were asked around payments and it was confirmed that all fees are scaled, no retainer is paid and it is based hourly per project. Ian will receive the quinquennial and complete a new one every 5 years and also provide free telephone advice. Thanks was given to all those involved in this project. Proposal received from Phil and seconded by Graham. All were in favour.

## **7. APCM – 30<sup>th</sup> April 2017**

Requests for reports will be sent shortly. Charities Commission Annual Report will also need revision. Deanery Synod election is due this year. Angela Barton and Margaret Webb's PCC terms are coming to an end. Roger Sudbury made a request to Graziana for a simplification of the finance presentation for this meeting, although it should be noted that Margaret Webb commented that they had been the clearest presentation of finance results that she had seen

**ACTION** : PCC members urged to see if they can think of any possible congregation members to join the PCC

## **8. Publicity Officer**

A Publicity Officer is required, specifically to utilise the existing archives and update boards in the Church. Input to media could also be a proactive part of this role

**ACTION** : PCC members and committee members to consider if they would put themselves forward for this role

## **9. Church Magazine**

A volunteer is required with their role being to secure local business advertisers for the Church magazine



**ACTION** : PCC members and committee members to consider if they would put themselves forward for this role and speak to the Church Wardens or Derwyn

## 10. Group Reports

Individual thanks were given to all those attending committee meetings and compiling reports

**Mother's Union** – no actions

**Charities Support Group** – Alasdair gave thanks on behalf of the Bridge Youth Church for the donation they received and confirmed they are giving thought on how to spend the money. Success of the Bishop's Harvest Appeal was also noted. Specific thanks to all those who supported the Holly Fair which was also a big success

**Social Committee** – refreshments after the All Souls Service was a welcome addition

**WCC** – Rosemary confirmed that the centre had been offered as a polling station but was declined on account of the parking restrictions. **ACTION** : Roger to reconvene the small working group regarding required improvements to the hall

**Pastoral** – Rosemary gave additional thanks to Margaret T and Sheila for re-establishing visits to Elmhurst. **ACTION** : Key dates noted as June 25<sup>th</sup> and Nov 19<sup>th</sup> for welcomes parties to Baptism families and newcomers – all welcome from PCC also

**Education** – 3 volunteers waiting to go through DBS clearance. A brief discussion was had around reasons for lack of attendance of older Children – cited as other commitments on Sundays such as sport clubs. Alasdair confirmed that Youth Alpha is currently 3 weeks along out of 12 and numbers of attendance have varied between 7 and 13 each week

**Worship** – Key dates noted as 25<sup>th</sup> Feb with St Albans Cathedral Choir, 26<sup>th</sup> Feb for Little Jazz Mass, Palm Sunday Evening 9<sup>th</sup> Apr Faure Requiem and 18<sup>th</sup> Jun a non-Eucharistic service at 10am

**Finance** – New item highlighted as the bells were discussed for the first time in the committee. Rosemary confirmed a friend has kindly fixed the donation box on the wall. Graziana confirmed the process is underway for preparing the accounts for audit. **ACTION** : Accounts will be shared at a Finance PCC the Monday prior to APCM on Monday 24<sup>th</sup> April at 7.45pm where any further safeguarding issues can also be discussed due to short period of time given for PCC to review ahead of the meeting today. Graziana to share accounts 2 weeks prior to APCM with PCC members

**Fabric** – The George Duckett Tomb is underway in stages. Regarding CCTV installation, DAC sent a faculty application notice which must be displayed for 28 days. Philip explained the amendment to the CCTV Faculty Application Specification and all 17 attending members of the PCC were in agreement. Confirmation received that the Tower Turret key has been duplicated and the spare has been stored safely. Discussions remain ongoing regarding signage to the WCC. Thanks were passed specifically to Chris for attending to the guttering on Cowell House. Ratified on duplicate key and ratified by PCC of the amendment to the CCTV specification for Faculty Application

**Outreach** – No meetings since last report

**Deanery Synod** – Meeting to be held on Wednesday with aim to discuss dealing with the developments in the deanery



### **11. Bell Tower**

Since the last PPC, Nick and Dick have spoken to the finance and fabric committees. Tenders went to 3 and Nicholsons were selected for the project of new metal frame, re-hanging and re-casting of bells. The estimated cost of works is c.£170,000, it will be a requirement of the bell ringers to lead the fundraising efforts. Proposed to start in 2018. **ACTION** : working party and Chairperson to be set up to discuss fundraising plans. Finance Committee to come to a position and then following that, Bell Ringers to be invited to May PCC to see if worth launching. Following this stage, a Faculty application would be required. Rosemary confirmed that grants, trusts and funds do exist for such work and it needs a lead

### **12. AOB**

Maggie Jarman the St Michael's Chair of Governors have sent a paper for review at the May PCC with regard to the school admissions policy. **ACTION** : PCC members to review document ahead of next PCC in May 2017

### **13. Date of next ordinary meeting**

Confirmed as 7.45 p.m. Monday 15<sup>th</sup> May 2017 @ WCC

There being no further business, the PCC meeting was closed at 21.45 with The Grace