



St Michael's Church Minutes of the PCC May 15th 2017 in the WCC at 7.45pm

Attendees: Revd Derwyn Williams (Chairman), Revd Emily Davis, Peter Mannings, Philip Smith, Alasdair Evans, Peter Rixson, Graham Savage, Chris Hooper, Viv Emmett, Margaret Fox, Angela Weeks, Terry Pigram, Heather Johns, John Steward, Rosemary Thomson, Jocelyn Guillhaumaud, Ailsa d'Almeida (Minutes Secretary), Bill McDonald (Guest)

1. Apologies and Welcome to new members

Apologies received for : Graziana Maddalozzo, Roger Sudbury, Sheila Coovrey
Welcome to the new PCC members : Sheila Coovrey, Jocelyn Guillhaumaud, John Steward and Angela Weeks

2. Minutes of previous PCC and APCM

Minutes from PCC meeting held on 13th Feb 2017 and Finance APCM on 24th April were reviewed, approved and signed. There was one amendment to the spelling of Frearson the Architect on the PCC minutes. Thanks to Ailsa and Rosemary for the minutes

3. Matters Arising from PCC and APCM

No publicity officers have been found and are still required. The minutes of the APCM will be received in due course and reviewed at next years' APCM. A reminder was given in relation to the request for a Churchwarden to work alongside Phil as well as a request for thoughts and prayers for Phil and for finding someone to come forward. Thanks given to Graziana for her finance presentation that was very well received

4. Election of PCC officers

Thanks given to all for their work to date and willingness to continue:

Vice-Chairman : Rosemary proposed by Phil and seconded by Peter Rixson

Treasurer : Graziana proposed by Phil and seconded by Rosemary

Secretary : Christine Solway proposed by Derwyn and seconded by Rosemary

Minutes Secretary : Ailsa d'Almeida proposed by Derwyn and seconded by Peter Rixson. All in favour.

Co-option to PCC : Bill McDonald confirmed as willing to continue to co-option to the PCC and will stand for election next year. Proposed by Rosemary and seconded by Peter Rixson, all in favour. **ACTION** : A Co-op of Choir Member to PCC for inclusion in the Worship & Music group to be followed up by Rosemary

5. Annual Report for Charities Commission 2016

Thanks to Christine for collating the document for the Charities Commission and also to those whose reports fed into this. Receipt of report proposed by Phil and seconded by Peter Rixson, all in favour



6. Updated membership of groups and committees

The papers were reviewed for each group and committee as well as clarification for their remits to help new PCC members to decide where they might like to join:

Worship and Music : confirmed as correct by Graham

Education : Bill confirmed Kathryn Aitken to be removed and that a replacement would be sought. Emily Davis to be added

Finance : List confirmed as correct

Outreach : Clair Sarles to be removed

Pastoral : Remove Peter Watson and Gill Pigram noted as on sabbatical, Viv Emmett to be added

Fabric : Andrew Boxall to be removed

WCC Joint Committee : Philip Smith to be removed and add Terry Pigram and Nigel Turner in

St Michael's Hall Committee : Rosemary to be added

Charities Support Committee : no amendments

Social : no amendments

Music at St Michaels : no amendments

Synod : Viv Emmett to replace Rob Klincke

Mothers Union : Maureen Smith to be removed

The new PCC members chose the following groups to join:

Angela Weeks – Pastoral (note part time due to some diary clashes)

John Steward – Fabric Committee

Jocelyn Guillhaumaud – Education and Charities Support

Sheila Coovrey – Outreach

ACTION : Derwyn to provide details to Christine for updating and circulating of the revised list. UPDATE : This has now been done 22.05.17

7. Mission Action Plan and Away Day follow up

Thanks given to all those attendees and contributors in the Away Day on 6th May. The Vicar confirmed that he is now looking to start the process of developing the plan into action. The documents will be taken to groups and committees for review and feedback on areas that are compelling for individuals. There was a breakout activity into groups of 3 to discuss initially the broader areas of focus and then the completion of the Reflection and Development feedback form. Any forms completed during the meeting were passed to the Vicar but all were encouraged to continue to consider and submit forms as appropriate. The net step will focus the structure of the MAP in the September PCC

ACTION : PCC members urged to take the discussion to groups and continue to pass completed forms back as relevant

8. Nomination of PCC Governor(s) to St Michael's School

Rosemary has completed her 4 year term in this role and thanks were given to her for her time. 3 nominations were received but only 2 within the appropriate time frame. These had



been shared with Maggie Jarman who met with the candidates. Maggie has put forward the recommendation of Dr. Alison Jordan for her experience in finance accounts, management experience and for her not being a current or future parent at the school. Dr Alison Jordan proposed by Derwyn, seconded by Rosemary and all were in favour. **ACTION** : Derwyn to put in motion and follow up with the unsuccessful candidates. **UPDATE** : Done by 22.05.17

9. St Michael's School Admission Criteria

The papers were shared and as a stakeholder, the PCC have been asked to input. The PCC members were split into groups to review the 5 questions and then it was brought back for discussion. The PCC discussed as follows:

Question 5 : consensus found that more flexibility should be allowed to take into account the reflection in change of pattern in modern family life

Question 4 : that 12 months could be too short a period, there were suggestions of 18 or 24 months as a way of ensuring families get sufficient time to see church and school involvement

Questions 1 – 3 : the discussion was in depth around the equal status for any Anglican or any Church and concerns that this would mean that distance became the over-riding factor.

ACTION : Derwyn to feedback to the School. **UPDATE** : Done by 22.05.17

10. Safeguarding

Bill McDonald put himself forward for the role of PCC Safeguarding Co-ordinator due to his previous role of Parish Safeguarding. Peter Mannings put himself forward for the role of PCC Children's Advocate. Proposed by Derwyn, seconded by Phil and all were in favour. Thanks given to Bill and Peter for putting themselves forward. Confirmation that a training session is taking place on 8th August for all those dealing with young/vulnerable people to participate in, this includes, Churchwardens, Bellringers, Choir, Junior Church and Messy Church. The Vicar confirmed that the registrations for the training were slowly coming in but reminded people to respond. This month also saw the release of the Safeguarding online module in basic safeguarding matters that all members are again required to complete, the Vicar advised it should take between 1.5-2 hours to complete and you are provided with a certificate upon completion. It was also clarified that completion of the online course is a pre-requisite of the training day on the 8th August. The CofE have also put out a policy on 'Promoting a Safer Church'. **ACTION** : PCC to take away and read, Bill McDonald and Vicar to review and come back with comments to a future PCC

11. Bells Project

Champions required to come forward for help with fundraising and further updates to follow

12. Attendance Statistics 2016

This was deferred due to some queries over the transcription of data from the Service Register to the spreadsheet

13. Letter from Mr Terry Muff



This remains an on-going issues and advice has been taken, the Vicar has sent a response and as yet no further communication from Mr Muff. It has been advised that Mr Muff's next step could be to go to the press. Any updates on this matter will be provided as they arise

14. Group Reports

The following reports were noted and received:

Social : thanks to Pam

WCC Joint Committee : thanks to Rosemary who noted that there would be a fire drill at the end of the meeting as well as on Sunday at 12 noon and for which group leaders are requested to attend

Pastoral : thanks to Pauline, who noted June 25th as the next welcome party and request for any offers of help

Education : thanks to Bill

Worship and Music : thanks to Graham. It was noted that flowers and the cash flow for these were not co-ordinated. It was clarified that flowers in the Lady Chapel did not fall under this as this is covered by the MU. It was agreed that the quantity of flowers could definitely be reduced. Wedding income covers the weekly service flowers. It was suggested by Emily that we could get members of the congregation to sponsor flowers for key festivals

ACTION : flowers issue to be taken to the finance committee for tighter controls

Finance : thanks to Graziana, Rosemary gave thanks to Kieran Clegg who has done a fantastic job of sourcing the advertising for the magazine as well as timely payments

Fabric : thanks to Phil

Outreach : thanks to Roger, the PCC discussed Roger's proposal for a change from the current static database to a web based managed system which he has also kindly offered to find and enable. Derwyn confirmed that discussions with the Churchwardens and Katharine Stanley (As current operator of the database) had occurred and that concerns over workloads had been raised. There were discussions held on migration issues due to age of existing data as well as the challenge of data protection. For this reason, it was agreed that starting from scratch would be advisable. This was proposed by Graham Savage, seconded by Peter Rixson and all were in favour. **ACTION** : Roger to proceed with next steps

Deanery Synod : thanks to Peter Rixson, who noted that as we are losing Anthony Giles as Rural Dean

Mother's Union : thanks to Heather

Charities Support Group : No report received

15. AOB

None

16. Future PCC meeting dates

11/9/17, 20/11/17, 12/2/18, 29/4/18 (APCM), 14/5/18. Note the September meeting commences with a simple Communion at 7.30pm with an 8pm start for the PCC meeting. Other regular meetings will commence at 7.45pm



There being no further business, the PCC meeting was closed at 22.00 with The Grace. The PCC members took part in a group photo and a fire drill