



St Michael's Church Minutes of the PCC September 11th 2017 in the WCC at 8pm

Meeting was proceeded by Holy Communion at 7.30pm

Attendees: Revd Derwyn Williams (Chairman), Peter Mannings, Sheila Coovrey, Roger Sudbury, Philip Smith, Peter Rixson, Graham Savage, Chris Hooper, Peter Jones, Vivienne Emmett, Terry Pigram, Heather Johns, John Steward, Mike Ashwood, Bill MacDonald, Rosemary Thomson, Ailsa d'Almeida (Minutes Secretary)

1. Apologies and Welcome to new members

Apologies received for : Emily Davies, Graham Savage, Angela Weeks and Alasdair Evans
Welcome to the new PCC members : Peter Jones co-option was proposed by Philip Smith and seconded by Rosemary Thomson, all were in favour

2. Minutes of previous PCC

Minutes from PCC meeting held on 15th May 2017 were accepted as a true record

3. Matters Arising

It was noted that the search for the new Churchwarden, to commence in April 2018, continues
Allison Jordan as PCC Governor for St Michael's School has now undertaken her first meeting and induction
The Vicar updated the PCC that the feedback regarding amended admissions criteria for the School has been fed back and a formal proposal is now under development, this will be shared when ready
Attendance statistics will be shared with the circulation of these minutes. **ACTION:** figures to be shared
There have been no further communications from Mr Terry Muff

4. MAP

- a) Stortford North : info flyer has been drafted and is now with a graphic designer. Due to the timings of development, the Christmas service detail will be removed. The Vicar confirmed that one column in the flyer will be interchangeable for seasonal service details. The Vicar confirmed that a team may come together to engage with newcomers, as and when the new residents arrive. There is a Diocesan conference coming up in Biggleswade on how to engage with new communities that PCC members may be interested in
- b) Publicity Banners : for placement on Windhill. Rob Stokely hopefully to involved with the design of the single banner
- c) Parish Praise and All Age Worship : covered in the Worship report later
- d) AV Development : a meeting is planned on 26th Sep for the Vicar and Wardens to meet with the Diocese



- e) Publicising/Developing Home Groups : Derek Hinge's home group flyer has been developed. Parish Praise with Rob Klincke in November will involve Home Groups, to encourage people to think about them
- f) Developing/Exploring Prayer : There will be a session this month at June's: Exploring Prayer day. All welcome to sign up and there will be another on a Saturday during Lent at the WCC
- g) Church Management System : covered in the Outreach group report later
- h) Parish Breakfasts : Thanks given to Caroline Dunn and her team for the first one of these already enjoyed. This will be held again in November, all are welcome and all encouraged to spread the word, particularly amongst families
- i) 'Men's Group' : Beer, discussion and friendship, open to all, held on 12th September

There is still time to put forward and develop any other ideas with willing volunteers. From here these ideas will be put on paper to become the MAP for November 2017 onwards.

5. Quinquennial Inspection of the Church

Phil provided an update on the status of this. Iain Frierson is the new Architect. It was confirmed that 2019 will be the earliest for the work on the Bells. It has been raised in the last two Quinquennials and Health and Safety must be addressed in the Bell Tower. £15,000 was the estimate from 2015. The consensus is that this work can't be delayed and it was discussed that the Bells Appeal may not deliver the required amount anyway. Phil will continue the conversations.

6. Safeguarding – update from Bill MacDonald, Safeguarding Officer

11 from St Michael's Church attended the training in August. There is another session on 19th October. Bill reported that the training is very specific to our needs, although noted that the Risk Assessment module was questionable. The goalposts of Safeguarding are in constant revision such as around the investigating and reporting process and the latest instruction is that any Safeguarding concern must be passed straight to the Diocese Advisor. Bill will be creating an action plan and revise the policy again. It was noted that as a Parish we are good on Safeguarding. The 'at a glance' guidance is still to be produced. DBS checks, 4 people still need to go through in the next couple of months. **ACTION:** details for the basic module on Safeguarding to be re-shared by Christine.

7. Archdeacon's Inspection 5.9.17 Verbal Feedback

Tim Weeks conducted on behalf of the Archdeacon. Nothing of note was found which is good news. It means that all registers and events have been logged correctly as well as photos/log books and all fabric and ornaments being in order. This was conducted with the Archdeacon's representative and the Churchwardens. **ACTION:** Copy of MAP and Churchyard plans to be supplied

8. Visits of the Bishop of Hertford 4th and 7th February 2018



The first visit is a Sunday and will see the Bishop attend all 3 services including Christingle. Attendance is encouraged. Wednesday's visit will run from lunch through to the evening. The agenda is TBC but will include a meeting with the Vicar, Clergy team, Wardens as well as a meeting with the PCC for an evening session led by the Bishop. More detail to follow in due-course

9. Group Reports

Thanks given to all those creating reports

Charities Support Committee : Alison is currently unwell, prayers requested. Subsequently no report has been received. It was asked about the decision on sharing out of money. It was confirmed that the red bucket money will be sorted upon Martin's return. For the Holly Fair, 17 stalls will be in the WCC and this is occurring on the same day as the town Christmas Fayre in North Street. Volunteers to help with the Holly Fair are required. Peter Rixson will be coordinating the Holly Rings

Social : no report received. Key date noted for Festival of St Michael's 24th September will have a bring and share lunch, all are welcome

WCC Joint Committee : It was noted that lettings have improved and additional thanks given to Rosemary for publicising and to Katharine for administrating

Pastoral : Additional thanks given to Rob Klincke for chairing and to Pauline Hinge for her work

Education : No report or meetings. There is one due next month where the future of Junior Church will be discussed including the impact of Emily's departure on this and Messy Church

Worship and Music : Graham confirmed that there was a forum with the members of the group and 6 additional Church members on how can Parish Praise work to include others. The Vicar talked through the notes supplied for the meeting and it was noted that it should be added that it is important that anyone leading this service plan needs to liaise with the technicians and look to rehearse. The Vicar proposed that the PCC endorse this guidance, which was seconded by Phil. There was one abstention, the remaining were in favour. It was also noted that the Bell Fund Concert will be for general bells fundraising and this should be clarified to inform donators

Finance : as per report

Fabric : point b was already addressed within the Quinquennial section earlier. It was also noted that the point in outstanding actions relating to visits to other churches for lighting systems is to be removed. There was then a discussion relating to the provision of pew-cushions. The Churchwardens reminded the PCC of the need to go back to basics on the commendation of the idea and the need to provide comfort to those in worship. Roger provided his reasoning for being against the proposal, due to the suggested impact on sound quality of the music. All the PCC were invited to put forward their comments and questions. The additional points related to cost, confirmed as being c.£4-5k for centre aisle only or c.£8k+ for the whole church. It was confirmed the Friends might provide funding for such items. In favour points were relating to comfort and in particular for the older members of the congregation. **ACTION**: Churchwardens to develop a formal proposal for the November PCC, for pew cushions for the front centre of the Nave.

Outreach : In relation to the badges, it was confirmed that a list of names is being created, the badges are proposed to be magnetic and for people to purchase their own name. There



was a discussion regarding the proposal of the new Church Management System for which Roger had provided a recommendation. Following discussion and questions on the proposed approach and functionality, the PCC members were asked to vote regarding the specifics of seeking explicit consent for inclusion on the system. The result was that 14 were in favour of gaining explicit consent, 2 were undecided and 1 was against seeking consent. Following this the Vicar confirmed that a revision of the protocol and procedures is required. Workload concerns were also raised as another issue. Roger confirmed that the system provider audit is down to a shortlist of 2. **ACTION:** Roger to provide revised recommendation and share this in advance for review by PCC for the November meeting

Mothers Union : It was confirmed that all administration of Mother's Union now sits with Heather and not Katherine

Deanery Synod : next meeting confirmed for Wednesday 13th to set up Synod for the next 3 years. There is a Deanery Communion Service on 1st November at St Mary's Sawbridgeworth

10. AOB

Renovation of War Memorial in Church has been authorised and can now be ready at the latest by November 2018. Flags will be dealt with by the standing committee.

There being no further business, the PCC meeting was closed at 22.15 with The Grace.