



St Michael's Church Minutes of the PCC November 20th 2017 in the WCC at 7.30pm

Attendees: Revd Derwyn Williams (Chairman), Peter Mannings, Roger Sudbury, Philip Smith, Peter Rixson, Graham Savage, Peter Jones, Terry Pigram, Graziana Maddalozzo, Heather Johns, John Steward, Mike Ashwood, Bill MacDonald, Rosemary Thomson, Angela Weeks, Ailsa d'Almeida (Minutes Secretary)

1. Apologies

Apologies received for : Viv Emmett, Sheila Coovrey, Chris Hooper, Alasdair Evans
Absent : Jocelyn Guillhaumaud.

2. Minutes of previous PCC

Minutes from PCC meeting held on 11th Sept 2017 were accepted as a true record with amends to: 'Charities Support Group' (not Committee), all Holy Fair stalls (not 17), preceded by Holy Communion (not proceeded).

3. Matters Arising

Statistics Summary Sheet was shared and reviewed – no points to note
School Admissions criteria to be reviewed during AOB at close of meeting
Gratitude given to Alison Jones over so many years and love and sympathy noted to Gary and family

4. MAP

- a) Stortford North : Roger and Alison Fair have finished leaflet development. Seasonal relevant info to be added in due course. There will be an open meeting in early 2018 inviting the congregation to be involved with Stortford North in the form of a team to take on outreach later in 2018.
- b) Publicity Banners : for Church Yard. Wardens considering.
- c) Parish Praise and All Age Worship : new guidelines are now in place and reviewed in the Worship and Music group. Angela fed back on the suggestion of more involvement for children
- d) AV Development : DAC meeting took place on 26th Sep for the Vicar and Wardens. Report suggested 2-3 Churches to visit, one of these was Broxbourne which is was felt is no more advanced than St Michael's and therefore others are to be explored.
- e) Publicising/Developing Home Groups : Flyers now in circulation to open groups up and also covered by Derek during Parish Praise. There has been some interest to date and a board detailing this will also be at the upcoming Welcome Party
- f) Developing/Exploring Prayer : Exploration day was held in September and another is planned at WCC on March 10th during Lent. Further detail will follow and thanks was given to June for her hospitality
- g) Church Management System : Roger updated that there had not been an Outreach meeting as it was due next week. At this the group will decide between 2 systems and have requested PCC grant permission for the group to make this decision. Policies need



- to be reviewed and guidance from Archbishops council on GDPR is to be included. The PCC agreed allowing the Outreach group to make the decision in principle and then to develop an action plan proposal to share during Feb PCC. Katharine's workload concerns were raised and a discussion was had on the longer term time saving possible
- h) Parish Breakfast : Two of these events have now taken place and are going down well with a good variety of ages. From 14th Jan these will be planned to run every other month
 - i) 'Men's Group' : This group met in September and another is taking place the week after the PCC. It was highlighted that all are welcome to this group
 - j) Mums Group : Emma Evans proposed this new group for Friday mornings on a fortnightly basis, allowing mums to share in conversation. This group is now in steady growth. It was noted there is an option for Dads with an existing group in Thorley. Heather Johns noted that on the discussion of group names, the MU is open to all and she has contested the name but due to it being a Worldwide name it is not something that can be changed locally.

The Vicar will update the MAP and moving forward it will be used as a working document which can be shared as needed via Phil

5. Future Shape of Ministry

With the moving on of Emily Davies it provides an opportunity to think about the options for the shape of the Ministry team and if it is worthwhile aligning better to the needs of the Church. A breakout group discussion was held and a member of each group reported back to the whole PCC.

- Roger fed back that there was concerns over the potential time of a gap should we await the assigning of a new Pastoral Minister
- Peter Rixson fed back on the need to consider the priorities of the Parish with Stortford North being key. With so few Curates available the chances of St Michael's being allocated one is low and also a recognition of the pressure and time to train on the Vicar
- Graham reported they liked the idea of options b and c being combined due to the provision of two Primary and one Secondary school meaning a family heavy presence. They liked the idea of selling the current property and buying one on the development to be in the area
- Peter Mannings commented on the clergy workload concerns and difficulties on the families in the congregation
- Rosemary fed back on b and c as good options along with the sale or renting of Cowell House
- Phil echoed previous comments on chances of being assigned another Pastoral Minister being low
- Angela commented on if there was a new Curate could they cover Bishops Park
- Mike asked around the current vs projected population figures which were discussed as being 11.5k in the Parish currently and anticipated to increase to around 19k
- Derwyn concluded by saying that a Curate is not needed. Clive Weir (Churches Together) and the Vicar are meeting on Saturday to discuss. Options b and c are



both a financial challenge. It will be discussed with the Diocese on what the priorities are for vision and ministries. It was concluded that everyone should keep thinking and praying on this matter and also that it will be a key discussion point for the bishop's visit in February 2018

6. Quinquennial Inspection of Church

Iain Frierson the new Architect has produced his report on what needs to be addressed but currently the bell works have diverted attention. Figures have now been requested in time for the February 2018 PCC meeting so priorities can be decided. There are no direct actions for the time being.

7. Safeguarding

Update on training and policy provided by Bill.

For training, 23 people from the congregation were trained across sessions in August and October. A final wash up session is planned for Spring. 6 people are still required to do this and also those hosting home Communion visits will also be contacted to partake. If people are not then trained at this session they will need to make their own arrangements to do training or ultimately they will not be able to continue in their roles.

DBS Clearance, 25 people in the Parish are up-to-date, it was discussed if the Creche group should do this as whilst not needed, it is felt this is good practice.

Policy, some amends for the PCC to approve including that it's everybody's responsibility to report on a Safeguarding concern. Meeting duties wrt C of E guidance will be covered in a separate action plan.

It was then opened up to questions/discussion from PCC. Clarity on who should be going through training and clearance was raised. The PCC should complete the online training. Derwyn proposed to adopt the policy and action plan as a working document that Bill can raise and update in all future PCC meetings. Rosemary seconded and all were in favour. One final draft will be done by Bill and then passed to Katharine for display in the buildings and on the website, other dissemination to be discussed

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

Evening of 7th February the Bishop will meet with the PCC, facilitated by the Bishop, this is not a business meeting. Meeting venue is TBC

9. Bells Appeal

Dick Prime paper was discussed and concerns raised regarding the likely fall back to the PCC in the event the amount is not raised. Question to the PCC is do we say yes to the launch of the appeal given the Quinquennial is a priority for the Church now and a pressure on finances. Proposed by Peter Mannings and seconded by Roger, 13 were in favour, 1 against and 2 abstentions



10. Cowell House

The property owned by the Church was discussed. It is a 3 bedroom house and the Wardens have been to inspect it. It took 3 hours of the Architect Quinquennial. The Finance committee have received and reviewed the costs which include a new bathroom and roof repairs. A plumber is planned to attend along with the decorator in January. There is the possibility to rent the house from 1st Feb 2018 for an initial period of 6 months. Estimated rent is £1500 a month. Thanks was given to the Wardens for their efforts and also to Terry for his electrical work

11. Communion House/HC Assistants

All are willing to continue in principal for the next 3 years. Proposed by Derwyn to re-endorse but also seek names to bring to next PCC. Seconded by Rosemary and all in favour. Those doing housebound Ministry, Barbara and Peter Eldridge are stepping down after 15 years, others are to continue, proposed by Derwyn, seconded by Phil, all were in favour. It was discussed that those doing these duties need to do the Safeguarding training. Elspeth, Sheila, Doreen and Valerie are to be trained, Pauline has already completed

12. Group Reports

Thanks given to all those creating reports

Charities Support Group : Rosemary chaired the meeting in memory of Alison Jones. Val Ashwood is taking on chair moving forwards. USPG regional is on 2nd Feb 12-4pm all invited to attend and more detail to follow. Holly Fair, both halls of WCC will be in use and stewards will help direct to make it easy to find. There is a challenge on parking. The Holly Fair will be held in memory of Alison. Peter Rixson reminded of the Holly making sessions taking place in WCC from 27th – 30th November and any donations of holly gratefully received

Social : thanks to Pam Johnson Cooke and the team for the tea and biscuits for the All Souls service

WCC Joint Management Committee : Additional thanks to those who have volunteered to be the lock up teams

Pastoral : Reminder of upcoming Welcome party on Sunday, all welcome

Education : Attention to detail on health/allergies. Roger advised once this information is known the CMS can hold this information

Worship and Music : Peter Jones added his name to this group

Finance : Graziana highlighted the magazine advertising income generating £1285 until end Oct 17 so far, the 2016 total income from this was £940 so particular thanks to Kieran Clegg. Church flowers detail is now on the spreadsheet and the surplus is looking very healthy

Fabric : Purchase of flags was agreed. The entrance way has been fixed. Points a and b proposed by Phil and seconded by Peter Rixson. Point d (Conservator's inspection) is on hold.

Outreach : Roger confirmed a meeting is due and badges are being distributed.

Mothers Union : As per report



Deanery Synod : Peter Rixson confirmed the meetings have got out of sync with the PCC dates. Mandy Brown is the new area Dean, Helen Turner is stopping as lay chairperson and they are missing a secretary currently

13. AOB

St Michael's School Admission Policy proposed draft on admissions amends. Category 4 sees attendance amended from 12 to 18 months attendance and Wednesday morning Communion will be on a par with Sunday worship. PCC input is welcomed to contribute to the consultation and all felt it is a positive step forward. Derwyn proposed PCC approval and this was seconded by Rosemary, all were in favour. ACTION : Derwyn to communicate to Maggie the Chair of Governors.

The PCC also were informed of the action to take in the event of a Terror risk; Run, Hide, Tell.

There being no further business, the PCC meeting was closed at 22.00 with The Grace.