

Minutes of the St. Giles PCC meeting held on 7th November 2017

Present: Fr. Mark Crowther-Alwyn (Chair), Allan Preston, Angela Neale, Brian Legood, Bridget Caudle, Claire Drabble, Emily Brailsford, Jackie Steele, Jane Pomphrey, Jean Haines, Martin Smith, Michael Amos, Peter Steele, Sarah Higgs

Fr Mark welcomed everyone to the meeting. He announced that Bishop Alastair is retiring next year. The meeting then commenced with a prayer.

104/17 Apologies.

Apologies have been received from Helen Legood and Sue Grant-Nicholas

105/17 Approval of Minutes.

With a few minor amendments, the minutes of the PCC meeting of 19th September and those of the Standing Committee on 3rd October, were approved as a correct record and signed by Fr. Mark. It was particularly noted that Jane Pomphrey had offered to **assist** in the counting of the collection money, not to take over the job.

106/17 Correspondence

a) Formation of Carsington Deanery. The Secretary reported receipt of a letter from the Diocese relating to the formation of the new Carsington Deanery. The letter contained a copy of the draft Pastoral Order with a request for formal approval of the proposal. After a brief discussion as to the implications of the proposed change, the PCC voted to approve the proposal with one abstention. Fr. Mark, as incumbent, had been sent an identical letter.

Resolved. That the PCC of St. Giles Matlock gives its consent to the making of the Pastoral Order creating the Deanery of Carsington.

(This resolution has been sent to the Diocese)

b) Churchyard memorials. A letter has been received from DDDC about the dangerous state of some of the memorials in the churchyard. The district council requested that the next of kin should be traced and requested to make safe the memorials and if this isn't possible the memorials should be laid down on the ground. In discussion it became clear that tracing the next of kin would be virtually impossible and in any case it is hotly disputed who is responsible for the safety of the memorials, given that the churchyard is 'closed' and in the care of the local authority. It was noted that one of the unsafe memorials was only in that state because it had been damaged by the council and they hadn't repaired it! Emily Brailsford undertook to discuss the issues with Mr Postlethwaite and also to raise the issue of the leaking tap.

Action. Emily Brailsford

c) Other correspondence received.

Church Urban fund newsletters; Strategic Buildings Review; Church Buildings Project Workshop; Derby Diocese Youth News; Deanery Bible Study day; Deanery Synod meeting invitation; Freedom Week Launch; Common Fund letter; Parish Information letter. (Most of these have been circulated to relevant members of the PCC. If anyone else wishes to see any of them please let me know).

107/17 Financial Report

The Treasurer distributed copies of the January to September income/expenditure figures and a comparative period for the previous year. Covenanted giving was holding up well as were other income streams. Income had been boosted by a substantial legacy. As far as expenditure was concerned the most obvious changes were to do with the roofing project. The impact of this on the accounts is now almost at an end. We have received £4900 as the last tranche of the grant and because the total expenditure (even including the railing round the French drain) was less than the original estimate, we have not got the full amount we were offered, (£27100) but this is understandable. There are still two small payments to be made which are due next May and the Treasurer was authorised to prepare the necessary paperwork for these.

The Diocesan quota has increased as will do so again next year. Insurance costs have also increased because the policy now covers the barn as well as the church itself.

The charities and organ/choir funds are topped up from the general fund and this is felt to be the best way of identifying expenditure on these items as they would otherwise tend to be subsumed into the mass of transactions in the general fund.

There has been a pleasing increase in the bell fund, largely due to contributions from the ringers themselves. It was also good to report that the estimates for the proposed repairs to the bells are not as great as anticipated. A comprehensive set of risk assessments and insurance will be needed for the proposed work and Peter undertook to contact the insurers on this matter.

Resolved To approve the financial report.

Action. Peter Steele

108/17 Appointment of New Treasurer.

A job description has been produced and is to be circulated to PCC members for comment. (*This has been done*). The job description identifies how some aspects of the treasurer's work could be split between volunteers and/or a paid employee. There was a view that someone hired in to do the book-keeping is almost essential, but the idea of the PCC treasurer being an employee rather than a member of the PCC was rather more debatable. There would be the question of transparency and accountability. After a good discussion it was agreed that;

Peter would contact Harry Loveday re possible treasurer 'volunteers' ex Nat West Bank

Jackie would contact Barbara Hughes on a similar basis

Fr Mark would discuss with DL&H PCC about a possible joint treasurer arrangement.

An interviewing committee should be set up consisting of Fr. Mark, the churchwardens, Jackie and Peter Steele and Allan Preston.

Resolved.

- a) **To circulate a job description for the treasurer post for comment**
- b) **To make enquiries about possible new treasurer volunteers.**
- c) **To consider a joint arrangement with our sister parish of Dethick, Lea & Holloway**
- d) **To set up an interviewing panel for the treasurer post**

109/17 Sanctuary Lamp.

Emily reported that the sanctuary lamp is due to be fixed on Thursday 9th November at 11am.

110/17 Barn Fences.

Bridget reported that she had asked for quotes from Keith Evans and Paul Servante. Keith has given an oral quote of £250 (+VAT?) for repairs to three fences; the one between the car park and the driveway, the one overlooking the former Rectory and the one alongside the Wheatsheaf. No reply has been received from Paul Servante. As the fence between the car park and the driveway is in a bad state it was agreed that, provided that a written quote of around £250+VAT was received from Keith, he should be asked to do the three jobs.

Resolved. Provided that a written quote of around £250+VAT was received from Keith Evans, he should be asked to do the repairs to the three fences.

Action Bridget

111/17 Handrail along footpath.

Emily reported no progress on this matter and there was then a brief discussion about the need for a hand rail or whether the path itself needed serious attention. This then raised the issue of who was responsible for the maintenance and safety of the path, e.g. the church or the district council. Angela undertook to speak to Nigel about the practicality of resurfacing the path given the Listed Building and Conservation Area constraints.

Action. Angela to discuss with Nigel.

112/17 Retreat Day

Two or three inquiries received by e.mail. Jean is lined up to deal with refreshments. The details of the day have been sent out on Facebook, in the magazine and newsletters. Emily has circulated other Lay Readers. No posters have been sent out yet and Churches Together in Matlock have yet to be contacted.

Action. Emily, Fr. Mark and Jean

113/17 Meeting Space Committee Report

The report of the Meeting Space Committee had been circulated. It was noted that Sarah Higgs had been at the meeting and that both Peter Steele and Martin Smith had tendered their apologies. There was then a lengthy and somewhat confused discussion about the various proposals. The following seemed to have been agreed (*but the Secretary may be wrong here*).

- a) Jackie has a cloth to cover the dustbin!
- b) The ladders are used to enable the decoration of the Christmas tree, for the garden party banners and for other jobs inside and outside the church. However, the existing 2 section ladder is unwieldy and cannot be put in the loft. It was considered that a three section ladder would be preferable and this could then be stored in the loft. **Action. Brian to investigate cost.**
- c) The leaflet table, triangular leaflet holder, various pictures, the two basic *prie-dieus*, the large wooden box and the blue notice boards are to be disposed of. **Action. Bridget to arrange with auctioneers.**
- d) Transfer of the children's are to the North Aisle would not render the recent expenditure on the current area redundant as all the equipment can be moved. There would be a need to investigate better lighting in the new area, but there was a feeling that the proposed site would give a greater sense of security. **Action. Emily to check need for more lighting.**
- e) The *prie-dieu* in the Lady Chapel can be stored in the cellar as it is only used for confessions.
- f) The font lid can also be stored in the cellar as it is very heavy and rarely needed.
- g) Jane agreed to rub down and repaint the votive lamp stand. **Action Jane**
- h) Bridget would write an article in the next parish magazine asking who would like to buy various pieces of furniture and Lady Chapel pews. **Action. Bridget**
- i) The replacement of the Lady Chapel pews by chairs was agreed in principle, but there was no agreement on the type and number of chairs or whether they should be plain wood or have padded seats and backs. There was agreement that they should be substantial and should have a flat top. The DAC had recommended chairs at £210-£300 each. Chair suppliers had offered to bring a selection of types for us to view and all PCC members would have the opportunity to examine these. It was noted that we'd need a faculty to remove and dispose of the pews and to install chairs. Angela was tasked with preparing the faculty papers. **Action Angela.**
- j) The Lady Chapel pews are to be sold with members of the congregation having the first chance to purchase before anyone 'outside'.
- k) The Wooley tomb shouldn't be used for as a general dumping ground for letters etc. **Action. Emily to do a note to this effect.**
- l) Those items in the MSC report that are not referred to above were approved without discussion.

Noted that the next meeting of the MSC is on 21st November 7.30 pm

114/17 Fees for visiting musicians and choirs

The Francis Jackson Choir had asked to sing at the All Souls Day service and this had been warmly welcomed. Very close to the day there was a request for a fee of £150 for a visiting organist as the choir master (who is our own organist) needed to conduct the choir and therefore couldn't play the organ. There is no doubt that the presence of the choir greatly enhanced the service and the requested fee was not excessive for an organist of the calibre required. The issues were that it had not been made clear at the time the offer of the choir was made that there would be any fee at all and this was compounded by the lateness of the request.

After a brief discussion it was agreed that for any future occasion where a visiting choir, organist or soloist was involved, any fee should be agreed at the time the booking was made, with the clear understanding that failure to do this would result in there being no fee, even if this meant no choir, organist or soloist.

Resolved.

That for any future occasion where a visiting choir, organist or soloist was involved, any fee should be agreed at the time the booking was made, with the clear understanding that failure to do this would result in there being no fee.

115/17 Cover for social events

Gift Day, Jackie and Peter; **Carol Service**, Carol Sanderson; **Christmas Day** Joan

116/17 Safeguarding.

Joan stated that she would have the safeguarding audit report ready for the next meeting of the PCC. She drew attention to the safeguarding training day on 30th November and the fact that job descriptions and contracts had been drawn up for church wardens, treasurer and secretary. The only real outstanding matter was the production of risk assessments which is proving to be a very slow process. Joan's report was approved.

117/17 Forest Church and School Choir

Emily reported that, at February half term the willow dome at the school would be given a refurbishment to enable it to be used by the infants as their 'forest church'. Volunteers are needed to help with the repair work. She also reported that the current music teacher, Mrs Grainger, was retiring and that she (Emily) may be asked to take over the school choir. In any case, the choir will be coming to sing at the Advent service.

Emily's report was noted with considerable pleasure

118/17 Piano tuning.

No invoice had been received for the piano tuning from Karl Dumelow. Emily agreed to ask about this as it is required for the log book. **Action. Emily**

119/17 Christmas flowers and services.

Agreed that the Christmas flowers can be done any day after 3rd Sunday in Advent, bearing in mind that Christmas Eve is 4th Sunday in Advent. Fr Mark pointed out that Christmas Eve was going to be a very packed day for services beginning with the usual 8 o'clock mass and then going on to the 0930, an 11 o'clock mass at Holloway and then Christingle/Crib in the afternoon, evensong and finally midnight mass. He asked if there were any views about dispensing with any of the usual Sunday services. The view of the PCC members seemed to be that this was a very reasonable suggestion and that the choice of which service to leave out would be best left to Fr. Mark.

120/17 Dates of next meetings:

Standing Committee 19th December

PCC 16th January