

**Parochial Church Council  
Minutes of meeting held on 8<sup>th</sup> March 2016**

1. **Welcome and prayers:** The Vicar opened the meeting by inviting all to pray.
2. **Attendance:** The Revd Julian Francis (Chair), Ian French, Anne Game, John Hatch, Simon Kirby, Justin Pinkess, John Russell, Caroline Shaw, Charles Williams, Pat World.,  
**Apologies:** Doreen Beevers, Revd. Colin Butler, Carol Couse, Philip Couse, Maggi Cull, Phil Ypres-Smith. **In Attendance:** Keith Herbert, Chair of the Finance Committee
3. **Minutes of the PCC meeting on 19<sup>th</sup> January 2016:** were approved and duly signed with the following amendments:  
**Item 9.3** – the word ‘strong’ to be removed
4. **Matters arising:**
  - 4.1. **Outstanding vacancy for Church Warden** – the vacancy for a second Church Warden remains and with the APCM fast approaching the Vicar and current CW – John Hatch, reported that potential stumbling blocks to being a Warden, such as always being at the back of church, opening up for services, could be negotiated. What is important however is that the CW lead the congregation in worship, support the sidespeople and have a care for the fabric of the building.
  - 4.2. **Bishop Fanel Magangani’s Visit – 7<sup>th</sup> – 11<sup>th</sup> May 2016** - The Vicar reported that a programme, for the visit is being prepared, and that suggestions for activities are welcome. It is likely that the Bishop will stay at the Vicarage, preach on Sunday and attend the monthly lunch club on Tuesday. The lunch co-incidentally is the Christian Aid, bread and soup lunch and Malawi is to be the focus of Christian Aid Week.
  - 4.3. **Safeguarding-update** – Pat World reported that Job Descriptions had been finalised and now held in the Safeguarding Folder, lodged in the Church Office. PW also reported that a meeting of the Safeguarding group is to take place in the near future to review progress to date. PW commented that, in her view, the Diocesan Office is proactive in setting up appropriate training and distributing relevant information. JF informed the meeting that he and Pat World are shortly to attend a workshop on Domestic Violence. The PCC thanked Pat World for all her hard work in this area.
  - 4.4. **Common Fund / Diocesan Accounts update** – JF reported that a notice had been on the notice sheet, giving directions as to how to access the Diocesan accounts and budget.
  - 4.5. **John James Legacy** – The Vicar reported that this matter is on going
  - 4.6. **Revd Colin Butler’s Departure** – The Vicar reported that plans are in place to mark CB’s departure on 10<sup>th</sup> April and that his last service will now be 17<sup>th</sup> April. JF informed the meeting that CB’s new church, St Nicholas, are involved in supporting a number of Iranian refugees. During discussion it was suggested that the PCC might like to thank CB for his work in the parish by making a gift to CB’s new parish for their work in this regard. It was proposed that:

*‘The PCC wishes Colin and Susan Butler, every blessing for their ministry in Ankara and is pleased to give a gift of £250.00 to help support the congregation as they sees fit.’*

*Proposed: John Hatch Seconded: Charles Williams Unanimously Accepted*

- 4.7. Vicar's Absence:** JF confirmed he would leave for Zimbabwe on Tuesday 12<sup>th</sup> April and return on Friday 22<sup>nd</sup> April, when he hoped to be present at the St George's Picnic. Curate Ian Smith is also to attend the picnic so there will be a clergy presence should JF be delayed.
- 4.8. Parish Week-end:** JF reported that plans were still evolving and that the Elim Conference Centre in West Malvern is a possible venue, and Revd Dr Caroline Wickens a possible leader. Dates are still being discussed.
5. **Response to the Refugee Crisis:** JF circulated a paper entitled 'Karis Update' (attached) that documented a meeting between himself and Harry Naylor, Karis Neighbourhood Scheme, Project Administrator. Karis NS is involved in a number of projects and organisations supporting local refugees and asylum seekers. Contact between JF and HN is ongoing.
6. **Reserve Fund Policy Review Update, Roof Repair Fund and Treasurer's Report:**
- 6.1. **Reserve Fund Policy Review** - Keith Herbert reported that the Finance Committee had met recently and were now in a position to recommend that the General Reserve, a reserve that is meant to be a buffer for use in an emergency, be held at six months worth of income, i.e. £70,000. After discussion it was proposed that:  
*'The Reserve Policy Statement, in the Annual Report, be changed, so that the words 'between' and 'eight' be removed. And that a paragraph be added to the Reserve Policy Statement, that refers to recommendations made in the latest Quinquennial Report.*  
*'Proposed: Pat World Seconded: Justin Pinkess Unanimously Accepted*
- 6.2. **Roof Repair Fund:** JF reported that an application had been encouraged and made to the recently establish 'Emergency Roof Repair Fund for Listed Places of Worship' (see attached paper circulated prior to the meeting). The application required that a pledge from St George's own funds be made. As the deadline for the submission was February 26<sup>th</sup>, the Standing Committee had agreed on behalf of the PCC that a pledge from our own funds be made. The rationale for this decision was two-fold: Firstly, that the roof repairs are essential works and will need to be funded with or without a grant from the ERRFforLPofW. Secondly, the PCC has already committed £25,000 into a designated fund (November PCC) for major repair works and the pledge amount can if necessary, be taken from this fund. The PCC thanked Carol Couse and Jane Darnton for their work on this matter.

*Note: As part of the discussion of the above it was agreed that the designated fund created at the November PCC be named the 'Designated Fabric Fund', to keep it in line with the Restricted Fabric Fund.*

- 6.3. **Annual Accounts:** Keith Herbert, Chair of the Finance Committee circulated and spoke to the Draft Account for 2015 (see attached). During his presentation KH stressed that some figures may change as the accountant audits them but by and large, the totals would remain constant. Also that some minor changes to the presentation of the account to simplify them for the purpose of grant applications, again would not change the overall figures. Comment was made during discussion that the increase in income this year was due to a number of factors but that the impact of Funding 15 should be noted. After much discussion and clarification it was proposed and agreed that the Urban Mission Restricted Fund be changed to include the word 'inside' as well as outside the parish and that the Draft Accounts be accepted.

*Note: During the above discussion the question as to whether or not to have more designated funds was raised. The suggested funds were Fabric (already agreed) Worship and Development and Urban Mission. The suggested rationale for more such funds included, that to create an Urban Mission Designated Fund would match the existing Restricted Fund. And having a designated fund such as a Worship and Development Fund would mean that the range of funds would reflect, financially, the life of the church. It might also help the disbursement of any legacies or bequests. A counter rationale to the spawning of such Designated Funds suggested that keeping funds in the General Reserve would be a simpler way forward. It was agreed that this needed further discussion and would come back to PCC. KH suggested if funds were to be formed and fund names changed in the future that this be done in good time before the preparation of the accounts at the year end.*

*It was also noted that Philip Couse had agreed to investigate if monies, held on reserve, might be better placed to generate a greater return.*

- 6.4. **Budget:** John Russell, Treasurer, circulated and spoke to the Draft Budget for 2016. After much discussion and clarification, it was proposed that:

*'The PCC accept the Draft Budget for 2016.'*

*Proposed by Charles Williams Seconded by Justin Pinkess Unanimously accepted*

## **7. Roof Repair Fund (circulated with agenda) - as noted above**

8. **Pentecost 2016 & other worship occasions:** JF reported that the Worship and Education Committee are proposing that a joint service be held on Pentecost Sunday, 15<sup>th</sup> May, at 11am and be followed by a lunch. This will be the only service on that day and it is hoped that all will attend. It was agreed this be accepted for 2016. JF circulated a letter he had received from the two Archbishops, relating to a week of prayer leading up to Pentecost 2016. Due to time constraints all agreed to read and digest after the meeting.

9. **Vergers for St George's:** JF reported that after much discussion with the Church Warden and the Standing Committee he was in a position to propose that St George's appoint a Verger and that appointee be Charles Williams. The role of a verger and a specific job description had been drawn up and circulated. During discussion comment was made that given CW was already doing much of what appeared in the job description, it was only fitting his role in church life be recognised. After discussion it was proposed that:

*'The PCC is pleased to appoint Charles Williams as Verger of St George's Church in accordance with the duties of the verger as set out in the Job Description for a period of three years subject to a probationary period of six months.'*

*Proposed by: Caroline Shaw Seconded by: Ian French Unanimously Accepted.*

10. **Lighting Project:** Simon Kirby reported that he had been asked, by the Fabric Committee, to look at the lighting within the church and to recommend a way forward. Many lights were now failing and they are expensive to repair or replace. SK reported that he had now assembled a group to work on this project. The group included, Jane Francis, David Hill, Tim Merrifield and Carol Couse. SK hoped to report to the PCC in July, possibly September, the group's findings and recommendations. SK was thanked for being willing to take on this project.

11. **Edgbourne Update:** JF reported that dates for confirmation classes and the confirmation service itself have been decided. These are as follows: Children at St Peter's Church Hall

on Wednesdays at 6pm commencing 4<sup>th</sup> May 2016 and adults at St Faith and St Laurence on Sundays at 4pm commencing 8<sup>th</sup> May 2016. Confirmation service 19<sup>th</sup> June 6.30pm St Peter's Church.

## **12. Reports**

12.1. **Deanery Synod:** Caroline Shaw had submitted a written report of the last two Deanery Synod Meetings. Due to time constraints it was agreed all would read and digest after the meeting. CS was thanked for her report.

12.2. **Treasurer's Report:** as above

13. **APCM – 26<sup>th</sup> April 2016:** it was reported that contributions to the Annual Report by various committees, church groups and individuals have been submitted and were being collated ready for the meeting in April. Four members of PCC are coming to an end of their three year term: MC, JP, JR and PYS and will need to stand down; they may or may not wish to be re-nominated.

14. **Correspondence:** None received

15. **Future events:** the events listed on the agenda were noted.

16. **Any Other Business:**

17. **Date of next meeting Tuesday 17<sup>th</sup> May 2016 at 7.00pm**

11. **The Grace:** The meeting closed with the Grace.

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