

**Meeting of the PCC of St Denys Church Ravensthorpe**  
**Tuesday August 1st 2017, 7.30pm, at 21 Church Gardens, Ravensthorpe**

<b><u>Agenda Item</u></b>	<b><u>Minutes</u></b>	<b><u>Action agreed</u></b>
<b>1</b>	<b>Opening prayer</b>	
	The meeting opened with the reading of an appropriate passage of scripture by CP	
<b>2</b>	<b>Attendance &amp; apologies</b>	
	In attendance: Rev Chris Peck (chair) 'CP', Meg Benn 'MB', Steve King 'SK', David Johnstone 'DJ', Gill Douglas 'GD', Alice Cooper 'AC', John Mott 'JMo', John Matts 'JMa', Chris Freeman 'CF', and Kieren Cooper 'KC' (for finance section of the meeting only) There were no apologies.	
<b>3</b>	<b>Minutes of the previous meeting</b>	
	The minutes of the meeting of 16/5/17 were approved following the correction of 3 minor typos, and it was agreed could now be posted on the Church noticeboard and the Uplands website.	Board – MB Web - AC
<b>4</b>	<b>Matters arising/actions from previous meeting minutes</b>	
	<ul style="list-style-type: none"> <li>• Circulation of questionnaires to families who have attended in last 6 months or so - still to complete</li> <li>• Checking whether annual gutter clearance has taken place - AC has chased but not had a response as yet - to continue to chase.</li> <li>• Circulation of agreed PCC responsibilities - AC done</li> <li>• Expanding sidesperson's rota to include extra helpers where required and organising briefing session for all PCC and sidespeople - First action complete, second still to complete.</li> <li>• Organise meeting with Archdeacon re DAC application - SK done</li> <li>• Consider Opening the Church - on agenda for this meeting</li> <li>• Thanking Alan Worthington for taking on newsletter - AC done.</li> </ul>	GD&CP  AC  MB
<b>5</b>	<b>Vision for the church</b>	
	CP said there was no further discussion required by the PCC at this stage, but asked everyone to continue to bear in mind ways in which the church could continue to look for opportunities to offer things to the village that are distinct and needed.	All
<b>6</b>	<b>Benefice matters</b>	
	<ul style="list-style-type: none"> <li>• CP updated on the process to appoint a new associate priest (following the retirement of the current associate priest, Linnet Smith at the end of October) which is now in the hands of the archdeacon following CP's instruction of the benefice's wish to appoint of full time replacement into this role, as soon as practicable, if possible. CP expressed he was quietly hopeful of a positive result in finding a suitable candidate, hopefully to be available to start in the new year, and set out how he believed the process would work.</li> <li>• Linnet Smith's final service will be the group service at Spratton on 29<sup>th</sup> October, which would be followed by substantial refreshments and there was a general encouragement to as many as can to attend to ensure she has a good send off. A collection will also be made in advance of that date.</li> <li>• AC updated on the work of the benefice project group, both on giving (2 other parishes have now started their giving campaigns by sending out initial letters, with another due in early September, and another two expected to have by the end of the year), and on fundraising. The main fundraising</li> </ul>	All  AC & All

event this year was now agreed as a benefice quiz night on Saturday 16<sup>th</sup> September. More details to follow shortly.

- Two PCC members, GD & AC were due to start diocese training courses (the lay worship leader's certificate and short courses respectively) in September and retrospective approvals to these applications were given by the PCC.

## 7 Fabric update

- DJ updated on a communication from the war graves commission, offering to provide, install and maintain, free of charge, a sign for the churchyard indicating we have a war grave. The consensus of the meeting was that we would like to accept the offer, probably the smaller size sign offered, and probably to be sited on the church gate. DJ to reply to that effect. DJ
- JMo reported that all work was now complete on the war memorial, and we were now just awaiting the receipt of the grant income, having received a contribution from the parish council towards this. This will leave the cost to the church at circa £130.
- DJ had received contact from a local man providing gravestone cleaning and safety checking services. The meeting discussed that they were aware we had been due to check the gravestones for some time, and that therefore it made sense to do an initial check ourselves, and then call the man concerned were any areas of potential concern identified. JMa offered to carry out this initial check prior to the next meeting, so we can note it's outcome, and determine any next steps required. JMa
- GD raised the subject of the cleaning of the church. While she stressed that the regular teams of volunteers did an excellent job, she felt that as had been the case in the past, some bigger/high up jobs could not be covered by these teams and she felt there may be a need for a cleaning day/working party for these. There were mixed views, but overall it was felt that this may not be the best time (particularly if building work was to be carried out in the new year) for a full deep clean, but that if there were particular jobs where assistance was required by the regular cleaning teams they were to be encouraged to ask for help on these as required. GD
- GD raised that the issue of repairing/reconditioning the church gates had never been taken forwards last year, as the initial quote had been high, we had not succeeded in finding a suitable alternative provider to quote, and therefore the matter had lapsed. JMa expressed that he had a contact who may well be prepared to give us a quote for the work. AC to provide previous specification to JMa for this purpose. There was also some discussion as to how to give support for those less mobile going up the first two steps before they reach the new handrail. AC also reminded the committee that permission (either from the archdeacon or via a full faculty, depending on the scope) would be needed before any work could be authorised. AC& JMa
- AC reported that she had sourced some simple rubber ramps (at a cost of circa £24) for the step into the church porch in advance of a recent baptism for which they were to be needed by a disabled guest. These are now stored inside the church

door for use when needed by any wheelchair users entering from the church gardens entrance to the churchyard and into the porch. These could also be utilised for the south path steps (albeit one at a time) should this be urgently needed, would provide an adequate solution until better disabled access was put in place to the north door.

- |           |  |  |  |
|-----------|--|--|--|
| <b>8</b>  | <b>Forthcoming services &amp; events</b>     | <ul style="list-style-type: none"> <li>• Harvest: Supper has been taken over by Sally Marsh and a team of helpers, and is booked for Friday 29<sup>th</sup> September. It was confirmed that as the hall is now licensed there is no longer any need for a separate alcohol licence to be sought. The harvest service is booked for 11am on 1<sup>st</sup> October, with auction of produce as usual.</li> <li>• Ride and Stride this year is on 9<sup>th</sup> September. GD to organise rota and SK to remind readers of the newsletter of the fact that participants can help local church financially by being sponsored to take part.</li> <li>• AC raised the topic of two potential Christmas events, being the Living Nativity (trialled last year) , plus a possible village carol singing event (around the village). Both were enthusiastically received, and AC agreed to begin to look into dates and look at the initial planning of the two events, the latter in conjunction with the village hall team, who are keen to make it a joint event.</li> </ul>   | <p><b>GD</b></p> <p><b>AC</b></p>          |
| <b>9</b>  | <b>Mission &amp; Outreach</b>                | <p>Opening the Church: the meeting discussed the previously agreed position of being willing in principle, but needing to complete certain practical first steps before going ahead, a number of which (securing the bell tower ladder and having smart water available to Mark any portable metal items left out) had now been resolved, but that the practicality of a full time rota for opening and closing the church still remained. The committee reiterated its view that they were happy in principle to take the, (believed to be), small risk of damage to/loss of any objects from the church, or the church interior, that may arise from leaving the church open during daylight hours, and that the important principle of the building being available for use superseded these concerns.</p> <p>AC proposed that if this was the case, then we action smart water marking any portable metal objects, and attempt to gather support from villagers for a rota for opening and closing and see how achievable this turns out to be. All agreed to this approach, and MB and GD agreed to tackle this.</p> <p>AC also agreed to circulate Ecclesiastical’s policy on open churches.</p> | <p><b>MB &amp; GD</b></p> <p><b>AC</b></p> |
| <b>10</b> | <b>Children, families &amp; young people</b> | Recent worship for all with baptism, for a village family, had gone extremely well, with all families feeling included and giving positive feedback.   |  |
| <b>11</b> | <b>Pastoral matters</b>                      | Nothing to report.   |  |
| <b>12</b> | <b>Finance update</b>                        | KC gave a brief update, including the observation that matters were on track with expectations for the year at this point. DJ asked about the level of regular committed giving to St. Denys now, and KC confirmed that including gift aid this was now circa £1,000 pcm.  |  |
| <b>13</b> | <b>Church facilities</b>                     | <ul style="list-style-type: none"> <li>• AC began by updating the meeting on the meeting held the</li> </ul>   |  |

## project

previous day with the archdeacon, herself, MB and SK. The meeting had given an opportunity for us to express our disappointment at the length of time, and lack of efficiency and transparency which has been evident in the process to date, and also to specifically run through the outstanding issues to ensure we have an answer to our application as soon as possible. The archdeacon had also corresponded with us since the meeting, and confirmed that he is impressed with the proposal and plans, and does not see any of the outstanding issues as areas which would block the DAC from approving the proposal (issuing a form 2) to proceed to the Chancellor.

- AC ran through the issues as discussed with the archdeacon (that were viewed by the DAC as outstanding as per her last correspondence to the DAC):
  - Need to reconsult on revised plans with historic bodies – DAC agreed this has now been completed satisfactorily.
  - Need for a full archaeological view on the cess pool excavations – clarified that this is something which happens as digging work actually takes place, therefore nothing to complete prior to permission
  - Need to reconsult with diocesan organ advisor – confirmed that the DAC is happy with the advisor's supportive view on our proposals. AC to update organ provider of situation. **AC**
  - Question over consideration of mains drainage or trench arch solutions to foul water drainage needs – confirmed DAC is happy with the logic as to why both other options were rejected in our situation, and that cesspool therefore represents a sensible solution.
  - The request to change the material used for edging slabs alongside the newly resurfaced north path – confirmed we have no objection to the DAC proposed alternative material. AC to confirm John Barker is aware. **AC**
  - The need for the DAC to be made aware of the plan for the future use of the current organ. Agreed rehoming in full state may be difficult, but that we would ensure is listed on the IBO register before the next DAC meeting, and also contact organ builders to ask if any would be interested in making use of the parts in return for disassembling and collecting it. SK of to action this **SK**
  - The need to double-check the assumption that no part of the partial pews to be removed is medieval. DAC member Tony Flemming to contact Meg to visit the church in August to double check this. AC to chase this with the archdeacon. **AC**
- AC also reminded the meeting of the process going forwards if a form two is granted. JMa and JMo expressed that they were still concerned about the cost and service standard received from John Barker, and wished to seriously consider our options going forwards. A question was also raised about the level of John Barker's fees on projects. KC answered that the last time an invoice had been paid to JB was around 6 months ago so he could not recall off hand the exact fee %, but that from his memory typically it was in the range of 10-12%, and was agreed on a project by project basis.  
AC accepted that service from John was often slow, which could

be frustrating, she had always been happy with the quality of the final product of his work at the church, and the same applied to our current proposal with the DAC. However she suggested that if people had concerns about this going into the next stage of the project they should think about realistic alternative options they would propose to be considered so that this could be discussed at the next meeting in September rather than delaying the process of seeking quotes, contracting and starting work should we receive permission to do so in the near future. All agreed to do this. AC agreed to check any rules on who can be appointed to such positions.

All

AC

- As we never formally discussed any feedback on the temporary organ trial with Viscount earlier in the year, GD asked for it to be recorded that feedback she had received was on the whole good, with some exceptions, including that volume may need adjusting for full installation from that experienced in the trial.

14	<b>Matters for the newsletter</b>	Noted as: Ride & Stride Headstone removal policy Harvest events and services BUs stop tots restarting	SK
15	<b>Any other business</b>	<ul style="list-style-type: none"> <li>• JMa noted that he understands that Sunday 3<sup>rd</sup> September is Merchant Navy day, and asked if all were happy that the appropriate flag (which someone in the village has) is flown from the church tower that day. All were happy with this.</li> <li>• DJ noted that Mavis had indicated her intention to hand on the cleaning rota (done up to July 2018) and the coffee rota (done up to the end of 2017). Please can everyone consider potential volunteers to take these on.</li> </ul>	JMa  All
16	<b>Date of the next meeting</b>	Tuesday 19 <sup>th</sup> September, 7.30pm at 21 Church Gardens, Ravensthorpe.	
17	<b>Closing prayer</b>	The meeting closed with the Grace	