

**Meeting of the PCC of St Denys Church Ravensthorpe**  
**20<sup>th</sup> February 2018, 7.30pm, at 21 Church Gardens, Ravensthorpe**

**And also:**

**Note of vestry meeting held on March 25<sup>th</sup> 2018 to approve Annual Accounts**

N.B. From 6pm PCC members were invited to arrive early to view the file of correspondence in relation to the current faculty application for the church facilities.

| <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 a prayer from CP.   |           |
| <b>2</b>                  | <b>Attendance &amp; apologies</b>                            | In attendance: Rev Chris Peck (chair) 'CP', Steve King 'SK', Alice Cooper 'AC', John Mott 'JMo', Chris Freeman 'CF', David Johnstone 'DJ' and Kieren Cooper 'KC', Gill Douglas 'GD', Meg Benn 'MB', & John Matts 'JMa'.<br>No apologies for absence were received.  |           |
| <b>3</b>                  | <b>Minutes of the previous meeting</b>                       | The minutes of the meeting of 20/11/17 were approved. It was agreed these could now be posted on the Church noticeboard and the Uplands website.  | <b>AC</b> |
| <b>4</b>                  | <b>Matters arising/actions from previous meeting minutes</b> | <b>Actions from previous meeting minutes:</b><br>The following actions were updated on: <ul style="list-style-type: none"><li>• SK referred to the approach from an African charity regarding the organ – this has not progressed at this stage, but other enquiries from this country have been received and SK continues to keep parties in abeyance whilst our faculty application progresses.</li><li>• AC updated that she had gone back to the electrical inspectors with answers to their questions and that they are to attempt to source a key for the electric cabinet and then make a return visit to sign-off the inspection.</li></ul> CP also asked that a number of old actions from the minutes be discussed: <ul style="list-style-type: none"><li>• GD had not taken action on circulating the questionnaire to families who attend church occasionally – she suggested this not take place at present and the action be removed.</li><li>• MB had offered the sidespersons a training session, but as she had not heard anything back, she suggested this action be removed.</li><li>• GD and MB have not yet progressed the open church rota possibility. They suggested this action be removed for the time being.</li></ul> |           |
|                           | <b>Matters Arising:</b>                                      | <ul style="list-style-type: none"><li>• <b>Churchwarden role:</b><br/>Meg raised the news that after careful consideration for a number of years she had decided that this would certainly be her last year serving as churchwarden, but would, at this stage, see herself able to continue as a PCC member if appropriate. David expressed his understanding of Meg's position, and heartfelt thanks for Meg's 21 years of service to St Denys in this role. All present seconded this view and thanked Meg for her efforts over many years.</li></ul>   |           |

CP also added that this leaves the PCC needing to carefully consider if a candidate for Churchwarden can be found before the APCM in April, as whilst it is good practice to share the tasks required to run the church around the PCC members, the Churchwarden remains an absolutely key central point of contact and co-ordination for the church and the PCC, and church life would be most difficult without anyone in the post.

- **Gravespace Policy:**

AC had circulated a draft before the meeting based on DJ's draft discussed at the previous meeting, and the comments and proposed changes discussed then. The meeting approved the policy as appropriate for use by the PCC.

All

- **Grave-space Applications:**

Two applications were before the PCC on this occasion, which were considered in light of the recently adopted policy. They were as follows:

1. Mrs Ingrid King – To reserve space next to her husband Dennis' grave (space 13 in row A). The PCC noted the applicant's long standing (nearly 40 years active residence in the parish (until recent old age and ill health had necessitated a move to a nearby care home). The PCC unanimously supported the petition of RK Muldowney (who has the power of attorney for Mrs King) for the reservation of gravespace 13 in row A in Ravensthorpe Churchyard for Mrs King, a long-standing member of the village, to be buried alongside her husband, Dennis King.
2. Mrs Susie Pasley Tyler (on behalf herself and her husband Ian) – To reserve space 22 on row D. The PCC noted the applicant's long-standing residence in the parish, and their links with the church of St Denys. The PCC unanimously supported the petition of Mrs Pasley Tyler for the reservation of gravespace 22 in row D in Ravensthorpe Churchyard for Mrs Pasley Tyler, a long-standing member of the parish. Forms for both were to be sent to the Registrar.

CP

5 **Church Facilities Plans and Next Steps**

- **Update on process:**

AC presented an update note, circulated before the meeting, on the process as it had progressed since the last meeting for the benefit of the PCC members. Whilst this was an attempt to remain factual, given some differences in opinion on the application, AC agreed that one word "sadly" in the note was not as neutral as might be ideal, and that this word should be ignored.

JMo raised a concern about the petitioner's response (form 6) to his formal objection to the proposals (form 5) regarding the wording around the width of the north door. JMo believed it was stated incorrectly, as the width of the weatherboard should be taken off this width so as not to be misleading in whether we can meet the rules for access or not. AC agreed that the width given in the form 6 was simply the width of the door opening itself, but that as the weatherboard was to be replaced as part of the proposals, it was arguable what the final depth of it would be if

this were to be taken into account, and this also depended on the door opening angle. . She also pointed out that the guidance in part M of the building regulations is not law, but guidance, and that it specifically makes the point that in historic or listed buildings there may be a need to interpret the guidelines to the context. CP attempted to reconcile the 2 viewpoints by reminding all that the chancellor was in a position to consider the accuracy of both formal documents as part of his role.

- **Motion from Mr John Matts:**

JMa had asked to put a motion on the agenda that the PCC withdraw their current application (regarding the facilities at the church) from the faculty process. CP reminded the meeting that the discussion this evening is purely regarding this motion, and not any wider issues regarding the proposals. He asked JMa to speak to the motion.

DJ suggested that given papers had been circulated in advance, instead of a long discussion being held first that risked further hardening hearts on this matter, JMa made his motion clear, and then the PCC vote on it without further discussion. CP disagreed, and said he felt it was necessary to allow discussion on this, prior to any vote, at the meeting itself. This approach was therefore taken.

DJ expressed a concern that discussing this motion at length prior to voting may risk hardening views on both sides of the debate, especially given the proposals from JMa had already been circulated to members, but CP said he felt it was necessary to allow discussion at the meeting itself.

JMa reiterated what he felt all members agreed on – i.e. the overall aims of the project (which he felt were also supported by the majority of correspondents from the consultation period) and the need for a toilet, better access, and better facilities for refreshments. However, he stated that the main reason for his motion is that he does not believe the current proposals achieve these aims. The main areas of the current proposals he believes fall short are the fixed servery counter, the disabled access, the choice of water heater, and the location of facilities in the darkest corner of the church.

JMa presented an alternative idea (circulated to members before the meeting) of how he feels the objectives could be better achieved. The principal features of the alternative being the swapping around of the toilet and servery areas, and the changing of the servery into a washing up area, with a portable servery counter being able to be positioned in the south aisle when needed. He proposed that it may also help heal rifts -as we have a 'divided village' - over these proposals if the alternative proposals he presented were completed in 2 stages, possibly some years apart, after the current organ had reached the end of its useful life.

A discussion was held following JMa's explanation. Key points made included the following:

SK challenged the description of a 'divided' village, as he feels that this is an exaggeration. AC agreed, as she felt that whilst there was clearly, from the correspondence received, a difference of opinion amongst some villagers on the appropriateness of the proposals, this was not the same thing as a divided village, and unfortunately she did not believe it was these proposals per se that had caused any divisions present, but a more general division amongst some connected with the church, about the best way forward for the church as a whole, and this was reflected in a number of other areas including views of worship styles and patterns. DJ and MB concurred with this view.

SK also asked about what sort of water heater or urn would be on top of the mobile unit in JMa's proposals. JMa stated that he believed a normal urn, similar to the current one in use would be suitable. A number of others disagreed with this proposal due to the concern over the safety of having a large quantity of boiling water unsecured on a mobile unit near where children would be playing, and others moving about.

There was a discussion about circulation space, taking into account the counter at the village hall and how that is used. Views differed on the adequacy of the current proposals in this respect between those who had formally objected to the proposals and the other members of the PCC.

AC expressed a concern regarding the swapping of the toilet and servery, as this would make the toilet more prominent, and also that the storage of the mobile counter would impede the use of the washing up facilities when it was in the north west corner. JMa said the counter could in fact be stored anywhere in the church.

There was a debate about whether the swapping around of the toilet and servery had ever been specifically discussed by the PCC previously. AC said she could not recall that it had been, whereas GD clearly recalled it being suggested by her a meeting some time ago.

CP

CP suggested that the discussion be brought to a close by taking a vote on the proposal. The vote was as follows: In favour: 2, against: 7, abstentions: 1.

CP agreed to update the registrar on this result.

**6**      **APCM Planning**      AC ran through the things that needed to take place before the APCM, including:

- Agenda and previous minutes – AC and CP to draft
- Churchwarden's (including fabric) report – MB to draft
- Incumbent's report – CP has provided
- Finance Report – KC has drafted, see next item on agenda
- Electoral Roll Report and list – GD to prepare and send to AC
- Formal notices of meeting – AC and CP to arrange
- Communication in village newsletter - SK

AC/CP  
MB

GD  
AC/CP  
SK

- Nominations etc. – AC to check those due for re-election and let people know what is needed.

AC/All

MB also advised the meeting that she would be absent from the APCM this year due to another commitment and provided her apologies.

KC presented the draft annual Finance report (still to be independently reviewed by Peter Smith before the APCM) to the meeting for their consideration and any questions:

- JMo clarified the difference between the funds shown as ‘restricted’ and the Margaret Metcalf money. KC clarified, that as per the PCC’s expression of wish that the Margaret Metcalf monies be held as investment designated for the earning of income to cover Quinquennial costs, this is what had happened, but that they were not legally restricted funds in a charity law sense.
- JMa asked whether it was a legal requirement for the examiner of the accounts to check that all items of expenditure were minuted as approved. KC clarified that this was not a legal requirement for PCCs unlike parish councils. He also noted that we have proper controls over expenditure in place, and in any case as we are under the charity commission threshold for a full audit, the independent examination we were required to have undertaken was relatively limited in scope, and not as wide-reaching as a full audit would be even for a PCC of a larger church.

KC

Following these and a few other minor clarifications and questions, the meeting approved the draft accounts subject to the independent review by Peter Smith.

**7 Benefice Matters**

- At the recent leadership meeting, priorities for 2018 were brainstormed, but these are to be ordered by the clergy team before the next meeting for further discussion and will then be shared.
- Rev Alison Twigg will be licenced to our benefice at 3pm on 29<sup>th</sup> April at Spratton (there will be no other group service that day). Due to personal circumstances (her son’s GCSEs) she will work from the Spratton vicarage from this date, and will move her family home to Spratton over the school summer holidays. From Alison’s licencing, CP will go part-time, and will plan to take Friday and Wednesdays plus one other day as his days off.

**8 Fabric Update**

No additional matters to raise

**9 Forthcoming services and events**

- AC asked people to support the Sound of Music fundraising event this week if possible.
- CP talked through the programme of services and events for Holy Week – including making reference to the services to be held at Ravensthorpe (Maundy Thursday, Palm Sunday and Easter Sunday) and to the Family Activities morning on Good Friday at Guilsborough.
- Arrangements for Mothering Sunday were also briefly discussed.
- MB also asked about the 5pm monthly service – CP updated that for the next few times this would have a Celtic (Northumberland

Community) style, with a similar, contemplative feel to the Taize style service.

|    |   |   |                     |
|----|---|---|---------------------|
| 10 | <b>Feedback on recent services and events</b> | No additional matters to raise  |                     |
| 11 | <b>Mission &amp; outreach</b>                 | No additional matters to raise.   |                     |
| 12 | <b>Children, families and young people</b>    | Alice updated the meeting briefly on the activities of the children, families and young people's team, including Brunch@11, Bus Stop Tots and MMM. All were continuing to thrive, even if numbers in some cases were not large, and reaching families we were certainly not reaching previously.  |                     |
| 13 | <b>Pastoral matters</b>                       | There was a brief discussion to update on those members of the community needing home communion.  |                     |
| 14 | <b>Finance update</b>                         | <ul style="list-style-type: none"><li>• KC took the meeting through his regular interim update financial sheet.</li><li>• KC also asked the meeting if they were happy to continue with their previously agreed policy re giving to the 2 main charities supported each year. After a brief discussion it was agreed that the meeting was content with this approach again this year.</li><li>• MB read the meeting a letter of request for a donation from Hannah Reader, a previous member of the church now at university, and about to undertake a charitable trip to work with disadvantaged children. The meeting agreed to give £200 towards her funds (which are shared between travel costs and the cost of materials needed by the host community) on the condition that she come to a Worship for All service on her return and talk to use about her trip and the work done. MB to write back and enclose a cheque accordingly.</li></ul> | <p>KC</p> <p>MB</p> |
| 15 | <b>Matters for the newsletter</b>             | <ul style="list-style-type: none"><li>• Ride &amp; Stride</li><li>• Foodbank collections – a reminder of these</li><li>• Holy Week and Easter programme of services and events</li></ul>  | SK                  |
| 16 | <b>AOB</b>                                    | <ul style="list-style-type: none"><li>• CP informed the meeting that the Diocese has asked all parishes/benefices to carry out a safeguarding audit. Ours is to be performed at a benefice level, and coordinated by Andrew Elliott, the safeguarding officer, and AC has been asked to participate as a result of her work with young children in the benefice.</li><li>• CP also raised that we will need to be aware of the forthcoming changes in data protection laws, which will have implications for how we use the contact details given to us by people in our communities. This is a matter for consideration in the near future after discussion at the May Leadership Meeting.</li></ul>   | AC                  |

- 17 Date of next meeting**
- Late March/early April: Vestry PCC meeting to approve final annual reviewed accounts if no significant changes arise since draft version approved this evening.
  - Sunday 22nd April 2018 - APCM
  - Tuesday 15th May 2018 – next scheduled normal PCC meeting unless required before that date to consider next steps on faculty application process.
- 18 Closing prayer** The meeting closed with the Grace

### **Note of vestry meeting held on March 25<sup>th</sup> 2018 to approve Annual Accounts**

As agreed at the February meeting of the full PCC, following the service on Sunday March 25<sup>th</sup> a number of PCC members met in the vestry to formally approve the annual accounts. These were unchanged from the draft discussed at the February meeting but have now been reviewed by the independent examiner, Peter Smith, and can therefore now be formally approved. These were unanimously approved. Those present were: Rev Chris Peck, Kieren Cooper, Alice Cooper, Meg Benn, John Mott, and Gill Douglas.

N.B. 2018 meetings for the remaining part of 2018 are as follows:

- Late March/early April: Vestry PCC meeting to approve final annual reviewed accounts if no significant changes arise since draft version approved this evening.
- Sunday 22nd April 2018 - APCM
- Tuesday 15th May 2018
- Monday 16th July 2018
- Tuesday 18th September 2018
- Monday 12th November 2018