

**Meeting of the PCC of St Denys Church Ravensthorpe**  
**18th September 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>
1	<b>Opening prayer</b> The meeting opened with a prayer from CP.	
2	<b>Attendance &amp; apologies</b> In attendance: Rev Chris Peck (chair) 'CP', Meg Benn 'MB', Steve King 'SK', Alice Cooper 'AC', John Mott 'JMo', John Matts 'JMa', Chris Freeman 'CF', and Kieren Cooper 'KC'. There were apologies from David Johnstone 'DJ' & Gill Douglas 'GD'.	
3	<b>Minutes of the previous meeting</b> The minutes of the meeting of 1/8/17 were approved following the correction of a minor typo. It was agreed these could now be posted on the Church noticeboard (MB) and the Uplands website (AC).	<b>MB &amp; AC</b>
4	<b>Matters arising/actions from previous meeting minutes</b> <ul style="list-style-type: none"> <li>• GD explained that she had not yet taken action on circulating the questionnaire to families who attend church occasionally.</li> <li>• AC said that she had still not heard back regarding the annual gutter clearance, but KC updated that he had received notification that it had been completed, and received an invoice for payment.</li> <li>• MB Had not yet progressed the sidesperson training session, but agreed to do so.</li> <li>• GD updated that the Ride &amp; Stride had been a successful day</li> <li>• AC updated that the Benefice quiz night had been a good fun event for all attendees, and will have raised some funds as well.</li> <li>• GD and MB have not yet progressed the open church rota possibility.</li> </ul>	<b>GD</b>  <b>MB</b>  <b>MB &amp; GD</b>
5	<b>Vision for the church</b> No matters for discussion at this meeting	
6	<b>Church facilities plans &amp; next steps</b> <ul style="list-style-type: none"> <li>• AC updated that following the DAC's recent meeting she had received a letter from Sally, the DAC secretary the previous day, stating that the DAC now required only an additional drawing of the treatment of the pews and pew end panels in the area to be occupied by the new organ (as discussed between AC, SK and DAC member Tony Flemming) at the recent site meeting) in order to issue a form 2. It was noted that the letter stated that this didn't need to go back to another DAC meeting to be approved.</li> <li>• SK also updated on the actions he had undertaken regarding rehoming the existing organ, including listing it on the IBO and contacting organ builders and repairers. JMa also noted that someone had mentioned that the church at Adstone may be looking for an organ. SK agreed to liaise with JMa to get the contact details.</li> <li>• JMa reiterated his intention to object to the plans at the formal consultation phase. AC asked JMa to clarify the bases for his objection, and JMa explained that it was mainly on the grounds of the location of the toilet next to the window, and also the overall space available for the servery in its planned location.</li> <li>• AC &amp; SK agreed to contact John Barker to ask him to prepare the additional drawing required as soon as practicable, and also to update Jeremy Meager at Viscount Organs on the current status of the project.</li> <li>• There was also a discussion, which had been agreed at the previous meeting, as to the most appropriate way to manage the forthcoming project from an architectural supervision/project management point of</li> </ul>	<b>SK &amp; JMa</b>       <b>SK &amp; AC</b>

view, and who to use to do this. AC clarified that as requested by the meeting last time, she had contacted the DAC and the archdeacon to understand the requirements of the PCC in this respect, and the list of approved architects. The DAC secretary had confirmed that we are not required to use our QI architect for projects such as this, but that it would be unusual not to, and that whilst the DAC could not legally require us to use a professional architect or surveyor, they would very strongly encourage it. The main views expressed at the meeting were:

- DJ's letter to the meeting in his absence was read out, setting out his reasons for voting for continuing to use John Barker for this purpose.
- GD's email on this matter to the meeting was also read out, setting out her preference to look for a local project manager if possible, rather than necessarily use an architect or surveyor.
- AC & MB both expressed concern that now may not be the time to make a relatively high risk decision to change professional advisors, given the project has been designed and specified by John Barker, and the great importance of getting the project absolutely right for the church, and of the best quality end result being achieved.
- JMa expressed his concerns over the professional conduct of John Barker, largely in the area of his communication style. He also felt that it was good practice for us to review our professional advisors on a regular basis to ensure they remain competitive. He referred to the Diocese list of QI architects, and that there were several others in our geographical area he would wish us to consider. He did note the concerns over the timing of changing advisors.
- AC expressed that whilst John Barker's delivery was sometimes slow, she had never had any concerns at all about the quality of the final work produced, which she believed was important given the historic nature of our building.
- AC proposed a motion that as most of the committee agreed it was good practice to properly review advisors periodically that we use John Barker for the current project to completion, but deferred a full review of our architectural services until after the completion of the facilities project. This was voted on by those present at the meeting and passed by a majority of members present.
- There was a further discussion regarding what possible next steps were sensible at this stage, and it was agreed by all that to do anything further to incur cost until we have a final permission would not be wise. Some felt that it would be sensible to get indicative builders' quotes, whereas others felt this would be premature until permission was granted. It was agreed that we would instead simply sound out John Barker regarding builder recommendations and potential availability at this stage.

**SK & AC**

**7 Benefice Matters**

- CP updated that a candidate for the Associate Priest role was coming for a selection day on Friday 10th November. SK was to be the parish representative in the interview and AC was to meet the candidate informally to discuss the benefice's children, families and young people's work. Following the process the panel will feed back to CP who can then consider this in making the appointment decision in conjunction with the archdeacon (acting in place of the bishop).

8	<b>Fabric update</b>	<ul style="list-style-type: none"> <li>• JMa updated on his review of the safety of the churchyard gravestones (for stability). A written report was provided to the meting showing 2 crosses that had been found to be unstable and JMa had lain down on the graves in question. It was agreed that the families should be contacted where they are known to ask if they wished to arrange the proper re-installation. It was noted that whilst a small number of other stones were found to be a little wobbly, these would not be able to be dislodged by young children, and would not prove likely to cause any significant injury to an adult. It was agreed no further practical actions were required by the PCC at this stage.</li> <li>• JMa had also been asked to consider the presence of moles in the churchyard following an official complaint to the registrar by a local family concerned about the impact on their family graves. JMa is of the view that they are not causing any significant damage to any graves, and are to be expected as part of a rural churchyard, and therefore no further action should be taken at this point. All agreed on this, and approved of this being our formal response to the complaint.</li> <li>• The potential rehangng/repair of the church gate (south path) and the consideration of a rail on the external steps net to the roadway were discussed. JMa had approached Steel Solutions for an alternative quote (to that from James Blacksmiths previously) - we are still waiting on this quote at present.</li> <li>• AC updated on the recent archdeacon's visitation (inspection of records, fabric, etc.) and was pleased to report that we had passed with flying colours, with only two minor observations being noted, being a) the need to note "ashes" when recording entries in the burial book for the interment of ashes, and b) the suggestion of storing additional copies of registers offsite if possible (in a fireproof safe) - which may not be possible currently.</li> <li>• AC also reported that the 5 year electrical inspection had been carried out but they had raised 2 questions regarding access to the heating and also the electrical cupboard. AC was to aske DJ to advise on the latter on his return.</li> </ul>	CP	JMa	AC & DJ
9	<b>Forthcoming Services and Events</b>	<ul style="list-style-type: none"> <li>• AC had received the RBL wreath order form, and clarified the requirements - KC to order.</li> <li>• AC asked for the contact details of Helen Honeywell re the Christmas service (donkey) - MB to provide.</li> </ul>	KC	AC & MB	
10	<b>Finance</b>	<ul style="list-style-type: none"> <li>• JMa had raised a question with CP following the previous meeting regarding how financial oversight is carried out. KC had answered the question separately, and also confirmed that the question about how often, and what financial information the PCC wanted to receive at meetings had been discussed last year, and the current approach agreed by members. KC also reiterated the key points of financial oversight for the benefit of the meeting, namely: <ul style="list-style-type: none"> <li>○ The dual signatories required for all cheques (2 of KC, MB &amp; DJ)</li> <li>○ The annual accounts approval and independent review (not required but done voluntarily),</li> <li>○ Churchwardens' spending limits</li> <li>○ Verbal financial updates to meetings by treasurer</li> </ul> </li> <li>• JMa expressed that he thought the PCC would benefit from seeing a written report of all income and expenses each meeting, particularly with regard to keeping control of costs and ensuring best value was achieved for the PCC expenditure. Others expressed the feeling that the reason the level of current reporting had been agreed previously by</li> </ul>			

the PCC was that there had been a significant concern that lengthy discussion over relatively minor financial matters had disproportionately dominated a number of PCC meetings, and that it had left little or no time for discussion of important matters connected with the worship, mission and direction of the church overall.

- CP noted that he was satisfied that the current level of oversight was well in excess of requirements, but proposed a compromise that a more detailed financial report be given at the 6 month point of the year, which would allow us to understand expenses properly in advance of the busy year end process. This proposal was voted on and agreed by a majority of members present.
- The written financial report to August 2017 was therefore given by KC and after a short discussion it was noted by the meeting.
- It was noted that a representative of the PCC needed to attend the Steam Rally meeting to receive the cheque for St Denys, MB and SK agreed to attend.

**KC**

**MB & SK**

<b>11</b>	<b>Matters for the Newsletter</b>	Matters for the newsletter this month were noted as: <ul style="list-style-type: none"> <li>• Harvest events</li> <li>• Shoebox appeal</li> </ul>	<b>SK</b>
<b>12</b>	<b>AOB</b>	<ul style="list-style-type: none"> <li>• MB had met with the Western Power tree trimming team to agree work as previously agreed.</li> <li>• The donation for Rev Linnet Smith's retirement was discussed. It was agreed to give £50 on behalf of the PCC and to top up with any individual gifts.</li> <li>• A new Alpha Course is to start at Spratton (cafe Doris) on 4th October (7pm)</li> </ul>	<b>MB &amp; KC</b>
<b>13</b>	<b>Date of the next meeting</b>	20th November, 7.30pm at 21 Church Gardens, Ravensthorpe.	
<b>14</b>	<b>Closing prayer</b>	The meeting closed with the Grace	