

**Meeting of the PCC of St Denys Church Ravensthorpe**  
**Monday 16<sup>th</sup> September 2019, 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 a short reflection and prayer from CP.	
<b>2</b> <b>Attendance &amp; apologies</b>	In attendance: Rev Chris Peck (chair) 'CP', Alice Cooper 'AC', John Mott 'JMo', Meg Benn 'MB', Chris Freeman 'CF', John Matts 'JMa', and Gill Douglas 'GD', Steve King 'SK'. Kieren Cooper 'KC' joined the meeting for the second part.	
<b>3a</b> <b>Minutes of the previous meeting</b>	All agreed that the minutes of the May (revised further after the July meeting) and July meetings were a true record of the previous meetings. AC agree to post a copy of both on the church porch noticeboard and also provide to the website editor.	<b>AC</b>
<b>3b</b> <b>Actions from previous PCC meeting minutes</b>	<ul style="list-style-type: none"> <li>• South Path cleaning – AC and JMa to liaise on this as this was still outstanding but may now want to wait until after any building work was complete.</li> <li>• Concern over leak in north aisle area – JMa had investigate the relevant area of the roof and found no obvious cracks, so it was concluded this small drip must have been due to exceptional weather conditions. Building Surveyor to check at the quinquennial</li> <li>• AC had emailed re the order of the new recycling bin requested by a parishioner, but had not yet heard back.</li> <li>• The church news had been more prominent in the newsletter this month, Alan had been receptive to this request!</li> </ul>	<b>AC/JMa</b>
<b>3c</b> <b>Matters arising from previous (July) PCC meeting minutes</b>	No matters other than those already on the agenda for the evening were noted.	<b>AC</b>
<b>4</b> <b>Benefice matters: Update from Leadership Meeting</b>	<u>The way forward:</u> CP updated that after all after all PCCs had had consideration of the recent paper on the options for the way forward for the 8 churches, a clear consensus had formed around looking to pursue an option of 1 FT priest and 1 House for Duty Priest, the former largely focussing on the larger 4 churches and the latter on the smaller 4. CP also updated that he had spoken to the archdeacon regarding the process following his future potential resignation, and that at that stage the archdeacon would meet with the parish representatives and the patrons and agree whether they would wish to consider interviewing Rev A Twigg for CP's role (then as a full-time post) before	

advertising the post of Rector more widely. Once a Rector had been appointed, then a House for Duty appointment process could follow promptly after that, as this would technically be in the Rector's authority to decide to appoint. The next steps were therefore for CP to bring forward further proposals to the PCCs.

CP

**4b Benefice matters: St Denys 'Dementia Friendly' health-check**

As discussed previously, the PCC were reminded that the benefice was looking to become a 'dementia friendly; group of churches, and as part of this, each parish had been asked to consider the health-check circulated to members. A discussion of the areas to consider was held, and the following actions identified:

- To check if any welcomers who are not on the PCC would like to become "Dementia Friends".
- To consider how being Dementia Friendly might be included in forthcoming services.
- To consider signage on door of new toilet could be as pictorial as possible, to make as user friendly to all as possible.
- To consider if anyone would like to knit some "activity/fiddle muffs" or similar, so we could have one in church.

GD

CP

SK

GD

**5a Fabric: Reordering project update and decisions.**

SK gave a general update on the project plan for the works, which has been circulated to the PCC previously. The work is due to start onsite on 23/9/19 and excavation to begin two days later. The plan is to complete as much as possible outside work before any disturbance is caused inside. The organ is to be dismantled and removed in the week commencing 16<sup>th</sup> October, in order to allow it to be used for the final time for the harvest service. It was noted that we will need to consider whether items (such as boards, ladder, and other items) stored behind the current organ are still needed, and if so, what the plan for at least their temporary storage is. JMa offered some space in his barn at least for the duration of the works while decisions were made. The current target date is for work to be completed by the contractors onsite by mid-November.

The following specific matters were also agreed as needing the PCC's consideration at this stage:

- I. Tree works (around north path)  
The spend of £432 (to Maurice Fitch) was formally approved after having been agreed to informally before the meeting to allow work to commence. SK noted that he felt there was a little further work needed to complete the work to our satisfaction, and the PCC supported SK to go back to Maurice and agree that this should be done.
- II. New organ order

SK

The final quote for the new organ was discussed, and the following points were noted:

- The darker colour was preferable, in order to match the pew frontage, it would be behind, but that this would not be worth paying a significant amount extra for – SK to clarify why this colour was not included in the standard price.
- The PCC agreed it would want to seriously consider purchasing the additional MIDI input option “choirmaster” which would allow the organ to play a selection of hymns if an organist was not available on a particular occasion. It was agreed that no final decision was needed on this now, but that this should be seriously considered.
- There was a discussion about genuine concerns over our ability to procure organists for services in the long term, if at a future date Mary decided to retire from her role (a problem all rural churches are beginning to face). However, whilst noting these challenges, it was agreed PCC were still content to put down the deposit requested to confirm the order, as there was a consensus that the services of an organ would still be wished for for, for as long as we were possibly able to provide them.

SK

### III. Hot water heater for drinks

The matter of the final decision of the means of heating hot water for drinks after services and events, (and a final model to install), was now needing to be decided upon so as not to delay works. Some further information had been gathered from John Barker, albeit some members of the committee were disappointed that he had not given further context for his recommendation. Other members of the PCC had had now also a chance to look at the models available and gain further views. A full discussion was held as to the pros and cons of a simple counter top urn, as opposed to the hydroboil type unit proposed by the church architect in the faculty application. Some of the considerations raised on both sides included: aesthetic appearance, safety concerns regarding boiling water, ease of filling, suitability for very small groups of visitors, suitability for very large numbers in quick succession, reaction to freezing temperatures in the building, health concerns, counter space available, environmental concerns, the guarantee provided, experience of use in other churches, experience of the architect and team in fitting similar units, and the cost of the unit itself. As the PCC were not able to reach a unanimous decision on the most appropriate way

forward on this matter, a vote was held on the key decisions on which there was disagreement:

Use of an autofill system: For 4, Against 3.

Therefore, the decision to pursue selecting an autofill system was agreed. AC had researched 3 example models of this type (although many more were available) including the model proposed by the architect. It was proposed that JMa also take a look at the various options and put forward his thoughts on these various options, plus any others worth seriously considering, to the PCC this week, to allow a final mode to be selected.

**JMa**

IV. North door threshold

SK outlined approach to tackling the concerns raised previously on this issue, and all agreed this sounded sensible. SK agreed to circulate more details on the approach to be taken by email.

**SK**

V. Wood panelling finish

After a discussion on the options presented to the PCC for the finish on the new internal woodwork areas. The majority felt that the natural oak finish (as opposed to a darker finish) was more appropriate, as it would leave the area feeling lighter and fresher.

VI. Chair storage/vestry storage

JMo had circulated proposals to the meeting for storing some of the existing occasional chairs in the new disabled toilet area while not in use by not taking the cupboard units on the north wall down to the floor and allowing room for 2 stacks of chairs under the electricity units. These proposals stemmed from a desire to fully utilise the space when not in use by disabled persons. A discussion as to the pros and cons of this proposal was held, including discussion as to the future options for storing chairs in the bell tower and or the vestry, and the storage improvements needed in the vestry more generally. JMo also proposed that the docking point for the planned battery vacuum cleaner could be sited in the same location alongside the electric works.

After a full discussion, however the PCC agreed that it could not support the proposal regarding chair storage, as it wished to keep the area in the toilet as clear as possible, to allow easy access to the space for all without needing significant work to prepare the area for use by a disabled visitor should the need arise, and would rather keep the planned full height cupboard, so as to provide storage and allow the floor space to be easy to clean and remain uncluttered. In terms of the vacuum cleaner site, GD proposed that a power point should be run to the former clock weight cupboard to

allow the cleaner to be stored there. This was agreed as a good option.

VII. Electronic piano amplification

AC raised that this would now be needed as Mary found playing the instrument without external amplification uncomfortable, and we would wish to use it until the new organ was commissioned at the end of the year. MB offered the use of her speakers for the interim, and AC agreed to borrow these and see if they could be set up with the instrument.

**MB/AC**

VIII. Design/layout of servery units

There was a discussion over the planned layout of the storage under the front servery counter, as this needed to be agreed with the contractor. There were several differing views over the best items to store in this area, from glasses to archived paperwork or service sheets. It was agreed that once work was complete, a full "audit" of what items (in terms of kitchenware and also paperwork) we still needed should be carried out, any items no longer required removed at this point, and that therefore we were not in a position to make a final decision on what would go where as at today. However, after a discussion on options, including open shelves, drawers and cupboards, it was agreed that the freestanding servery count should have cupboards under it (subject to considerations of doors not clashing with those from the back wall units) containing wide, adjustable, shelves, to give us maximum flexibility for the future.

**SK**

IX. It was also noted that the committee agreed an extra set of power points was needed above the worktop on the other side of the sink, in addition to the one already proposed.

**5b Fabric: Grass cutting**

- The Mold family had raised a query with MB that if they were no longer able to continue mowing the area around their family graves, could it be mowed by the contractor doing the rest of the churchyard. The PCC confirmed that yes of course it would then be covered. MB to confirm this to the family.

**MB**

**5c Fabric: Bell report**

- CF updated the meeting on the results of the latest inspection of the bells and associated equipment. It had been recommended that at some stage the bell-frame should be repainted, but that this was not urgent. After discussion of these and other minor observations, the recommendation that no work was required at this stage was accepted by the PCC.

**6 Forthcoming services and events**

- Harvest – Only music to be agreed now.
- Service for the departed – to be hosted at Ravensthorpe this year.

**MB & AC**

		<ul style="list-style-type: none"> <li>• Remembrance – Poppy Wreath to be ordered</li> <li>• Shoebox appeal – to bless Shoeboxes at the Worship for All at the end of October.</li> <li>• Christmas – Donkey Service – draft date for this is in the place of the December Worship for All, as would hope to attract a similar group of attendees. Please come and help if you can.</li> <li>• Christmas – Carol Singing Walk – Need to talk to Village Hall team about arrangements as PCC in support of this event taking place again this year.</li> </ul>	AC All All GD
7	<b>Feedback on recent services and events</b>	Positive feedback from the last group service, where Bob Tomalin had been admitted as a reader by Bishop John was shared.	
8	<b>Mission and Outreach</b>	No matters to report.	
9	<b>Children, families and young people</b>	AC updated on the various family activities around the Group, all of which were seeing growth and positive activities at present.	
10	<b>Safeguarding</b>	No further matters, but the PCC were reminded of the need to ensure they had completed the required introductory training, and AC agreed to recirculate the link to this.	All
11	<b>Pastoral matters</b>	No matters were raised.	
12	<b>Finance</b>	<p>KC circulated a financial update – key points noted were:</p> <ul style="list-style-type: none"> <li>• The new giving scheme was to be set up (by the Diocese) by the end of the week, the process of gradually switching people over would then begin.</li> <li>• £3,500 has so far been received in grants towards the re-ordering project as a result of targeted applications to grant funders by JMo, with the assistance of KC. All thanked them both for their hard work on this. JMo highlighted that there were a few more applications still in progress, and he would update further if any further funds were received.</li> <li>• It was noted that sadly there had been no St Denys teams in the Ride and Stride this year, but that as we usually liked to support this good cause, the PCC agreed to donate £400 to the Northamptonshire Historic Churches Fund.</li> <li>• JMo asked for clarification as to the current Health and Safety policy for the church building. AC noted that she believed this had last been updated at the time of the insurance review a couple of years ago. The PCC agreed to note that it still considered this to be applicable, and that until the current building work was complete (which the</li> </ul>	KC

insurers had been informed about) it would not need revising. It was unanimously confirmed that it was always the committee's intention to follow all relevant Health & Safety legislation and guidance.

- KC also updated the group that St Denys had been successful in applying for a limited number of free contactless giving machines, and that the intention was to set this up for use after services and events, particularly those with a large number of visitors attending.

**KC**

**13 Matters for the newsletter**

- It was agreed a building works update should be given

**SK**

**14 AOB, including any matters from recent APCM**

- No further matters raised.

**15 Date of Next Meeting**

Next PCC meeting:  
Monday 11<sup>th</sup> November – 7.30pm

**16 Closing Prayer**

The meeting closed with the Grace