

**Minutes of St Andrew's PCC meeting
Tuesday 3rd July 2018 7:30pm**

Present: Andrew Horn (Chairman/ Churchwarden), Jenny Batelen (Churchwarden), Sheila Banyard (Priest in Charge), James Martineau (Treasurer), Sally Rees (Secretary), Judy Baer, Tony Checketts, Robert Thornton, Liz Hooper, Judy Baer, Jeanette Horn, Louise Robinson, Evelyn Ellis.

1. **Opening prayers** Sheila led the prayers which included prayers for the parish and that the church may be welcoming and meet people's needs; also for wisdom and discernment for the PCC. The prayers concluded with the collect for St Thomas' day.
2. **Apologies** Lynne and Stuart Larnder, Meg Martineau, Fiona Davies, Angela Randle, Jo Darwell
3. **Minutes of last meeting** Having been emailed to members in advance were agreed and signed as a true copy.
4. **Matters arising including review of actions from previous meeting**
Harvest Supper on Friday 28th September. Pat Gale has confirmed that she will provide the entertainment with one of her monologues.
5. **Forthcoming Services**
 - **Harvest** Sunday 23rd September. This will be lay lead; Alison Maddocks is preaching **ACTION Jenny and Andy** to review service sheet for suitability.
 - **All Souls** as usual
 - **Remembrance** Jeanette and Jenny are planning a special service to commemorate the end of the First World War 100 years ago. Peter will lead this. **ACTION Jeanette, Jenny and Tony Checketts** to meet to discuss details.
6. **Fabric and Fittings**
 - **Church driveway** Roy Richardson has kindly levelled this and added new gravel. **ACTION Sally** to write letter of thanks.
 - **Lighting** The committee agreed that all light bulbs should be replaced by LEDs. THE will install them. **ACTION James** to get a quote for replacement and LEDs
 - **Lightening Conductor** Dawsons have completed their annual check and identified that additional work is required; this will cost £1267 + VAT.
 - **Boiler refurbishment** The baffle plate of the boiler has burned out, this needs replacement before the winter. A new boiler is not an option as it would have to be installed above ground rather than in the basement. The PCC agreed this work should be carried out as soon as possible.
 - **East and West Windows** We have now received a quote of £150K from Holywell Glass, this includes the replacement of half a mullion in the Vicar's vestry. We should be able to recover VAT on this as long as the work is completed by the end of March 2020. **ACTION James** to resubmit Robert's earlier application the Heritage lottery, amended as necessary. We now know that our windows are one of the few remaining examples of 1820s stained glass and as such are nationally important. An essential element in the conservation programme will be to inform, educate and enthuse the local community and visitors and to involve them in the process.
Steve Aldridge has agreed to put polycarbonate over the inside of the windows in the food preparation area and the two windows in the Narthex.
 - **Water stain on chancel ceiling.** This was caused when the lead was stolen from the roof and as such should be covered by the insurance. **ACTION James** to ask the insurers if they

could suggest anyone to undertake the repair; in addition Sheila suggested we discuss it with Hartlebury who have recently had their ceiling repaired.

7. H&S

- **Disabled Access** This is a longstanding and significant issue. In addition to the ramp access being inadequate it is extremely difficult to drag either wheelchairs or buggies over the loose gravel of the drive. **ACTION James or Andrew** to ask advice from either Nick Joyce or Mark Carter (sec of DAC).
- **Annual safety check feedback** A copy of Robert's feedback is attached to these minutes.

8. **Interregnum** The post has been re-advertised, closing date this Friday. If no applicants the post will be re-advertised after the summer. The usual support will be provided by the Archdeacon and the Rural Dean.

9. **Finance** James reported that our finances are currently in a good state. Alison Maddocks will be meeting with both Churchwardens, James and Robert at 10:30 on Friday to discuss Stewardship prior to her talk at the harvest service. PCC members are welcome to attend if they wish.

10. **Safeguarding – annual review of policy** Jenny proposed adding the following addition which the PCC agreed. "We will monitor our social media sites to ensure no abusive activity" **ACTION Sally** to update the policy on the website once a new copy is available.

11. Church music

- **The way ahead** Louise reported that there had been a good response to the initial workshops and choir practice dates have been scheduled up to Christmas, the first being this Friday at 6pm. It is planned that the "St Andrew's Singers" will lead the hymns at the family service on 8th July. Unable to assess commitment at present but it was agreed that the new approach should be trialed for a year **ACTION Liz** to put rehearsal schedules up in the Narthex and in the Choir vestry.
- **Requirement for an organist** In addition to weddings and funerals we will need an organist for communion and special services such as Christmas (carols and midnight), Good Friday, All Souls and Remembrance; Jenny estimated a minimum of 20 services, could be as many as 25 at a cost for a professional organist of at least £40 per service. The PCC agreed we should investigate the possibility of signing up an organist. In the meantime Nick will make sure we have organists when needed and Louise will cover 3rd Sundays. **ACTION Judy** will ask Peter Nardone for ideas, **Jenny** will check out the Royal Collage of Organists and investigate sharing an organist from within the benefice.

12. **Fete – review of new format** It is too early to finalise the shared profits but the combined fete appears to have been a success. On the plus side takings on the gate were well up, there were considerably more children around, and the tea tent was a great success. On the negative side there were very few additional helpers to help setup and clear up after the event. Bill Arnold's help was invaluable as usual and the PCC wished to record their thanks to Tony Checkets for once more providing the 'pig' for the bowling for the pig stall. There will be a full de-briefing meeting this Sunday.

ACTION Sally to write letters of thanks to Bill Arnold, David Mountford and Toby Fletcher.

Items for consideration before next year

- There was considerable traffic congestion in the main road, next year's event will need NO PARKING signs on the hedge and, if the police agree, traffic cones.
- Location for storage of kit
- Disposal of rubbish

13. AOB – to be notified prior to meeting

- This will be the last meeting of St Andrews' PCC which Sheila will attend. On behalf of the PCC the Chairman thanked Sheila for her dedication in attending our meetings and for the advice and guidance which she has provided.
- There is a proposed benefice meeting to discuss the format of services in 2019. The PCC agreed that the Churchwardens and anyone with a vested interest should attend.

14. **Closing prayers**_There being no further business the meeting closed with the evening collect

Signed

Dated