

**A meeting of the Parochial Church Council will be held on
Wednesday 8 May 2019 at 7.00pm
in the Parish Centre**

AGENDA

- 1) The meeting will begin with a prayer
- 2) Apologies for absence
- 3) Governance
 - a) Declarations of Fitness to serve as Trustees
 - b) Declarations of Pecuniary Interests
 - c) Fact Packs and Trustee Training
 - d) Ground rules for PCC meetings (draft to be issued separately)
- 4) Notice of Any Other Business
- 5) Minutes of meetings held on 13 March 2019 (Appendix A) and 24 March 2019 (Appendix B)
- 6) Matters arising (not covered elsewhere on the Agenda)

Items for discussion, approval or decision

- 7) Finance
 - a) Treasurer's report (to be issued separately)
 - b) Formal approval from PCC to remove G Wiggett from bank mandate
 - c) Architect's fees (note to be issued separately)
- 8) Progress on outstanding appointments for PCC Secretary, H&S representative...
- 9) Feedback on paper 'Changes in Worship and Nurture'
- 10) Summary of 'Increasing Income' paper tabled at PCC meeting 31 January 2019 (to be issued separately)
- 11) Lottery Fund applications (note to be issued separately)

Recurring items

- 12) Correspondence
- 13) Reports from officers
 - a) Rector
 - b) PCC Secretary
 - c) Church Wardens (report to be issued separately)
 - d) Electoral roll officer
- 14) Reports/minutes from PCC groups and working parties.
Reports received (combined as Appendix C)
 - a) Pastoral Care, Home Communion & Bereavement Visitors
 - b) Social Fellowship Group*No reports received*
 - c) All Saints Vision Plan

- d) Worship & Liturgy
 - e) Ministry team
 - f) Church for Children & Young People
 - g) Deanery Synod
 - h) Website
 - i) Safeguarding – Vulnerable Persons
 - j) Choir
 - k) Church fabric
 - l) Lottery
 - m) Standing Committee & Fundraising
 - n) Building Development Group
 - o) Stewardship working party
 - p) Forthcoming events
 - q) House groups and teaching
 - r) Confidential items (*staff employment matters, not for publication*)
 - s) Administrator/Office
 - t) FISH project
 - u) Friends of All Saints
 - v) PCC approvals
 - w) Data Protection
 - x) The School
- 15) Any Other Business
- 16) Date & time of next and future meetings
To be agreed

Our aim is to close the meeting by 9.00pm.

Issued by Andy Lewis, Churchwarden
5 May 2019

Notes:

Those responsible for Reports/minutes from groups and working parties are asked to send a written report for inclusion in the agenda and papers or inform secretary if an oral report is to be given (only in cases where a meeting has taken place after the agenda has been circulated).

Substantive items should be accompanied by a paper indicating whether the item is for PCC to note, for discussion or for decision, and how long the item is expected to take.

APPENDIX A

THE PARISH OF ALL SAINTS, NETTLEHAM

Minutes of a meeting of the Parochial Church Council held Wednesday 13 March 2019 at 7.00 pm in the Parish Centre.

Present: Sally Bradley, Lynne Combes, Father Richard Crossland (FR) (Chair), Russ Coulter, Myfanwy Denton, Martin Farmer, Jean Gledhill, Tony Gledhill, Andy Lewis, Revd Judy Shaw, Michael Smalley, Sarah Subden, Jackie Waters-Dewhurst and Nigel West.

1. **The meeting began with prayer.** **Action**
2. **Apologies** for absence had been received from Jane Hanson, Mary Michell and Tom Subden.
3. **Notice of Any Other Business.**
Forthcoming Trips
4. **Minutes of the meeting held on 30 January 2019**
Following two amendments, it was proposed by LC, seconded by AL and agreed by the meeting to accept the minutes which were signed as a true record.
5. **Matters arising (not covered elsewhere in the Agenda)**
 9. Increasing income – Father Richard has received no comments on his paper. He will re-circulate the paper for discussion at the PCC meeting in May. **FR**
PCC
 10. Diocesan consultation paper – our contribution has been submitted to the Deanery.
 11. Parish Purpose Statement – to be considered by the new PCC.
 12. Lottery application from the Hub – a cheque has been sent.
 - 16(i) The job description for an Organist will be included in the Diocesan website. JW-D will also include it in the DofE website. **JW-D**

Items for discussion, approval or decision

6. **Treasurer's Report**
The report from the Treasurer was received. The income and expenditure is about where they were expected to be. He noted that the benefice parish share account is paid by both All Saints and St Mary's. There has been a Diocesan salary increase of 2.5% and it was proposed by JW-D, seconded by TG and agreed by the meeting that this increase should also be paid to our Administrator. The iZettle Go system for card donations at services has been purchased as agreed by Standing Committee and RC is setting this up to allocate funds – possibly General, Fabric or FiSH funds. **RC**
7. **Job Descriptions**
PCC were asked to approve the job descriptions for the Health & Safety representative and PCC Secretary. AL offered to temporarily take on responsibility for H&S and SS offered to assist. FR is also looking at the role of leading Logistics (moving things around).
8. **Correspondence**
RC reported receipt of a letter from HMRC, confirming he is the official in respect of ASN, Charity Ref No XR39587.

9. Reports from officers

- a) Rector. No report.
- b) PCC Secretary. No report.
- c) Church Wardens. Report noted. FR reported that we had been advised it was not necessary to close the tower, but we need to take more rigorous steps to ensure safety in the churchyard around the base of the tower. Some lead thefts have been reported in the area and NW had been called out for the roof alarm recently. The 1st contact list needs updating.

Pearl Wheatley will help with the heritage part of the funding application.

The vestry and choir vestry are being re-ordered to make more useful and secure storage. Two or three wheeled storage boxes for the Ducklings toys will make things easier for those doing the preparation for the meetings. PCC would like to see the church more tidy and SC will look at costs for this.

SC

- d) Electoral roll officer. The new Electoral Roll has been completed. The number on the roll of 128, including 32 new names.

10. Reports/minutes from PCC groups and working parties

- a) All Saints Vision Plan.
- b) Worship & Liturgy.
- c) Ministry Team
- d) Church for Children & Young People.
- e) Deanery Synod.
- f) Pastoral Care, Home Communion & Bereavement Visitors. Report noted. Thanks given for the dedicated work of the team and particularly that of Jean Gledhill, the convenor
- g) Website.
- h) Safeguarding - Vulnerable Persons. Report from RC noted. To enable him to concentrate on the accounts, JW-D as agreed to act as Safeguarding Officer and is expected to take over in May 2019. There is a Diocesan requirement for each volunteer to provide 2 references and a mandatory Parish Self-evaluation document, both of which are being addressed by RC before handover.
- i) Choir.
- j) Church Fabric
- k) Lottery
- l) Social Fellowship Group.
- m) Building Development Group
- n) Stewardship working party
- o) Forthcoming Events
- p) House Groups and Teaching.
- q) Confidential items
- r) Administrator/Office
- s) FISH project.

- t) Friends of All Saints
- u) PCC approvals
- v) Data Protection
- w) The School

11. **Any Other Business**

Forthcoming trips

The trips planned so far for this year - 13 March, International Bomber Command Centre; 27 April, Stratford upon Avon; 15 June, Holmfirth; 17 July, National Memorial Arboretum; and 2 October, Ely – were proposed by JW-D, seconded by SB and agreed by the meeting for insurance purposes.

List of agreed actions

Comments in Increasing Income paper - PCC
Organist job description on DoE website – JW-D
IzETTLE Go system – RC
Tidying church – SC

12. **Date of next meeting**

There will be a short PCC meeting following the APCM on 24 March 2019 at 3pm.

The meeting closed at 9pm.

APPENDIX B

The Parish of All Saints, Nettleham

Minutes of the meeting of the Parochial Church Council held on Sunday 24 March 2019 directly after the APCM in the church.

Present:

Lynne Combes, Russ Coulter, Father Richard Crossland, Jean Gledhill, Tony Gledhill, Ced Hanson, Jane Hanson, Andy Lewis, Mary Michell, Rev'd Judy Shaw, Sarah Subden, Thomas Subden, Jackie Waters-Dewhurst, Nigel West, John Dent.

Apologies:

Michael Smalley. Madeline Coles, Simon Vincent, Nikki Salt, Kath Pickering

1. Appointment of a Vice-Chairman of the PCC
Michael Smalley was appointed Vice-Chairman, proposed by Sara Subden, seconded by Nigel West and agreed unanimously.
2. Appointment of an Honorary Secretary of the PCC
No appointment made.
3. Appointment of an Honorary Treasurer of the PCC
Russ Coulter was appointed to this post, proposed by Lynne Combes, seconded by Nigel West and agreed unanimously.
4. Appointment of Standing Committee
The Standing Committee consisting of Father Richard Crossland, Lynne Combes, Andy Lewis, Russ Coulter. Michael Smalley and Jackie Waters-Dewhurst was proposed by Jean Gledhill, seconded by Mary Michell and agreed unanimously.
5. Appointment of Electoral Roll Officer
Doug Bradley was appointed to this post proposed by Tom Subden, seconded by John Dent and agreed unanimously.
6. Dates of next meeting
Wednesday. 8 May, 7.00pm in the Parish Centre.

There being no further business, the meeting closed at 5.20 pm

APPENDIX C**Pastoral Care, Bereavement, Home Communions**

A meeting was held in Church on Thursday 28th March 2019 at 10.15 am.

Present: Peter Broadley, Lynne Combes, Martin Farmer, Jean Gledhill (Leader) and Sandy Gould.

Apologies: Fr Richard, Rev Judy Shaw, Jean Carter, Myfanwy Denton, Cathy Pickering and Katie Smalley.

Jean opened the meeting and thanked everyone for coming, she explained that the meeting would only be brief due to the Lent Course (which some members were attending) which was due to start in the Parish Centre at 10.30.

Several members of the Team raised queries about the recently sent out request for references for all those who were members of “teams” within the Church such as Pastoral Care or Volunteer Drivers. Jean explained that these needed to be completed and said that if any person had a query about this they should contact Jackie Waters-Dewhurst, the Safeguarding Officer. Jean said that all Team Leaders had been requested to obtain this information. She also suggested that if a person was in several teams, that all the teams could be listed on the request letter seeking the reference to avoid duplication.

Jean also said that with regards to the Safeguarding Course, there were discussions as to whether Certificates should be valid for three (current) or possibly five years. She was awaiting the outcome of the discussions, but if they did have to be renewed this year this would not be required until September.

Jean then asked Team Members to report any news they had and so members spoke about the people they visited or kept in contact with, to update the Team. During this it was agreed that some team members would get together to visit and support some of the people requiring Pastoral Care. It was also suggested that Team Members, particularly Jean and Peter should let the Team know when they were away so that should anything happen there was someone available to co-ordinate a response on behalf of the Team.

With regards to the I/D Badges discussed at previous meetings Sandy explained that she had now received hers and was using it as part of the trial into their use.

Jean thanked members for their information and closed the meeting at 10.35.

She said that the next meeting would be held on Thursday 25th April at 10.15 in the Parish Centre, but unfortunately she would be away and said that Peter or possibly Fr Richard would lead the meeting on her behalf.

The meeting concluded with the grace.

Peter Broadley, deputy Leader

Report for May 2019 PCC from Social & Fellowship Meeting 25 April 2019

1 Open Churches 11/12 May

Discussed and will ask again on Sunday re helpers and bakes and cakes
Need donations of good condition books, jigsaws and bric-a-brac, plus tombola - put in GNFN and mention Sunday.
Community Choir Sunday, Jocelyne to check if they can do 2pm as we have an organist at 3pm.

Lunch Saturday only.

Tomato soup with basil and cream, served with bread or scone £2.50
Ploughman's- two cheeses, pickle, salad with bread or scone £3.50
Quiche with light salad bread or scone £3.50
Afternoon Tea -Scone with jam and cream, plus tea/coffee £3
Posters given out 28 April.

MEET Friday at 2pm to set up.

2 23 June Midsummer BBQ in the Old School Rooms Bring own DRINKS & GLASSES - posters and tickets Lynne £10 each or £30 family ticket (2 adults & 2 children under 12) £5 for each extra child. Please let us know in advance of any dietary needs.

Trevor Quiz

Margaret Raffle

FOOD Chicken/ Sausage - Lynne to also check out veg sausage.

HELP Julie says John will probably be happy to do cooking.

Lynne to ask Carl, Andy Salt, Nigel, Johnno to see if they are interested in helping.

Check large BBQ in Rector's shed, David to check Jocelyne's gas BBQ

Salads to be discussed in church once numbers are known.

We will bring glasses/plastic cups etc., just in case

3. Need date for Harvest Festival / Supper in September

4. Saturday 19 October Fire and Rescue Band in church - cost £350. Sally to get them to assess suitability and book. Can rehearse in Parish Centre if needed.

5 Father Richard suggested possibility of using Parish Centre for serving food, up to 30 sitting or 40 standing.

6 Meeting closed at 2.45pm.

Next Meeting Monday 1 July, 7pm at Jocelyne's.

For Info Team C – Jean C sent request for refreshments at

Trustees Training Day Thursday 9 May in church at 6.30pm

And

Pentecost Confirmation Service 6pm Sunday 9 June, refreshments after service (tea/coffee etc., plus cakes & biscuits.