**St Mary’s, Bletchingley**

**Minutes of PCC Meeting held on 8th January 2018**

**in Church House, Bletchingley**

**Present:**

Rev Phaedra Pamphilon Green (Rector)

April Alexander (Churchwarden) Jennifer Hyde

Glynis Beazley Cyril Mighall

John Buck Valerie Muller (PCC Secretary)

Richard Fowler Sandie Roper

Sarah Goad John Thurston (Churchwarden)

Alison Horlock Rob Tucker

Robin Idle Clare Sturgeon

**Apologies:**, Caroline George, Oliver Jackson, Leana Quevado, Penny Sherrington, , Nicky Worsley  
Jeff Marks

The meeting started with Epiphany prayers led by the Rector,

who also wished everyone a very Happy New Year

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| **Minutes of Meeting held on November 1st 2017**  The minutes, having been previously circulated, were approved and signed by the Rector |  |
| **Matters Arising**   * **Christmas Tree** Sarah Goad was thanked enormously for the gift of the Christmas |  |
| **Correspondence**  A letter has been received from the Diocese. The Southwark Vision 2017-2018 has been approved by our Diocesan Synod. It is hoped that during Epiphany tide 2018 this will be introduced to all the parishes so that they become familiar with the diocesan aims and objectives for the coming years.  Bishop Christopher also said, he and his fellow Bishops are very grateful and encouraged by the response from the parishes to the Parish Support Fund and they have decided to invite all the parishes to jin in a time of thanksgiving for God’s blessings to us and for the generosity shown through the Parish Support Fund. |  |
| **Safeguarding Policy and Procedure**  Jeff Marks introduced the new, updated and more detailed Safeguarding Policy for children and vulnerable adults. It, like the previous one, is based on the House of Bishops’ policy for Safeguarding and its aim is to show our strong commitment to nurturing, protecting and safekeeping all God’s people and especially children and vulnerable adults.  Everyone was asked to carefully read this policy and let Jeff know of any discrepancies, queries etc.  During the meeting the following points were made:   * **Independent Parish Advocate.** This is a person from within the congregation who has no connection at all with working with either children or vulnerable adults. * **Page 5 Clause 6 …**words need to be changed toany premises in which church meetings are held… * **A Child** is anyone under 18 years old * **A vulnerable adult** is anyone over 18 who is possibly vulnerable almost anyone can be vulnerable at some point in their life * Although this document is ‘work in progress’ when it is completed it must be circulated for everyone to read. * Everyone involved with working with either group must attend a C1 training, run by the diocese. Details can be seen on the diocesan website * There should be details of roles of both staff and volunteers defining the boundaries of their responsibilities. This helps keep ‘staff etc’ safe as well.   Jeff Marks was thanked for all his work on this. |  |
| **Reports**   * **The Finance Committee**. Accounts to the end of September and the budget for next year were circulated prior to the meeting.   It is anticipated that there might be a loss of £3000 at the yearend in December. Direct giving is significantly down. A new lawn mower has been purchased recently. The costs of employing organist’s week by week will exceed the estimated cost. Oliver raised £250 by taking part in the Ride and Stride event in early September. Well done Oliver.  As our accounts will be under the threshold of £100,000 the Charity Commissioners say it will be unnecessary to register with them this year. Ron will keep the documents members of the PCC signed, to become trustees to register, until next year. He will keep them very safely.  The budget proposals for next year were approved by the PCC.  Proposed by John Thurston and seconded by Sandie Roper and Glynis Beazley.  Ron was thanked for the fabulous job he does in keeping our accounts so carefully and accurately.   * **The Worship Committee**. This has not met recently.  However there are plans to hold a Posada Service on the first Sunday of Advent at 5pm. This service, which Bletchingley Village School are interested in will launch the Posada figures on their journey around the village. It is hoped to renew interest in this custom and to encourage more people to take part. The All Age Service at the beginning of each month needs a rethink. * **Children and Youth Committee**   This committee met a couple of weeks ago to discuss arrangements for the successful Halloween Party. It was felt due to poor advertising numbers were down on last year. The refreshments made a small profit of £15.  The committee felt they should meet again shortly to discuss next years event.  They also decided to meet on Saturday 23rd of December at 10am to make Christingles.   * **Social Committee**. The concert by The Surrey Yeomanry was very successful and everyone enjoyed the event, which made a profit of about £550 after paying the band their share of the ticket sales. The committee provided the refreshments for the Halloween party and plans are in place to make mulled wine and mince pies for the church Carol Service and help with pies for the English Arts Chorale Concert on Dec 16th.   The committee will meet shortly to discuss plans for next year.   * **Mission and Outreach**. This committee needs reconvening. * **Ecumenical Committee**. This committee has not met recently. * **Working Group**. This group met on October 28th and were able to carry out a large number of maintenance jobs including removing bucket loads of crows nest from the Rood staircase. The gap where the birds were coming in has been filled up! A big thank you to everyone who took part. * **Deanery Synod.** The next meeting is on November 15th. |  |
| **Director of Music**  Sadly the last round of advertising produced no applicants at all! It was decided that the post would now be advertised offering the possibility of renting the Clerk’s House (market rates). |  |
| **Lay Champion**  There was much discussion about the role of a Lay Champion.   * It is exciting that Bletchingley, as a parish, has been asked to think about appointing someone * There is a real need for Lay Leadership * Is it right for us at this time? * Asked to think about who would make a good Lay Champion to liaise with the diocese. * Asked to think prayerfully about this |  |
| **AOB**   * **Admin Hours** Elaine, our parish administrator, is at present self employed working daily 1 hour for church House and 2 hours for the Benefice. She frequently works longer than this and invoices accordingly. It was decided that she should be employed by us with a regular contract, offering her a salary, holiday pay and a pension, which she could opt out of if she wished to.   Decided to ask her to work 4 hours a day for 4 days and 5 hours on the fifth day. The fifth day to be of her choosing. She should be encouraged not to work beyond these hours. Her salary will reflect the extra hours.   * **Lighting Church Path**   There is an urgent need to light up the path. John Thurston agreed to look into this.   * **Training Bells** The Tower Captain would like to update the faculty needed to install training bells (once called dumb bells). The design of these bells has improved since the original application.  The PCC agreed he should go head with this. |  |
| The meeting finished at 10.10 by saying The Grace |  |