

Minutes of the Parochial Church Council, St. Peter's Draycott

Held on 14/10/2015 at 7:45 p.m. at Kundasan, Westfield Lane.

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1. Opening prayers

Richard opened the meeting with a prayer. Thea Oliver took the chair.

2. Attendance, apologies and welcome

<i>Present</i>		<i>Apologies</i>	
David Cheetham	DC	Tricia Heckbert	TH
Richard Dingley	RD	Alison Jeffries	AJ
Chris Green	CG	Janet Jeffries	JJ
Colette Jeff	CJ		
Tricia Lumley	TL		
Thea Oliver	TO		
Barry Rose	BR		

3. Minutes from PCC of 02/09/2015

The PCC minutes were agreed as an accurate record with 1 minor correction

4. Matters arising

14/05/15 6d (Magazine copyright compliance). We just need to supply the magazine each month to the British Library, and to inform them that we are the joint publishers with Rodney Stoke. Our insurance covers us for copyright, defamation etc. issues. On this basis the PCC was prepared to accept joint reponsibility. *ACTION*: CG to ask Rodney Stoke to agree to joint responsibility. Contact Editor to inform him of progress.

14/05/15 6h (Draycott Charities). They may have met, but TO had not heard (carry over).

14/05/15 7b (Rainwater goods). Clear once the leaves have fallen (closed)

02/09/14 6a. ii (vacancy) Link published on website- also on Facebook page (closed).

02/09/14 7g. i. (CSC Harvest Appeal) Appeal was published, and a thank-you and some pictures will be in the November magazine. NB. We also sent £300 proceeds from the curry night (closed).

02/09/14 7g. ii. (School harvest) School were having their harvest on Friday 16th so were finding their own charity to receive their contributions (closed).

Any other actions were either completed, taken up in current agenda or else no longer relevant.

5. Any other business

Items for information- Glebe field (9a.).

6. Items for Decision

6a. Tim Hawking- foundation governor

Tim Hawking's mail regarding becoming the Benefice foundation governor for the school had been previously agreed by e-mail, and was ratified at this meeting. CG had already informed Tim so no further action was required.

6b. 15th November- change to morning service

The rearrangements previously proposed were confirmed, i.e.: 10:30 joint service with Rodney Stoke to allow Don and Mary Banks to be present with their guests, and exchange their vows on the occasion of their diamond wedding celebrations. Judith Rose had approved (as long as the two churches agreed).

ACTION: CHG to get a card for us to sign and half a case of sparkling wine as our contribution to the celebrations.

6c. Insurance- update, further actions

- i. Valuation and revision of cover from Ecclesiastical Insurance (EI). Sue Anderson (PA to the Archdeacon Nicola Sullivan) has told us that 75% cover was acceptable to the diocese, if the PCC felt it was appropriate to reduce it from 100%. There were also variations in the premium depending on the excess. Following discussion it was felt that the small savings in the premium did not warrant a change in the current arrangements, i.e. 100% cover with excess of £350 (this was the unanimous view of those present).
ACTION: DC to arrange for cover as per quote for 100% cover, £350 excess, insuring the church for £3,370,000.
- ii. Requirements from EI:
 - a. Smartwater to be applied to all metalwork (exterior and interior) not already done
ACTION: CG to see whether enough SmartWater remained for the completion of the tasks- NB. All interior metalwork and movable objects had been done already.
 - b. 'Work at height' regulations to be complied with.
ACTION: DC was not clear what more we could do here, as no work at height is being carried out by us – we will take advice from our new Health and Safety Officer.
 - c. Portable Appliance Testing to be carried out (in hand)
 - d. Fire risk assessment. This will be done with the advice of our new Health and Safety Officer.
 - e. Electrical inspection (done)

- f. Health and safety management. Richard Oliver has agreed to act as our Health and Safety Officer, should we wish. All were in favour, and we thanked Richard. NB. He is already filling this role for other organisations and will know the duties.
 - g. Incident book. RD thought that we already had one and it was probably with other documents in Cheddar. *ACTION*: We will try to locate it.
 - h. Asbestos management. We need to locate any asbestos in the building and log it (not necessarily remove it). Potential sources of asbestos are: boiler, organ, ceiling.
ACTION: DC is in the process of contacting the various professionals involved who will be able to tell us.
- iii. Recommendations from EI
- a. Fire extinguishers- we need a CO₂ extinguisher by the organ. *ACTION*: the existing one to be moved. We will consult our Health and Safety officer on fire extinguisher training.
 - b. Photographic records. Photographs were in existence, possibly in Cheddar among other papers. *ACTION*: we will look for these.
 - c. Safeguarding policy (children & vulnerable adults). TH is the responsible officer.
ACTION: Contact details of both Safeguarding officer (as well as the Health and Safety officer) to be displayed in church.

7. Items for Discussion

7a. Worship, Ministry Team documents

- i. Service for 1st November. Hilary Thomas has requested that she use a projector for an audiovisual presentation (on the SAT7 Christian broadcasting channel to Arab countries). CG to act as her projectionist and will look after technical aspects but the church may need some rearrangement. *ACTION*: the PCC agreed to rearrange the seating to one side of the nave- to be done after the Sunday service on 25th October.
- ii. Remembrance Service (8th November). Simon Hill to take the service at the Memorial Hall. We have copies of the British Legion order of service. Ian Ames-White is playing and he is experienced in this service. NB. No house-to-house poppy selling this year, but they will be available in churches the week before, and in the hall on the day.
ACTION: CJ will see that the orders of service together with altar cloth cross and candles will go to the village hall.
- iii. Joint Christmas card. We were happy to distribute the copies when they came out. NB. CJ said that Gordon would bundle them by street for delivery if they came to him first.

7b. Fabric

(Nothing to add)

7c. Finance

General fund: £9,201 current + £4,526 deposit

Fabric fund: £7,268.

Expenses coming up- we need to have a new sound system- the hearing loop is not working and there are other problems. *ACTION*: need to get on with this now and cost it out.

7d. School

Nothing new to report.

7e. Deanery Synod

Subject of the previous one- 'nurturing our deanery'. Most of the issues raised were in hand in our parish

7f. SoSP

The Michaelmas Fayre raised £480 for church funds. Curry night proceeds were split between fabric fund (£200) and CSC (£300). The kitchen refurbishment fund is doing well.

The next Coffee and Cakes Saturday will be 'Remembrance' themed.

On 5th December we will 'complement' the school Christmas Fayre with a soup lunch in church.

We will have another curry night in January.

7g. Church Magazine

Thank you Gordon for writing the 'pastoral letter' for November.

7h. Local Ministry Group, Cheddar Valley Churches

(previous LMG minutes had been circulated by CG)

8. Items of new business

(none)

9. Items for Information

Glebe field- there will be a review of the designation of the Glebe field soon.

NB. Draycott must build 40 new homes by 2020, and there must be some concern that the Glebe Field could be built on. The decision will be made on December 12th.

There is to be public meeting some time in November in Westbury Village hall.

ACTION: We must keep ourselves informed of developments

10. Meeting dates

25th November (Wednesday) 19:45 (NB. TL apologies)

11. Closing Prayer

The meeting closed with the Grace.