



st swithun's

bathford

GROW CARE SERVE SHARE

**Minutes of PCC Meeting
Wednesday, 8 July 2020 at 7.30pm
via Zoom**

Present

Rev Sally Buddle – Chair	SB <i>in attendance until item 4</i>
Mark Dixon – Church Warden	MD
Michael Gilbert – Treasurer	MG
Katherine Lush	KL
Leslie Mackenzie	LM
Zoe Hill - Secretary	ZH
Serena Stanton – Children & Families	SS <i>in attendance until item 4</i>
Liz Townsend – Church Warden	LT
Michelle Williams	MiWi
Robert Wolsey	RW
Martin Wright	MW
Joel Vijay - ChurchDesk	JV <i>in attendance for item 4</i>

	Subject	Action
1	<p>Bible Reading and Prayer The meeting opened with a reading from Isaiah 43, followed by a short prayer.</p> <p>Apologies None</p>	
2	<p>Review of previous minutes, 13 May 2020</p> <p>A working group to be set up to assess the wider community view on the structure and composition of the online service delivery – to be confirmed.</p> <p>Acceptance of Minutes, 13 May 2020 Proposed: MD Seconded: LT</p>	SB / MD / LT
3	<p>Vicar's Report Reflecting on how the church has adapted and brought new insights and opportunities during the pandemic, the</p>	

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	<p>document <i>Emerging from Coronavirus</i>, from the Bishop of Oxford, explores what has been gained and lost during Lockdown. The following questions were discussed during our meeting:</p> <p>Q What has been lost that we need to grieve? Physical presence and not being able to see friends, family and members of the congregation face to face was agreed to be the greatest loss, as well as the excitement and buzz of having children in church. However, our increased online presence enabled those who may not have come to church prior to lockdown, or those who are physically unable to, to join our online services.</p> <ul style="list-style-type: none"> • 4-5 new toddler mums have been regularly accessing online, and a similar number of people outside of the local area. • Looking forward, ways to keep in touch were discussed. Inviting them back once or twice a year was suggested as well as keeping our online presence. • Also noted was the flexibility to access online services at a convenient time, especially for busy families, as well as those people who may not feel comfortable coming to church. <p>Q2 What has been reduced that we have an opportunity to let go of?</p> <ul style="list-style-type: none"> • The weekly rotas and their organisation have not been missed. <p>Q3 What has been paused or reduced, that we need to work at to renew?</p> <ul style="list-style-type: none"> • To focus on getting members of the congregation back into church especially older members who may be feeling isolated. • The Eco church has been paused; it is important to not lose its initiative and to work on this going forward. <p>Q4 What has been discovered that we need to respond to?</p> <ul style="list-style-type: none"> • To nurture new Christians and how to follow this up. The convenience of accessing services online 	<p style="text-align: center;">MiWi</p>

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	<ul style="list-style-type: none"> • It was agreed that Holy Communion should not take place during July and August due to the current circumstances. It is required to pass a resolution to authorise the dispensing of Holy Communion LT to follow up and approvals to be sent to ZH <p>Proposed: LT Seconded: SB</p> <p><i>All in favour</i></p>	LT / ZH
4	<p>ChurchDesk</p> <p>Joel Vijay from ChurchDesk joined the meeting via Zoom to discuss the benefits of ChurchDesk, a fully integrated software platform specially designed for churches to effectively run and strengthen an online administration platform. Some of the benefits of the software package:</p> <ul style="list-style-type: none"> • It is a fully integrated system which also contains a website. A shared calendar, weekly rotas and a tailored newsletter can all be linked directly to the website. Once events have passed the event is deleted reducing maintenance. • Updates and changes will be automatic which will keep us up to date. • The building of a new website, which is our main priority, will reduce the cost of administering two systems as it will all be integrated in one. • Members of the congregation can be given different rights to access the rota and make changes themselves. • The system can be set up to message those people involved in the upcoming Sunday service directly. • There would be a phased implementation for these further features. <p>Training ChurchDesk offers, live modular online training, which is recorded for us to keep for future reference. There is also</p>	

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	<p>unlimited support from their team and one to one training if needed.</p> <p>Setting up ChurchDesk will set up the system by importing the database of church members into the system, and the rest is intuitive. It is fully GDPR compliant.</p> <p>Cost A three year subscription costs approximately £3,000, so £1,000 per annum for the software, unlimited support, and a new website. With no additional costs. ChurchDesk have honoured the price which was offered a year ago and this includes a 50% reduction in set up costs. This offer is being held until Friday 10 July 2020.</p> <p>MD to take ownership of this and to work with ZH.</p> <p>Proposed: LT Seconded: MG</p> <p><i>All in favour</i></p>	<p>MD / ZH</p>
<p>5</p>	<p>Fabric Report</p> <p>MW reported that two fallen trees from the church yard have been removed at a cost of £75 each.</p> <ul style="list-style-type: none"> MW to investigate the cost of replacing these with two new, established trees. An approximate cost was given at £75 each. <p>Pew removal</p> <ul style="list-style-type: none"> The full faculty to remove the front pews is still in the process of being approved. The application deadline for this is September 2020. LT to contact Denise, secretary to Archdeacon Adrian, to see if their assistance could speed up its approval. If necessary, LT will make a reapplication. <p>Exterior door refurbishment</p> <ul style="list-style-type: none"> The front exterior doors need cosmetic refurbishment. MW to investigate which products are suitable for the black ironwork and oak wood. 	<p>MW</p> <p>LT</p> <p>MW</p>

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6	<p>Systems Report</p> <p>MD reported that the office has a new Lenovo laptop which is much more efficient. ZH is using this at home while on flexible furlough.</p> <ul style="list-style-type: none"> • The church now has a Zoom business account. • MD is looking into upgrading to fibre broadband in the church and the vicarage. 	MD
7	<p>Finance Report</p> <p>MG's report sets out a summary of what has happened in the first 6 months, which includes the suspension of services for the three months of April, May and June. See attached report. MG reported how our financial position has held up well considering recent lockdown restrictions.</p> <p>MG reported that:</p> <ul style="list-style-type: none"> • Giving by standing order has held up well with no cancellations due to lockdown. • Stewardship envelopes are coming in sparingly, with a couple being transferred to standing order. It is hoped these will pick up once services are resumed. • A legacy from the estate of Dawn Hoyle has been gratefully received. • Cost of salaries have been reduced by income from the Government Job Retention scheme being 80% of ZH costs from 1 April. ZH is on flexible furlough, working flexible hours up to her contracted hours. Financial support is being received. • Our efficient, new photocopier is installed and has been invaluable in supporting the village shop with essential printing and copying during lockdown. <p>Debit Card</p> <p>MG approached the PCC with the proposition of making an application for two church debit cards. The card holders would be MG and ZH.</p> <p>Bank mandate signatures to be updated and an electronic signature to be emailed to MG. It is proposed that the following 'post holders' be on the bank mandate:</p>	

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	<p>The incumbent – Sally Buddle</p> <p>The churchwardens - Mark Dixon and Liz Townsend</p> <p>The treasurer - Michael Gilbert</p> <p>The assistant treasurer - Denis Cowood</p> <p>The administrator - Zoe Hill</p> <p>Proposed: MD Seconded: LT</p> <p><i>All in favour</i></p>	<p>SB</p> <p>MD/LT</p> <p>MG</p> <p>Dennis Cowood ZH</p>
8	<p>Any Other Business</p> <p>Organ maintenance fee</p> <ul style="list-style-type: none"> Denis Cowood questioned whether the £12 fee for use of the organ should continue to be included in funeral costs. It was agreed this should be followed up in the next PCC meeting. However, it was decided this fee should not be included in the costs for the funeral of Joyce Helps. <p>Parish Share Category</p> <ul style="list-style-type: none"> The completion of the Parish Share form is overdue and requires PCC approval to declare which category we find ourselves at. We are currently category C which is classed as: <i>favourable to evenly placed</i>. MD commented that he can not see that any social economic change has happened to us as a church and that we should remain our category C. <p>Proposed: MD Seconded: LT <i>All in agreement</i></p> <p>With Peter Staples' relocation to Wales in the summer, thought should be given to who will take over stewardship side of things. Ideas on how we can express our thanks to Peter to be sent to ZH.</p> <ul style="list-style-type: none"> APCM provisional date set as 11 October 2020 	

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	<ul style="list-style-type: none"> • Morning church service to start at 11.15am to enable Serena to travel from the Sunday service in Batheaston. <p>Church Warden LT has generously extended her wardenship until after the APCM in October. A candidate has been approached to be considered for the role of Church Warden once LT steps down. However, other applicants are more than welcome for consideration. LT and MD to be informed of any other suggestions.</p>	
	<p>Date and Time of Next Meeting: 14 September 2020, 7.30pm</p> <p>Future PCC Meeting Date: 2 November 2020, 7.30pm</p>	