



st swithun's
bathford

GROW CARE SERVE SHARE

**Minutes of PCC Meeting
28 January 2019 at 7.30pm
Upper Room, St Swithun's Church**

Present

Noreen Booth – Secretary	NB <i>in attendance</i>
Rev Sally Buddle – Chair	SB
Denis Cowood – Treasurer (retiring)	DC
Mark Dixon	MD
Michael Gilbert—Treasurer (appointed)	MG
Heather Gillard	HG
Katherine Lush	KL
John Smart	JS
Val Stone	VS
Liz Townsend	LT
Martin Wright	MW

	Subject	Action
1	<p>Welcome, Prayer and Bible Reading The meeting opened with a Reading from 2 Corinthians 5: 16-21 and prayers.</p> <p>Apologises Apologies were received from: Christine Colegate</p> <p>Acceptance of Minutes, Monday 7 November 2018</p> <p>Following Serena Stanton's appraisal, the PCC agreed that her contractual hours would not be required to be annualised.</p> <p>The PCC agreed the Parish Hall Management Committee need to provide indemnity insurance for the three trustees.</p> <p>Proposed: Mark Dixon Seconded: Liz Townsend</p>	MD

	Subject	Action
2	<p>Vicar's Report</p> <ul style="list-style-type: none"> <i>Christmas Review</i> <p>SB thanked all who had contributed throughout 2018 Christmas Services and was pleased with the success of each service and the positive feedback received.</p> <p>LT noted the success of the 'Angel Bombing' and how it had brought the local community together in many ways.</p> <p>KL commented that if a similar initiative was to be held again there is need to ensure the congregation are informed at the Carol Service to enable them to take home an 'angel' or similar initiative.</p> <p>It was noted the need to remind all volunteers who are on the Rota for Christmas Services to receive an email in the days leading up to the service of their roles and responsibilities.</p> <ul style="list-style-type: none"> <i>Youth Trip to Mexico Funding</i> <p>SB approached the PCC for funds to assist two girls who are part of St. Barnabas, Southdown, congregation who are attempting to fundraise £2,000 for them to travel to Mexico (same project as Enya Maylor). The PCC agreed that they would fund the two girls £50 each from the Mission Giving Budget. In returns the PCC would like the girls to provide the church congregation with an update on their experience when they return.</p> <p>Proposed: Mark Dixon Seconded: Liz Townsend</p>	NB
3	<p>Music at Sunday Services</p> <p>It was proposed that the Sunday service pattern in the morning would remain unchanged. 1st Sunday will be said BCP Holy Communion. 2nd & 3rd Sunday is CW Holy Communion with Nick Breeze as organist. 4th CW Morning Worship and Katherine Lush has kindly offered to play. Where a 5th Sunday falls in a month, NB will contact Ian Phipps and ask if he is available to play.</p> <p>This proposal was unanimously agreed.</p>	LT

	Subject	Action
	<p>Nick Breeze will require a contract. MG suggested that Nick Breeze would not be eligible for annual leave as he is self-employed and paid on a service by service basis.</p> <p>The PCC discussed the anomaly between paid organist at the morning service and unpaid worship leader in the afternoon. SB, MD & LT will draw up a list of crucial roles in the church and will meet with MG and discuss funding.</p>	SB/MD/LT
4	<p>Financial Report 2018</p> <p>DC reported that he had handed over the Treasurer role to MG who will be responsible for all 2019 activities. DC would assume the role of assistant treasurer. He said he would conclude the 2018 financial accounts and the report to the APCM. The 2019 budget had been prepared jointly by DC and MG.</p> <p>The PCC noted the timing of the changes and unanimously agreed how appreciative they were with the work that has been carried out by DC as treasurer and thanked him for all his contribution.</p> <p>Financial Forecast</p> <p>DC outlined the components of the Financial Forecast which shows a deficit for the second year running. A deficiency of approximately 20% of income is not a positive place to be and is not sustainable.</p> <p>DC did acknowledge that one of the main reasons for the deficiency was the positive decision taken some 2 years ago to hire and pay a salary for a Children's and Family Worker. This initiative has been a great success and as a result the church has seen an increase in young families and children attending services. The PCC confirmed that this should continue.</p> <p>A further demand on resources was the commitment given by the PCC to support the Parish hall roof project (see below)</p> <p>It was noted that free funds are relatively limited and if the church finance continues as it is, the church will exhaust its reserves.</p> <p>MG suggested that the costs which are potentially flexible are our Mission Giving and we could 'manage' the Parish Share if</p>	

	Subject	Action
	<p>needed. On the other hand, there is an urgent need to look at 'Giving' we receive and increase these funds if possible.</p> <p>MG recommended that; (1) the PCC noted the 2018 draft Financial Report which should be tabled for approval at the next PCC meeting with any amendments from the external examiner and (2) that the financial forecast for 2019 be approved in its present form and that steps be put in hand to monitor costs on a regular basis and to increase income in 2019. (to be reviewed in six months)</p> <p>All in favour</p> <ul style="list-style-type: none"> • <i>Parish Hall Roof</i> <p>The PCC agreed that they would give £3,000 towards the renovation of the Parish Hall Roof</p> <p>The PCC authorised the common trustees to report this decision to the Parish Hall Management Committee.</p> <p>MG would arrange for the transfer of funds when requested by the PHMC which is likely to be in the summer of 2019.</p> <p>All in Favour</p>	<p>MG / NB</p> <p>MG</p>
5	<p>Fabric Report</p> <ul style="list-style-type: none"> • <i>Removal of Nave Pews</i> <p>It was agreed in line with the attached paper on the 'Investigation of feasibility of removing six pews' that the Fabric Committee would provide designs, costing and timescales for the PCC to consider at the PCC meeting in March.</p> <ul style="list-style-type: none"> • <i>Tulip Tree</i> <p>Proposal from our neighbours to fell the tulip tree that is adjacent to the Chancel (north side) and over hangs into their garden.</p> <p>The PCC agreed, with Diocesan consent, that the removal of the tulip tree can occur and will request our neighbours to replace the tulip tree with a suitable replacement tree. MW confirmed he will liaise with the neighbours.</p> <ul style="list-style-type: none"> • <i>Windows</i> <p>MD to provide details of company who carried out similar work at HTCD</p>	<p>MW/JS</p> <p>MW</p> <p>MD</p>

	Subject	Action
9	<p>Systems</p> <p>MD confirmed that 'Easy Worship 7' a suitable AV package that meets the needs of the church in both congregations had been trialled and selected. Training for operators is scheduled for January 27th immediately following the 4.30 service. Service and worship leader training will take place on Monday evening in February date tbc.</p> <p>All the Common Worship booklet contents and other liturgy will be available in due course.</p> <ul style="list-style-type: none"> • <i>Upcoming projects</i> <p>Re-wiring the sound desk so that a single HDMI lead is required to connect the laptop.</p> <p>Identifying, trialling and implementing a suitable church management software package.</p> <p>Ensuring the copier link to the admin laptop for scanning and emailing documents is working.</p>	
7	<p>Youth</p> <p>SB thanked Michael and Joy for their wonderful contribution they have given to the St. Swithun's and in particular to Scubed.</p> <p>SB highlighted the need for the PCC to have contingency plans as Michael and Joy Craine may not be able to continue running Scubed in future.</p>	
8	<p>Correspondence</p> <p>None received.</p>	
10	<p>Any Other Business</p> <ul style="list-style-type: none"> • <i>Mothering Sunday</i> <p>As Mothering Sunday falls on the 5th Sunday in March, it was agreed there would be no quarterly evening service on the 31st March 2019.</p>	
11	<p>Date and Time of Next Meeting:</p> <p>PCC Monday 18 March 2019 at 7.30pm</p> <p>APCM Sunday 28 April 2019 – time tbc 3pm?</p>	

