



st swithun's

bathford

GROW CARE SERVE SHARE

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

Present

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| Noreen Booth – Secretary | NB <i>in attendance</i> |
| Rev Sally Buddle – Chair | SB |
| Mark Dixon – Church Warden | MD |
| Michael Gilbert – Treasurer | MG |
| David Lenderyou | DL |
| Katherine Lush | KL |
| Leslie Mackenzie | LM |
| Liz Townsend – Church Warden | LT |
| Michelle Williams | MiWi |
| Martin Wright | MW |
| Val Stone | <i>VS in attendance for ChurchDesk presentation</i> |
| Peter Staples | <i>PS in attendance for ChurchDesk presentation</i> |

| | Subject | Action |
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| 1 | <p>Presentation – Church Desk</p> <p>Alex Norris from ChurchDesk presented his company's 'all-in-one software platform' specifically designed for churches to gather all the tools needed to effectively run and strengthen a church online administration platform.</p> <p>Some of the benefits of the software package.</p> <ul style="list-style-type: none">• A shared calendar where all planning, scheduling and rotas can be stored. The system can be accessed by all members of the congregation and would enable church volunteers to view the Rota and make changes/swap with those on the Rota electronically. The system can send electronic reminders to volunteers ahead of services.• The system offers a website platform that can promote our church events, enable sign up to events, collect payments and gift aid, store newsletters. Can collect contact details easily ie electoral roles and events. | |

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| <p>5</p> | <p>Safeguarding Update</p> <p>Work continues to ensure those that are working with children or vulnerable adults have sufficient DBS clearance and have completed training. DBS applications have been completed and submitted by the following individuals: David Lenderyou, Leslie Mackenzie and Katherine Lush and we are waiting for clearance from the diocese</p> <p>The Diocese Safeguarding training person has left the position and has not yet been replaced. When a new appointment has been made and communicated to us, we will arrange a C1 here.</p> <p>No safeguarding incidents to report</p> <p>Anne Gilbert to send her DBS to BD Gill Miller to complete DBS (might have DBS due to Link?)</p> | <p>MG/BD</p> |
| <p>6</p> | <p>Financial Review</p> <p>The attached report deals with the financial position up to the end of August 2019. The key events which are dealt with in this period are the generous giving campaign and the project to remove the front three rows of pews. These matters are referred to in the body of the report. Overall the position is encouraging but there are still issues to address. MG has made some observations and recommendations which he would appreciate the PCC's views/support on.</p> <p><i>Management accounts to 31 August 2019</i> The PCC are invited to note the current position. <i>All in Favour</i></p> <p><i>Review of Giving</i> The PCC are invited to note the financial outturn of the generous giving campaign and consider what action may be needed for 2020. The PCC to approve the introduction of revised arrangements for offertory at all services. <i>All in Favour</i></p> <p><i>Mission Giving</i> The PCC are asked to approve the payment to Freda Cary (£1400) and Bath Street Pastors (£250) as set out above. The remainder will be reviewed towards the end of the year depending on cash flow. <i>All in Favour</i></p> | |

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| | <p>Maintenance The PCC are asked to note the position. LT reported a letter of thanks has been sent to Derek Hayes for his support on these various projects. A new lawn mower should be purchased.</p> <p>Fees for Letting and Services The PCC to approve an increase on the heating element of the hire charge to £40, to be reviewed again in 12 months' time. All other fees to remain the same.</p> <p>All in Favour</p> | |
| 7 | <p>Fabric Report</p> <p>Graveyard</p> <p>Q 1. What happens when the churchyard runs out of graves? St Swithun's is an 'open' churchyard i.e. there are still vacant plots suitable for burials, but this may need to be augmented by reusing existing graves.</p> <p>Q2. Does the Diocese have a policy on this? Extract from the Churchyards Handbook "A common time limit for the reuse of grave spaces is 50 years which is the normal minimum time since the latest interment after which a burial ground may be cleared under statutory powers allowing redevelopment of the land. As with any burial, the incumbent will designate the site, unless the space is reserved by faculty".</p> <p>Q3. Practicality of reusing Box tombs. MW cannot see any reason to reuse large graves. You would have to do a lot of research to establish that there are no living relatives. MW has identified at least 20 spaces (with no headstone) in the old burial ground which would suffice for several years.</p> <p>Q4. Additional Garden of Remembrance plaques. MW has made enquiries with Ted Johnson to contact his son, (who is in the business), for two new plaques in the Garden of Remembrance.</p> <p>Q5. Are we running out of space in the Garden of Remembrance? Yes, but there is a suitable area on the North side which will be ideal for another Garden of Remembrance that could accommodate at least 60 'ashes' burials.</p> <p>MW will be contacting Richard Robb and asking him to take an aerial view of the churchyard using his drone.</p> | <p>MW</p> <p>MW</p> |

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| 8 | Systems Update - attached Following the presentation from Church Desk, MD suggested we should discuss this further and take a decision at the PCC Away Day. | |
| 9 | Children & Families Update - attached | |
| 9 | Correspondence None | |
| 10 | Staff Contracts As we have all been very pleased with the ministry offered by both our Administrator and our Children & Families Worker, in principle we would like to renew their contracts for a further 2 years. HR advice will now be sought as to how best to proceed. | LT/KL |
| 10 | Any Other Business <ul style="list-style-type: none"> ● After reporting a certain incident, volunteer drivers need to be aware of the possible need for a chaperone when giving lifts to church family members of the opposite sex and no monies should ever be offered or accepted. ● NB updated the PCC on an incident whilst working alone. The PCC takes her personal safety very seriously and she has agreed to ensure that the office door is locked when she is working in the office on her own. Lone working policy to be reviewed. | LT/MD |
| 11 | Date and Time of Next Meeting Monday 4 November at 7.30pm | |